

**SITE VISIT
SCHEDULE & SUMMARIES**

PROGRAMS & FINANCE DEPARTMENT

**Juvenile Welfare Board
6698 68th Avenue North
Pinellas Park, Florida 33781-5060
Telephone: 727-547-5600**

**SITE VISIT SCHEDULE
JANUARY, 2002**

Children's Home – Pinellas School Support Team	January 29, 2002
Suncoast Center for Community Mental Health – Early Intervention	January 10, 2002
Suncoast Center for Community Mental Health – Therapeutic Preschool	January 11, 2002
Suncoast Center for Community Mental Health – Total Family Strategy	January 17, 2002
Suncoast Center for Community Mental Health – Homebased Intensive Family Service	January 18, 2002

Board Members are invited to participate in site visits. For information, please contact Lisa Sahulka, 547-5643.

SITE VISIT SUMMARIES

Pinellas Association for Retarded Citizens – Discovery Learning Center and Homebound Program

R'Club Child Care, Inc. – Exceptional Student Scholarship Program

Site Visit Summary

Agency : R' Club Child Care Inc.	Fiscal Year:	2000-2001
Program: Exceptional Student Scholarship Program	Budget:	\$ 475,013
	JWB Allocation:	\$ 159,162
	Cost Per Client:	\$ 5,163
	(00/01)	

Programmatic Site Visit: May 29-30, 1999
Fiscal Site Visit: September 14, 2001

Program Description

The R' Club Exceptional Student Scholarship Program is designed to provide before and after school care for children with special needs. Access to child care allows parents to secure full-time employment, and provides the child opportunities to interact with their peers as well as providing developmental activities. The provision of quality child care assists the family unit in reducing stress and allows the family to function more effectively. The program serves children from low to moderate-income families at Paul B. Stephens and Nina Harris Exceptional Student Centers as well as other R' Club school age sites.

Findings

The site visit included a program overview and up-date; a review of program methodology, meetings with the executive director, director of program services, and finance director; a review of objectives and minimum service levels; review of client files; observation of consumer services provided at Paul B. Stephens; staff interviews, and a review for contract compliance. Overall, the program was operating consistently with the latest methodology on file at JWB and met all terms of contractual compliance.

A fiscal site visit conducted on September 14, 2001. While there were no substantive issues raised as a result of the monitoring process, several recommendations are noted below.

Statistics

During FY 99-00, the program served 69 children and met or exceeded all but one measurable objective. The program received new measurable objectives during the second quarter of FY 99-00. As a result, the agency was not able to implement one of the new objectives until the beginning of the new school year in September 2000. Data reviewed at the time of the site visit indicated that the program would meet or exceed minimum services levels and objectives for FY 00-01.

Recommendations and Requirements

There were no recommendation and/or requirements as a result of the programmatic site visit. However, the fiscal site visit report recommended the following: (1) the development of a written policy related to writing off uncollectible customer balances and related collection procedures; (2) the development of a written policy related to refunding overpayments; and (3) the development of a written policy related to per diem reimbursement from funding agencies for holidays

Contract Manager: Karen Perkins

Site Visit Summary

Agency : Pinellas Association For Retarded Citizens	Fiscal Year:	2000-2001
Program: Discovery Learning Center and Homebound Program	Budget:	\$1,138,100
	JWB Allocation:	\$ 412,507
	Cost Per Client:	\$ 5,720

Date of Visit: March 28, 2001

Program Description

The Discovery Learning Center serves vulnerable children, ages 2 months to 3 years, who have established medical conditions, are developmentally delayed, and/or physically handicapped, or are "at risk" for delay due a variety of medical, social, and/or educational causes. The preschool facility provides early intervention in a safe, nurturing environment that promotes the physical, social, emotional, and cognitive development of young children with special needs. All medically stable children in need of preschool services are accepted without regard to disability or ability to contribute financially to the cost of the program. Discovery Learning Center promotes inclusion through the enrollment of typically developing children.

The Homebound Program is designed to provide early intervention services to children that are home due to age, medical risk, and/or other conditions that would prevent the child from attending a full day program. Frequency of the Homebound teacher's visits depends on the nature of the child's disability/delay, medical stability, and parental availability.

A multidisciplinary team comprised of the child's parents, social worker, teacher and therapists assesses each child served by Discovery Learning Center or the Homebound Program. Once the assessment is complete, a Family Support Plan and educational goals are developed based on the strengths and the needs of the child and family. The program's philosophy is that parent participation in the development of the child's educational program is an integral ingredient for success. As a result of this core philosophy, program services are designed to meet the needs of the child/family, rather than the child/family fitting the program's services.

Findings

The site visit included a program overview and up-date; a review of program methodology, meetings the program director, and social worker; review of objectives and minimum service levels; review of client files; observation of program services and a review for contract compliance. Overall, the programs were operating consistently with the latest methodology on file at JWB and met all requirements of contract compliance.

Statistics

During FY 99-00, the program served 133 at the Discovery Learning Center and 34 children and 32 parents through the Homebound Program. The program had meet or exceeded all measurable objectives for FY 99-00. Based on the data available at the time of the site visit, it appears that the program would meet or exceed minimum service levels and measurable objectives for FY 00-01.

A fiscal site visit conducted on October 5, 2001. While there were no substantive issues raised as a result of the monitoring process, several recommendations are noted below.

Recommendations and Requirements

There were no recommendation and/or requirements as a result of the programmatic site visit. However, the fiscal site visit report recommended the following: (1) the development of a policy related to billing; (2) the development of a policy and procedure specifying that claims be submitted in a timely manner; (3) the development of a policy and procedure that specifies internal controls for the agency billing system; and (4) the development of policy and procedure for JWB reimbursement.

Contract Manager: Karen Perkins