

III. REVIEW TOPICS AND METHODS

Review Topics

A. Services

Mandatory Services

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3. Safe and appropriate living conditions
 - a. Temporary shelter
 - b. Transitional living
 - c. Emergency shelter
4. Individual, family, group, and peer counseling
5. Skill-building services
6. Recreation/leisure activities
7. Aftercare services
8. Case outcome
9. Street Outreach Services (SOP Grant)
10. Individual client files

B. Project Development

1. Coordination and service linkages
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C. Grant Administration

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D. Optional Services for Basic Centers

1. Street-based services
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3. Drug abuse prevention and treatment
4. Testing for sexually transmitted diseases

A Note About Notes

As you go through the following worksheets, be sure to take notes on all matters that appear relevant to your inquiry. Your notes will help you prepare your onsite report or debrief the grantee or senior staff of the Family and Youth Services Bureau. Your notes, whether typed or handwritten, will also become part of the official file for the onsite review and may be released should a formal challenge be made to the final report.

Your notes should include:

- salient or notable features of the grantee's programs
- positive aspects of the program
- preliminary conclusions about areas of compliance or noncompliance, along with the evidence and rationale for such conclusions
- nonbinding suggestions to improve and enhance program operations
- possible suggestions for the Family and Youth Services Bureau to provide or ensure training or technical assistance

A. SERVICES

A1. OUTREACH AND COMMUNITY EDUCATION

REQUIREMENTS

General

- Outreach activities target specific populations that are appropriate for the project.
- Outreach activities attract an adequate number of individuals who are eligible to participate in the project.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Outreach plans must attract runaway and homeless youth eligible for services. Where applicable, they will attract members of ethnic, cultural, and racial minorities and persons with limited ability to speak English. The program must also make referrals or otherwise provide for the needs of runaway and homeless youth who are not in the specific population the applicant will serve.

Basic Center Programs

- RHY Act, Sections 312(b)(1) and 312(b)(6)
- Grant announcement, Section V: Evaluation Criteria

Transitional Living Programs

- RHY Act, Section 322(a)(8)
- Grant announcement, Section I, Priority Area 1: Mandatory Services and Section V: Evaluation Criteria

Maternity Group Homes

- RHY Act, Section 322(a)(8)
- Grant announcement, Section I, Priority Area 2: Mandatory Services and Section V: Evaluation Criteria

Street Outreach Programs

- The grant announcement calls for street outreach and education. The outreach must focus on areas where youth congregate during peak hours. See Section I: Program Requirements and Section V: Evaluation Criteria.

EVIDENCE

Below are suggested methods to use in reviewing outreach and community education. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Review copies of outreach plan(s)

Review outreach schedules, logs, or other documentation of planned or completed

Examine any written outreach materials or videos

For Street Outreach programs, accompany staff on the street or in outreach vans

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee's outreach works. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- How many youth have you contacted?
- What efforts do you make to reach people of different races, ethnicities, socioeconomic backgrounds, sexual orientations, levels of English proficiency, and physical capabilities?
- Do you have a hotline, and how does it work?
- How many outreach staff do you have?
- How is your outreach staff trained, including safety practices?

If consistent with approved grant, also ask about:

- Videos or radio spots
- Presentations/workshops
- Community events
- Cooperation with other agencies

For Street Outreach and Street-based programs:

- How do you identify places where street youth congregate?
- How do you reach street youth where they congregate during peak hours?
- How do you ensure the safety of street outreach staff?

NOTES

A2. INDIVIDUAL INTAKE AND CASE PLANNING

REQUIREMENTS

General

- The grantee is open to receive runaway or homeless youth around the clock.
- The grantee's intake process adequately addresses the immediate needs of the youth.
- The intake process assesses the youth's appropriateness for program participation.
- The grantee has a case planning process that involves youth and results in the development of individualized case plans. It includes appropriate short- and long-term goals and periodic assessments.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- The age of eligibility is younger than 18 for Basic Centers (RHY Act, Section 387(3)).
- The length of service is limited to 21 days for Basic Centers (Grant announcement, Section I: Mandatory Services).
- The grantee must have a plan to contact a youth's parents or legal guardians within 24 to 72 hours ((RHY Act, Section 312(b)(3) and grant announcement, Section V: Evaluation Criteria).
- Case planning must include individual, family, and group counseling (RHY Act, Sections 311(a)(2) and 312(a) and the published grant announcement, Sections 1.1 and 1.2: Mandatory and Optional Services, and Section V: Evaluation Criteria).

Transitional Living and Maternity Group Homes Programs

- The age of eligibility is 16 to 21 (RHY Act, Section 387(3)).
- The length of service is up to 18 months or not exceeding 21 months in exceptional circumstances. Exceptions are made for youth who are younger than age 18 after the end of the 18 months. In that case, service may be extended to age 18, (Grant announcement, Section I: Mandatory Services).
- The grantee must prepare a transitional living plan to help the youth transition to independent living or another appropriate living arrangement (RHY Act, Section 322(a)(6) and grant announcement, Section I, Priority Area 1: Mandatory Services and Section V: Evaluation).

Street Outreach Programs

- The grant announcement requires individual assessments of youth who voluntarily seek or accept services. The assessment pertains to providing necessary survival aid (Grant announcement, Section I: Program Requirements and Section V: Evaluation Criteria).

General

Grantees should use the Positive Youth Development framework, as described in the grant announcement, to provide opportunities for youth to serve others and build self-esteem. This could include helping greet newcomers and introducing them to shelter life.

EVIDENCE

Below are suggested methods to use in reviewing individual intake and case planning. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding their experiences entering the shelter

Interview date:

Number of youth interviewed (do not include their names):

Review a copy of required intake plan

Examine a random sample of 10 case files to see whether and how they document intake and case planning for each client

For Street Outreach programs, review this element only with respect to youth who voluntarily accept services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee's intake and case planning system works. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- How are youth assessed for problems/issues, including substance abuse, education, health, and emergency service needs?
- What kinds of referrals are made to other agencies? How often?
- How are parents or guardians notified?
- What kinds of emergency services are provided immediately?
- How are youth involved in case planning?
- How many staff members are involved in case planning?
- What credentials and training do staff members have for intake and case planning?

For Basic Center, Transitional Living, and Maternity Group Home programs:

- How many youth are found ineligible? Why?
- How many youth are turned away for lack of space?

For Street Outreach programs:

- How do street youth receive survival aid and crisis intervention?
- How are youth who voluntarily accept services assessed for issues pertaining to sexual abuse, sexual exploitation, sexually transmitted diseases (including HIV/AIDS), and domestic violence?

NOTES

A3. SAFE AND APPROPRIATE LIVING CONDITIONS

Introduction

Grantees must provide appropriate shelter and safe living conditions to the youth they serve. Several different types of accommodations may be used, depending on the grant and the kinds of services that the youth need. For example, in some cases, grantees rely on host homes, apartment supervisors, contractors, or subgrantees to house young people. It is the grantee's responsibility to ensure that those living arrangements meet all necessary requirements.

Basic Centers must provide temporary shelter for up to 21 days for youth younger than 18 years of age. The requirements for these shelters are described in subsection A3a below.

Some Basic Centers also use host family homes as a source of temporary shelter. Requirements for these arrangements are described in the section on transitional living accommodations in A3b below.

Transitional Living and Maternity Group Homes provide up to 18 months of services (and in some cases up to 21 months) for homeless youth between the ages of 16 and 21. They may do so in a variety of settings that provide the youth stable, safe living accommodations and services that help them develop the skills necessary to function with greater independence.

Living accommodations can include:

- host family homes
- group homes
- maternity group homes
- agency-owned apartment buildings
- "scattered-site" apartments (rented directly by young people with support from the agency)

The requirements for these shelters are described in Subsection A3b below.

Street Outreach Programs do not necessarily provide shelter for homeless youth, but they must make sure that emergency shelter is available for them. One of their main purposes is to assist youth in leaving the streets and adjusting to safe and appropriate alternative living arrangements. The requirements are described in Subsection A3c below.

A3A. TEMPORARY SHELTER (BASIC CENTERS)

REQUIREMENTS

General

- Grantee maintains residential facilities in compliance with Federal, State, and local licensing requirements.
- Each residential facility accommodates at least 4 and no more than 20 youth.
- Residential facilities are adequately staffed and supervised. Administrative staff and supervisors are on call 24 hours a day to address emergencies.
- The grantee provides nutritious food (at least two meals per day) in sufficient quantities for each youth in care.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- Safe and appropriate shelter and conditions related to location, maximum capacity, and supervision are required by the RHY Act, Sections 311(2)(B) and 312(b)(2) and in the grant announcement, Section I: Mandatory Services.
- Grantees should use the Positive Youth Development framework, as described in the grant announcement, to provide opportunities for youth to serve others and build self-esteem. This could include helping with food service and shelter upkeep through daily chores.

EVIDENCE

Below are suggested methods to use in reviewing temporary shelter. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding conditions in the shelter and any role they may play in assisting with daily chores such as food preparation, cleaning, etc.

Interview date:

Number of youth interviewed (do not include their names):

Tour the facilities

Examine State and local licenses, fire inspection certificate, safety inspections for boilers and other equipment, as appropriate and similar documents

Make note of any obvious serious safety hazards

Examine menus

Contact subgrantees, contractors, or pro-bono providers that have responsibility for providing temporary shelter

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides temporary shelter and food. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center programs:

- What facilities are used to provide temporary shelter and food?
- Are State and local licenses, fire inspection certificates, and safety inspection documents for boilers or other major equipment, as appropriate, on file?
- Are contractors or subgrantees used to provide food or shelter? How is oversight of them conducted?
- What is the maximum and average number of youth who can stay in each facility? (The number of residents must be between 4 and 20.)
- How many beds are reserved under the RHY grant and how many for other grants?
- What is the staff/youth ratio?
- How is 24-hour staffing maintained?
- Where does the food come from? How many meals are served each day? How are meals prepared? How are the quality and nutritional value of meals guaranteed?
- Do resident youth participate in food preparation or other household chores?
- How are the youth receiving education services under the McKinney Vento Act?
- Are living quarters separated by gender?
- What are staff credentials and training?
- How are the special needs of the physically challenged met?

Host Home Models:

Some Basic Centers also use host homes as a source of temporary shelter.

- How are host home parents recruited and trained?
- How are host home parents screened?
- How many host homes are available?
- Does the number of beds available meet the minimum requirements of 4?
- Are there contracts in place with the host home parents?
- How do youth receive nonresidential services while in the host home?
- What is the staff/host home ratio?
- Are the host homes licensed?

NOTES

A3B. TRANSITIONAL LIVING ARRANGEMENTS (TRANSITIONAL LIVING AND MATERNITY GROUP HOMES)

REQUIREMENTS

General

- The grantee may use host family homes, group homes, maternity group homes, or supervised apartments to provide the stable, safe living accommodations envisioned by the RHY Act for those youth needing longer term services to facilitate their transition to independence.
- Whichever model is chosen by the grantee, a common set of requirements for living arrangements must be met. The grantee ensures that the host family or other onsite staff or supervisors—hereafter referred to as “onsite supervisors”—maintain facilities in compliance with Federal, State, and local licensing and safety requirements.
- Youth served (and in the case of maternity group homes, their children as well) must receive two nutritious meals per day. Host family homes and maternity group homes must provide nutritious food in sufficient quantities and at appropriate times for youth in their care. They must also monitor the nutritional needs of those in their care. Onsite supervisors of supervised apartments, in concert with grantee staff, monitor nutritional needs and resources of youth in their care.
- Onsite supervisors are screened, trained, and monitored.
- Onsite supervisors provide 24-hour supervision of youth when not attending school or another structured activity.
- Host homes and maternity group homes provide conditions that allow for home study, as applicable. Onsite supervisors of supervised apartments, in concert with grantee staff, monitor study habits and educational progress of youth in their care.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- Safe and appropriate shelter, maximum capacity, and supervision are required by the RHY Act, Sections 321(a)(1), (2), and (3) and grant announcement, Section I: Mandatory Services.
- Grantees should use the Positive Youth Development framework, as described in the grant announcement, to provide opportunities for youth to serve others and build self-esteem. This could include helping with food service and shelter upkeep through daily chores.

EVIDENCE

Below are suggested methods to use in reviewing transitional living arrangements. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of onsite supervisors

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding conditions in the transitional living facilities and any role they play in such things as food preparation, cleaning, and general upkeep

Interview date:

Number of youth interviewed (do not include their names):

Examine State or local licenses or certifications of host families

Examine any written materials, videos, or other materials used for education and training of onsite supervisors

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides accommodations. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Transitional Living and Maternity Group Home programs:

- What is the staff/youth ratio?
- Where does the food come from? How many meals are served a day? How are meals prepared? How are the quality and nutritional value of meals guaranteed?
- Do resident youth participate in food preparation or other household chores?
- How are onsite supervisors or host families recruited, trained, and supervised?
- How is transportation arranged between homes, school, medical care, counseling, and other appointments?
- Are living quarters appropriately separated by gender?
- How does the grantee's staff support and assist families?

For Maternity Group Home programs:

- How is child care provided?
- How are the children of the youth receiving education services under the McKinney Vento Act?

NOTES

A3C. EMERGENCY SHELTER (STREET OUTREACH)

REQUIREMENTS

General

- Street youth must have guaranteed access to age-appropriate emergency shelter for those youth willing to come in off the street.
- Street outreach staff must have 24-hour access to the emergency shelter to maintain interaction with youth while they are there.
- Shelter may be provided through a referral network or drop-in center.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The aims of the Street Outreach Program are found in the RHY Act, Section 351. Specific requirements for emergency shelter are found in the grant announcement, Section I: Program Requirements for both regular and minigrants.
- Grantees should use the Positive Youth Development framework, as described in the grant announcement, to provide opportunities for youth to serve others and build self-esteem. This could include helping with food service and shelter upkeep.

EVIDENCE

Below are suggested methods to use in reviewing emergency shelter. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding conditions in the emergency shelter and their responsibilities for upkeep of their quarters and shelter in general

Interview date:

Number of youth interviewed (do not include their names):

Accompany staff on the street or in outreach vans

Contact subgrantees, contractors, or pro-bono providers who have responsibility for providing emergency shelter. Visit at least one of these emergency shelters, and more than one, if possible.

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee ensures emergency shelter. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Street Outreach programs:

- What facilities are used to provide emergency shelter?
- (If the grantee uses a referral network for emergency shelter) How is the quality of care ensured?
- If the grantee uses a drop-in center for emergency shelter:
 - What are the hours of operation?
 - What services and supplies are provided to the youth?
 - What is the staff/youth ratio?
- (If the grantee uses a contractor or subgrantee) How is oversight over the service delivery managed?
- Are living quarters separated by gender?
- How are youth supervised?
- How is 24-hour access to the shelter guaranteed to program staff?
- How are the special needs of the physically challenged met?

NOTES

A4. INDIVIDUAL, FAMILY, GROUP, AND PEER COUNSELING

REQUIREMENTS

General

- The grantee provides a range of counseling services that are pertinent to the needs of the youth and their families.
- Counseling is available to all resident youth on a daily basis.
- Counseling is responsive to individual case goals.
- Case goals are reviewed and monitored by qualified staff.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- Requirements to provide and plan for individual, family, and group counseling are found in the RHY Act, Sections 312(b)(2) and 312(b)(5) and in the grant announcement, Section I: Mandatory Services.

Transitional Living and Maternity Group Homes Programs

- Requirements to provide and plan for individual, family, and group counseling are found in the RHY Act, Sections 322(a)(1) and in the grant announcement, Section I: Mandatory Services.

Street Outreach Programs

- The grant announcement calls for services that encourage youth to leave the streets for treatment and counseling and prevention and education programs. Not all street youth reached by this program are ready to receive these services, but they should be available to those who voluntarily request or receive them (Section I: Program Requirements and Section V: Evaluation Criteria).

EVIDENCE

Below are suggested methods to use in reviewing individual, family, group, and peer counseling. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding the services they receive

Interview date:

Number of youth interviewed (do not include their names):

Observe a case review session (without taking notes)

Examine a random sample of 10 case files to determine the kinds of services being provided

Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of counseling services

For Street Outreach programs, review this element only with respect to youth who voluntarily accept services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides individual, family, group, and peer counseling. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- What types of counseling are provided (individual, family, group, peer)?
- What subjects are covered in counseling (drug abuse, anger management, etc.)?
- How is counseling tied to specific goals established in the case files?
- What percentage of youth receives counseling?
- What percentage of families receives counseling?
- How frequently do youth receive counseling?
- Are youth assigned to specific counselors? If so, how is the assignment made? How are counselors involved in case management?
- How do counseling services take into account cultural differences?
- How, and how often, are case reviews performed? Which staff members are involved?
- What are staff credentials? How are staff trained?
- If used, how are peer counselors trained?

For Street Outreach programs:

- Do youth who voluntarily request or accept services receive crisis intervention, treatment and counseling, prevention and education services, and counseling pertaining to sexual abuse, sexual exploitation, sexually transmitted diseases (including HIV), and domestic violence?

NOTES

A5. SKILL-BUILDING SERVICES

REQUIREMENTS

General

Although Basic Center programs are not required by statute to provide skill-building services, many grantees do under their approved grant. Doing so is consistent with the Positive Youth Development framework, which grantees are encouraged to adopt.

Both the Transitional Living and Maternity Group Homes Programs require a specific set of skill-building services to be provided to the youth under their care. (See the “Find Out About” section below for a complete list.)

In either case,

- There should be an adequate range of skill-building services, either directly or indirectly.
- These services should meet the needs of the youth participants.
- The youth should participate in the services provided.
- Some grantees offer community service activities or counseling.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The specific skill-building services for the Transitional Living and Maternity Group Homes Programs are in the RHY Act, Section 322(a)(1) and in the grant announcement, Section I: Mandatory Services.
- Maternity Group Home youth must receive additional parenting skills (RHY Act, Section 330(c)).
- Skills and services pertaining to street youth are found in the grant announcement, Section I: Program Requirements and Section V: Evaluation Criteria.
- See the Positive Youth Development framework, as described in the grant announcement, regarding skill development in literacy, competence, work readiness, and social skills.

EVIDENCE

Below are suggested methods to use in reviewing skill-building services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding the skill building services they receive

Interview date:

Number of youth interviewed (do not include their names):

Review relevant plans, if any (not required)

Observe a skill-building activity (without taking notes)

Examine a random sample of 10 case files (see section C4 on client files)

Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of these services

For Street Outreach programs, review this element only with respect to youth who voluntarily accept skill-building services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides skill-building services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- Are youth given the option to participate in skill-building programs?
- How are the skill-building needs of each youth determined?
- What percentage of youth receives each kind of service?
- How do services take into account cultural differences?
- How many staff members are involved in providing skill building?
- What are staff credentials and training?

For Transitional Living programs:

- Are the following required basic skill-building services being provided to youth?
 - o money management
 - o budgeting
 - o consumer education
 - o use of credit
 - o parenting skills (as appropriate)
 - o interpersonal skill building
 - o educational advancement
 - o job attainment skills
 - o mental and physical health care

For Maternity Group Home programs:

- Are the following required parenting skills being provided, in addition to the basic life skills listed above?
 - o child development
 - o family budgeting
 - o health and nutrition
 - o other skills to promote long-term economic independence

For Street Outreach programs:

- Do youth who voluntarily seek or accept counseling services receive counseling pertaining to basic life skills, including nutrition and skills needed to deal with sexual abuse, domestic violence, and sexual exploitation?

NOTES

A6. RECREATION/LEISURE ACTIVITIES

REQUIREMENTS

General

Although not required by statute for RHY programs, formal, structured recreation and leisure activities are consistent with the Positive Youth Development framework that grantees are encouraged to adopt.

- The grantee provides an adequate range of recreation and leisure activities to meet the needs of youth participants.
- Youth are involved in the design and implementation of recreation and leisure activities.
- Recreation and leisure activities are adequately supervised.

Specific

Specific grantee requirements can be found in the approved grant and the grant announcements.

- See the Positive Youth Development framework, as described in grant announcements, regarding safe and structured places for teens to recreate and socialize, develop social skills, gain opportunities to serve others and build self esteem, and access venues for positive use of time, opportunities for positive self-expression, and opportunities for youth participation and civic engagement.

EVIDENCE

Below are suggested methods to use in reviewing recreation and leisure activities. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding recreational activities they participate in and any role they play in planning and assisting in such activities

Interview date:

Number of youth interviewed (do not include their names):

Observe recreational activities (without taking notes)

Examine a random sample of 10 case files (see section C4 on client files)

Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of these services

These services are generally not applicable to street youth, but should be available for those who voluntarily request or accept them.

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides recreation and leisure activities. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- What types of recreational activities provided (e.g., structured games and sports, wilderness and adventure trips and outings, recreational and art therapy, community service projects, educational field trips, and crafts)?
- What are the goals of recreation?
- What percentage of youth participates? Are they required to?
- Who coordinates and supervises the youth?
- How do youth assist in planning or organizing the activities?

For Street Outreach programs:

- Do youth who voluntarily accept services in Street Outreach programs receive appropriate recreational services?

NOTES

A7. AFTERCARE SERVICES

REQUIREMENTS

General

- The grantee offers an adequate range of aftercare services.
- Every youth served by the grantee has an individualized aftercare plan.
- The grantee involves the youths and, if appropriate, their parents or legal guardian in developing aftercare plans.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- The grantee has aftercare plan, including plans for involving parents or legal guardians and ensuring aftercare services for youth who reside in another State (RHY Act, Sections 312(b)(3) and 312(b)(5) and grant announcement, Section I: Mandatory Services and Section V: Evaluation Criteria).

Transitional Living and Maternity Group Homes Programs

- The grantee must prepare a transitional living plan to help with the transition to independent living or another appropriate living arrangement (RHY Act, Section 322(a)(6) and grant announcement, Section I: Mandatory Services and Section V: Evaluation Criteria).

Street Outreach Programs

- Given that the primary goal is to move the youth from living on the street to a safer setting, the grant announcement calls for follow-up support rather than aftercare plans (Section I: Purpose and Program Requirements).

EVIDENCE

Below are suggested methods to use in reviewing aftercare services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding their participation in planning for aftercare services

Interview date:

Number of youth interviewed (do not include their names):

Review a copy of required aftercare plans

Examine a random sample of 10 case files (see section C4 on client files)

Contact some or all of the service providers to which the discharged youth and their families are referred for any of these services

For Street Outreach programs, review this element only with respect to youth who voluntarily request or accept follow-up services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides aftercare services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center, Transitional Living and Maternity Group Home programs:

- How are youth prepared for discharge?
- How much are youth and their families involved in preparing the aftercare plan?
- How are discharge plans incorporated into case files?
- Who provides aftercare services to discharged youth and their families on a referral basis?
- How long are aftercare services delivered?

For Street Outreach programs:

- Are youth who voluntarily accept services in Street Outreach programs and their families referred to appropriate outside referral agencies?

NOTES

A8. CASE OUTCOME

REQUIREMENTS

General

- The grantee has clearly documented goals for the client's program completion.
- The grantee involves the youth and, when appropriate, his or her parent or legal guardian, in determining living arrangements and planning ongoing activities after the youth leaves is discharged from the program.
- The grantee follows formal processes that guarantee and verify the youth's safe arrival at the location in which he or she will live.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- The grantee has an aftercare plan that includes involving parents or legal guardians, ensuring aftercare services for youth who reside in another State, contacting local government officials pursuant to informal arrangements, and providing other appropriate alternative living arrangements (RHY Act, Sections 312(b)(3) and 312(b)(5) and grant announcement, Section I: Mandatory Services and Section V: Evaluation Criteria).

Transitional Living Maternity Group Homes Programs

- The grantee must prepare a transitional living plan to help the youth transition to independent living or another appropriate living arrangement (RHY Act, Section 322(a)(6) and grant announcement, Section I: Mandatory Services and Section V: Evaluation Criteria.)

Street Outreach Programs

- Given that the primary goal is to move the youth from living on the street to a safer setting, the grant announcement calls for follow-up support rather than aftercare plans (Section I: Purpose and Program Requirements). In many cases the outcome of serving youth on the streets cannot be planned specifically or subsequently ascertained.

EVIDENCE

Below are suggested methods to use in reviewing case outcomes. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Review a copy of required aftercare plans

Examine aftercare survey forms used to collect information about youth after they leave the facility

Examine a random sample of 10 case files to determine whether the grantee has followed up on the youth after discharge (see section C4 on client files)

For Street Outreach programs, review this element only with respect to youth who voluntarily request of accept follow-up services.

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee monitors case outcomes. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- How are arrangements made with the destination residence (family, relative, etc.)?
- How is follow-up conducted to make sure youth return safely to their homes or arrive at an alternative living arrangement?
- What percentage of discharged youth is reunited with their families?
- What alternative living arrangements are made for youth who do not return home?
- How are arrangements made for the care of youth outside the State?
- How often and how long are youth and their families contacted after they leave the shelter?
- Is information on a safe exit and/or discharge noted in client files?

For Street Outreach programs:

- How are arrangements made on behalf of youth who voluntarily accept services?

NOTES

A9. STREET OUTREACH PROGRAM (APPLIES TO SOP GRANTS ONLY)

REQUIREMENTS

General

- The grantee identifies and conducts outreach to runaway, homeless, and street youth.

Services may include:

- intervention and counseling
- information and referral for:
 - housing
 - transitional living
 - health care
- advocacy, education, and prevention related to:
 - alcohol and drug abuse
 - sexual exploitation
 - sexually transmitted diseases, including HIV/AIDS
 - physical and sexual assault

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The grantee's street-based services plan ((RHY Act, Section 312(c) and grant announcement, Section V: Evaluation) includes:
 - qualified, on-street supervision of staff by appropriately trained staff
 - back-up personnel for on-street staff
 - initial and periodic training of staff
 - outreach activities for runaway and homeless youth and street youth

EVIDENCE

Below are suggested methods to use in reviewing optional street-based services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

If possible, interview a sample of youth served regarding the services they receive

Interview date:

Number of youth interviewed (do not include their names):

Ask for and review a copy of required street-based service plan (see statutory and administrative requirement above)

Accompany staff to street sites or in vans and observe how supplies are distributed and services provided

Contact some or all of the external service providers and community agencies to which the youth are referred for appropriate services

Examine credentials and training records for staff engaged in street-based services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides optional street-based services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Street Outreach programs:

- How are street youth found?
- What training does the staff receive?
- How is the staff supervised?
- What training do supervisors receive?
- How is the safety of the outreach workers and youth accounted for?
- What are the hours of operation?
- Where are the outreach sites?
- What survival items are available to youth?
- How do outreach staff connect street youth to the services they need?
- Which referral service providers and community agencies are used?
- How are arrangements made for referral services?
- What kind of case records are maintained about the street youth and the services they receive?

For Drop-In Centers

In addition to the above,

- What is the ratio of staff to youth?
- What are the hours of operation?
- What is available to youth at the drop-in center?

NOTES

A10. INDIVIDUAL CLIENT FILES

REQUIREMENTS

General

Although not explicitly required in the statute, individual case files are needed to track intake, assessment, service delivery, discharge/aftercare planning, safe return, and follow-up after the youth is discharged from the program.

- The grantee maintains individual client files that are comprehensive and up to date.
- The grantee consistently secures client files against unauthorized access.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- See the RHY Act, Section 384.
- See the grant announcement, Section V: Evaluation Criteria.

EVIDENCE

Below are suggested methods to use in reviewing individual client files. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

- Review relevant section of approved grant
- Interview the Executive Director and appropriate project and administrative staff responsible for client file maintenance

Interview date:

Names of review team members present at the interview:

Names of grantee staff members present:

- View a demonstration of how files are secured and confidentiality is maintained
- Review a random sample of 10 files
- For Street Outreach programs, review this element only with respect to youth who voluntarily accept services. For such youth, appropriate records need to be kept, but the circumstances may not lend themselves to uniform case record systems.
- Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee maintains case files. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

- How are files opened, maintained, and updated?
- How are files secured and how confidentiality maintained?
- How are files of former clients closed and stored?

B. PROJECT DEVELOPMENT

B1. COORDINATION AND SERVICE LINKAGES

REQUIREMENTS

General

- The relationship between the grantee and direct service providers is reasonably strong, positive, and mutually supporting.
- The grantee makes referrals to direct service providers or the direct service providers deliver services to the youth at the grantee's location.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

Coordination plans (RHY Act, Section 312(b)(4) and grant announcement, Section V: Evaluation) include:

- proper relations with law enforcement, health and mental health, social services, school systems, housing, vocational, legal, drug treatment, and welfare personnel
- coordination with the school representative for the McKinney-Vento School District Liaison
- dealing with runaway and homeless youth from foster care and correctional institutions

Transitional Living and Maternity Group Homes Programs

Coordination plans (RHY Act, sections 322(a)(7) and 322(a)(9) and grant announcement, Section I: Mandatory Services and Section V: Evaluation Criteria) include:

- proper relations with law enforcement, health and mental health, social services, school systems, housing, vocational, legal, drug treatment, and welfare personnel
- coordination with the school representative for the McKinney-Vento School district Liaison

Street Outreach Programs

Coordination plans (grant announcement, Section V: Evaluation Criteria) include proper relations with law enforcement, health and mental health, social services, school systems, housing, vocational, legal, drug treatment, and welfare personnel.

EVIDENCE

Below are suggested methods to use in reviewing coordination and service linkages. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding services they receive from outside service providers

Interview date:

Number of youth interviewed (do not include their names):

Review copies of coordination plans, referral service agreements, or other linkage agreements

Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of these services

For Street Outreach programs, review this element only with respect to youth who voluntarily seek or accept services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee ensures coordination and service linkages. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- What formal linkages have been established (e.g., alternative living arrangements, education, health care, juvenile justice, law enforcement, the National Runaway Switchboard, local hotlines, vocational training, mental health care, welfare)?
- How is staff assigned responsibility for maintaining contact and coordinating with these groups?
- What percentage of youth is referred to these outside providers or agencies?
- How does staff follow up after making referrals?
- What is the level of coordination between other RHY projects in the community?
- How are referrals documented?
- How is service coordination evaluated for effectiveness?

For Street Outreach programs:

- How are youth who voluntarily accept services in Street Outreach programs referred to appropriate service providers?
- How are referrals managed?

NOTES

B2. YOUTH PARTICIPATION

REQUIREMENTS

General

- The grantee involves youth in the design or delivery of services.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- See the Positive Youth Development framework (grant announcement, Section I) regarding youth participation and civic engagement as well as opportunities to serve others and build self-esteem.

EVIDENCE

Below are suggested methods to use in reviewing youth participation. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding the nature and level of their participation in the design and delivery of services

Interview date:

Number of youth interviewed (do not include names):

For Street Outreach programs, review this element only with respect to youth who voluntarily seek or accept services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee ensures youth participation. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- Do youth:
 - sit on the Board of Directors or Advisory Board?
 - act as adjunct staff?
 - participate on staff hotlines, drop-in centers, outreach projects?
 - provide counseling, peer group, or support group services?
 - design workshops or presentations?
 - coordinate recreation?
 - provide feedback on services received?
- What criteria are used for youth participation?
- How are the youth selected to participate?
- What training do they receive?
- How are the youth supervised?
- How do the youth provide input regarding the grantee's programs?

NOTES

B3. STAFFING AND STAFF DEVELOPMENT

REQUIREMENTS

General

- The grantee sufficiently prepares staff to work with youth participants and their families through ongoing staff development.
- Training topics are specific to the client population being served.
- The grantee maintains job descriptions for all paid and volunteer staff.
- The grantee operates under an affirmative action plan.
- The grantee conducts annual staff evaluations.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center, Transitional Living, and Maternity Group Home Programs

- The grantee's staffing and training plans (RHY Act, Section 312(c) and 312(d) and grant announcement, Section V: Evaluation Criteria) include:
 - general assignment of responsibilities
 - training project staff in appropriate topics to safely and effectively serve runaway and homeless youth and to deal with issues they will encounter
 - training staff who provide on-street services
 - training staff who provide in-home services
 - conducting criminal history and child abuse registry checks

Street Outreach Programs

- The grantee must (grant announcement, Section I: Program Requirements) provide
 - on-street supervision by appropriately trained staff
 - back-up personnel for on-street staff, and
 - initial and periodic training of staff to provide outreach services

EVIDENCE

Below are suggested methods to use in reviewing staffing and staff development. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Review a sample of personnel files for evidence of position descriptions, annual reviews, and training.

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee handles staffing and staff development. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- How many and what kind of positions have been established?
- How many positions are volunteer, and how many are paid?
- How is staff training and background matched to job duties?
- Are criminal history and child abuse registry checks conducted on employees and volunteers in line with Federal, State, and local requirements?
- Are appropriate certifications or professional licenses (if required) on file?
- How are caseloads managed?
- Do staff members receive annual evaluations?
- How are staff training needs determined and reviewed?
- What kinds of training do staff receive after being brought on board?
- Do staff members attend ACF-sponsored training or technical assistance events?
- How are staff members recruited to reflect the diversity of the target populations or the general community?
- Are there staff turnover issues? What impact do they have? Why they are occurring? What is being done to resolve them?

For Street Outreach programs:

- Are on-street staff supervised by appropriately trained staff?
- Are back-up personnel available for street staff?
- Is the staff given initial and periodic training?

NOTES

B4. ONGOING PROJECT PLANNING

REQUIREMENTS

General

- The grantee periodically evaluates the impact of its services on youth and families.
- The grantee periodically evaluates the needs of youth and families in the community.
- The grantee uses information from these evaluations to revise its programs goals and objectives.
- Youth, staff, and board members are involved in planning activities.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- See the requirements for an annual report to the Secretary (RHY Act, Section 312(b)(12)).
- See the requirements for using quantitative performance data to make program adjustments to improve performance (grant announcement, Section V: Evaluation Criteria).

Transitional Living and Maternity Group Homes Programs

- See the requirements for an annual report to the Secretary (RHY Act, Section 322(a)(8)).
- See the requirements for using quantitative performance data to make program adjustments to improve performance (grant announcement, Section V: Evaluation Criteria).

Street Outreach Programs

- See the requirements for using quantitative performance data to make program adjustments to improve performance (grant announcement, Section V: Evaluation Criteria).

EVIDENCE

Below are suggested methods to use in reviewing ongoing project planning. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served with regard to their role, if any, in planning

Interview date:

Number of youth interviewed (do not include their names):

Interview board members about their participation in the process

Interview date:

Names of board members present at the interview:

Examine copies of recent program evaluations and plans

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee conducts ongoing project planning. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For all programs:

- How are the needs of the community assessed, including the diversity of youth needing services and the kinds of services needed and offered?
- How is effectiveness evaluated?
- How are goals and objectives determined?
- How are other community agencies and service providers selected to assist in achieving goals?
- What process is used to periodically review plans?
- What roles do the Executive Director, senior project directors, staff, youth, and the Board of Directors play in project planning?

C. GRANT ADMINISTRATION

C1. BUDGET AND FINANCE

REQUIREMENTS

General

- The grantee maintains funds in separate accounts for each RHY grant.
- The grantee draws down funds only for covered services.
- Income and expenditures and consistent with the approved budget.

PLEASE NOTE: This is a general review of the grantee's accounting manual and fiscal management procedures. It is not a substitute for a full audit or thorough assessment of the grantee's budget and accounting systems. The purpose is to identify possible irregularities that require further assessment by appropriate Federal personnel.

EVIDENCE

Below are suggested methods to use in reviewing budgeting and finance. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

- Review relevant section of approved grant
- Examine latest annual budget(s) for the approved RHY grant(s)
- Interview the senior staff member and the representative of any contractor responsible for financial management

Interview date:

Names of review team members present at the interview:

Names and titles of senior staff member, contractor staff, and other persons present:

- Examine the accounting records to see if:
 - o RHY income and expenses are clearly identified distinguished from income and expenses of other Federal, State, or local government or private sector programs or sources
 - o all expenses are consistent with the approved grant(s) and the latest budget(s)
 - o levels of expenditures are generally in line with approved budgets
- Examine the latest available audit to determine if it found that funds for RHY grant(s) were not properly accounted for. If so, ask the appropriate grantee staff to explain how the problems cited in the audit have been corrected.
- Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee manages budgeting and finance. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

- How the annual budget is prepared?
- Who is responsible for maintaining financial and accounting records?
- Is there an accounting system used to track funds?
- Who is responsible the accounts payable?
- Who is responsible for the accounts receivable?
- Who is responsible for signing checks? (review a random sample for verification)
- How are RHY grant funds separated from other funding sources?
- How are multiple RHY funding streams individually tracked?
- How are non-Federal matching funds accounted for?

NOTES

C2. BOARD OF DIRECTORS

REQUIREMENTS

General

Although not required by statute, it is strongly recommended that:

- The grantee has a Board of Directors.
- The Board adequately represents a cross-section of the community.
- The Board has a clear charter, with specific duties identified.
- The Board oversees the grantee's activities.
- Young people are members of the Board.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- See the Positive Youth Development framework (grant announcement, Section I) relating to youth participation and civic engagement as well as opportunities to serve others and build self-esteem.

EVIDENCE

Below are suggested methods to use in reviewing the Board of Directors. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

- Review relevant section of approved grant
- Examine the charter or other documents that establish the Board and prescribe its responsibilities
- Examine minutes of recent board meetings
- Examine a list of Board members
- Interview the chairperson and select members of the Board

Interview date:

Names of review team members present at the interview:

Names of chairperson and Board members present:

Number of youth on the Board (if clients, do not include names):

- Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee uses a Board of Directors. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

- Is there a Board of Directors?
- What are the Board's responsibilities?
- How are the Board members recruited?
- Do Board members represent a cross-section of the community?
- Are there any youth on the Board?
- How are Board members trained and oriented to their responsibilities?
- How often does the Board meet?

NOTES

C3. REPORTS AND DATA COLLECTION

REQUIREMENTS

General

- The grantee has fully implemented the Runaway and Homeless Youth Management Information System (RHYMIS).
- The grantee uses project data to meet reporting requirements and to evaluate the success of the RHY programs.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

Basic Center Programs

- See requirements for the grantee's data collection and analysis processes in the RHY Act, Sections 312(b)(7) and 312(b)(8) and grant announcement, Section 1: Record Keeping and Section V: Evaluation Criteria.
- See requirements for maintaining confidentiality of data in RHY Act, Section 384.

Transitional Living and Maternity Group Homes and Programs

- See requirements for the grantee's data collection and analysis processes in the RHY Act, Section 322(a)(9) and grant announcement, Section 1: Record Keeping and Section V: Evaluation Criteria.

Street Outreach Programs

- See requirements for the grantee's data collection and analysis processes in the grant announcement, Section 1: Record Keeping and Section V: Evaluation Criteria.

EVIDENCE

Below are suggested methods to use in reviewing reports and data collection. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

- Review relevant section of approved grant
- Interview the Executive Director, project manager, data entry staff, or other administrative staff responsible for generating reports

Interview date:

Names of review team members present at the interview:

Names of grantee staff members present:

- View a demonstration of how RHYMIS data are entered and how reports are produced
- Review examples of reports produced, including
 - o length of stay
 - o source of referrals at entrance and exit
 - o types of service provided
 - o where youth go after discharge
- Review materials (if any) used for instructing staff on maintaining confidentiality of data pertaining to the youth and their families
- Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee conducts reporting and data collection. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

- How are RHYMIS data updated and how soon after the data are first recorded in the youths' case files?
- How are the staff responsible for entering RHYMIS data and maintaining the system trained and supervised?
 - Are they familiar with RHYMIS definitions?
 - Do they understand the importance of the data and how data are used?
- Does an appropriately senior grantee official review RHYMIS data for accuracy before submission?
- Are RHYMIS data submitted on time?
- Are the data updated after youth are discharged?
- How is the confidentiality of personal data maintained?
- Is information other than RHYMIS data collected for evaluative purposes?
- How does the grantee use RHYMIS and other data to evaluate the effectiveness of its program and to promote program improvements and enhancements?

NOTES

D. OPTIONAL SERVICES FOR BASIC CENTER

D1. STREET-BASED SERVICES – (OPTIONAL FOR BASIC CENTERS)

REQUIREMENTS

General

- The grantee identifies and conducts outreach to runaway, homeless, and street youth.

Services may include:

- intervention and counseling
- information and referral for:
 - housing
 - transitional living
 - health care
- advocacy, education, and prevention related to:
 - alcohol and drug abuse
 - sexual exploitation
 - sexually transmitted diseases, including HIV/AIDS
 - physical and sexual assault

These additional services, if offered, are part of the service program of the Basic Center and are subject to all the requirements discussed earlier for mandatory services.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The grantee's street-based services plan ((RHY Act, Section 312(c) and grant announcement, Section V: Evaluation) includes:
 - qualified, on-street supervision of staff by appropriately trained staff
 - back-up personnel for on-street staff
 - initial and periodic training of staff
 - outreach activities for runaway and homeless youth and street youth

EVIDENCE

Below are suggested methods to use in reviewing optional street-based services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

If possible, interview a sample of youth served regarding the services they receive

Interview date:

Number of youth interviewed (do not include their names):

Ask for and review a copy of required street-based service plan (see statutory and administrative requirement above)

Accompany staff to street sites or in vans and observe how supplies are distributed and services provided

Contact some or all of the external service providers and community agencies to which the youth are referred for appropriate services

Examine credentials and training records for staff engaged in street-based services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides optional street-based services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center programs:

- How are street youth found?
- What training does the staff receive?
- How is the staff supervised?
- What training do supervisors receive?
- How do outreach staff connect street youth to the services they need?
- What survival items are available to youth?
- Which referral service providers and community agencies are used?
- How are arrangements made for referral services?
- What kind of case records are maintained about the street youth and the services they receive?

D2. HOME-BASED SERVICES FOR YOUTH AT RISK OF SEPARATION FROM THEIR FAMILIES (OPTIONAL FOR BASIC CENTERS)

REQUIREMENTS

General

- The grantee offers counseling services and interventions for youth at risk of separation from their families.
- The grantee provides 24-hour crisis response.
- The grantee provides in-home counseling (e.g., basic life skills and interpersonal skill building).
- The grantee sets personalized objectives and measures for success of the intervention(s).

These additional services, if offered, are part of the service program of the Basic Center and are subject to all the requirements discussed earlier for mandatory services.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The grantee has a home-based services plan (RHY Act, Section 312(d) and grant announcement, Section V: Evaluation), including
 - Staff members are given initial and periodic training to provide these services.
 - Caseloads are light enough to allow intensive involvement with each family.
 - Staff members receive qualified supervision.

EVIDENCE

Below are suggested methods to use in reviewing optional home-based services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding their living conditions and the services they receive

Interview date:

Number of youth interviewed (do not include their names):

Review a copy of required home based service plan

Examine a random sample of 10 case files for youth served in the program (see section C4 on client files)

Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of these services

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides optional home-based services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center programs:

- What types of counseling services are provided (e.g., basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning)?
- How family crises, including an immediate need for temporary shelter, handled around the clock?
- How are services tied to specific goals established in the case files?
- How many youth and families receive in-home counseling?
- How frequently do they receive these services?
- How do in-home counseling services take into account cultural differences?
- How, and how often, are case reviews performed?
- How many staff are involved in providing home-based services?
- What are the staff credentials and training?
- How are staff members supervised?

NOTES

D3. DRUG ABUSE PREVENTION AND TREATMENT (OPTIONAL FOR BASIC CENTERS)

REQUIREMENTS

General

- The grantee conducts outreach activities related to drug abuse and treatment.
- The grantee may also offer other services, such as:
 - individual, family, and peer counseling
 - drop-in services
 - assistance to runaway and homeless youth in rural areas
 - information and training related to illicit use of drugs
 - activities to improve the availability of local drug abuse prevention and services

These additional services, if offered, are part of the service program of the Basic Center and are subject to all the requirements discussed above for mandatory services.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcements.

- The grantee's substance abuse services plan (RHY Act, Section 312(e) and grant announcement, Section V: Evaluation Criteria) includes:
 - the types of services provided
 - the objectives of such service
 - information and training provided to individuals providing such service
 - outreach activities for runaway and homeless youth

EVIDENCE

Below are suggested methods to use in reviewing drug abuse and treatment services. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

Review relevant section of approved grant

Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

Interview a sample of youth served regarding the services they receive

Interview date:

Number of youth interviewed (do not include their names):

Review a copy of required substance abuse service plan

Examine a random sample of 10 case files for youth served in the program (see section C4 on client files)

Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides optional drug abuse prevention and treatment services. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center programs:

- What types of services are provided?
- How are services tied to specific goals established in the case files?
- How many youth receive substance abuse and training services? How frequently?
- What are the outcomes of substance abuse services?
- How, and how often, are case reviews performed?
- How many staff members are involved?
- What are the staff credentials and training?

For grantees with both Drug Abuse and Treatment AND Street Outreach programs:

- How are these services provided to street youth who voluntarily seek or accept services through the Street Outreach program?

NOTES

D4. TESTING FOR SEXUALLY TRANSMITTED DISEASES (OPTIONAL FOR BASIC CENTERS)

REQUIREMENTS

General

The grantee offers testing for sexually transmitted diseases at the request of runaway and homeless youth.

This service, if offered, is part of the service program of the Basic Center and is subject to all the requirements discussed above for mandatory services.

Specific

Specific grantee requirements can be found in the approved grant, the RHY Act, and the grant announcement, Section I: Optional Services.

EVIDENCE

Below are suggested methods to use in reviewing testing for sexually transmitted diseases. Please check the methods you used and provide the appropriate additional information. If you used other methods, please check "other" and describe them briefly.

- Review relevant section of approved grant
- Interview staff

Interview date:

Names of review team members present at the interview:

Names and titles of grantee personnel present:

- Examine a random sample of 10 case files for youth served in the program (see section C4 on client files)
- Contact subgrantees, contractors, or pro-bono providers who have responsibility for any of these services
- Other (Explain):

FIND OUT ABOUT

Below are questions you may want to ask to get a better sense of how the grantee provides testing for sexually transmitted diseases. Check off the subjects as you discuss them. Additional questions may come up after you begin. Make sure to take notes on your entire discussion.

For Basic Center programs:

- What types of testing services are provided?
- How many youth receive testing?
- How many staff members are involved?
- What are the staff credentials and training?
- Which external service providers and community agencies are the youth referred to?

For grantees with Sexually Transmitted Disease Testing AND Street Outreach programs:

- How are these services provided to street youth who voluntarily seek or accept services through the Street Outreach program?