

**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
DECEMBER, 2001**

Gulf Coast Community Care Division – Asian Neighborhood
Family Center

December 11, 2001

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

SITE VISIT SUMMARIES

Boys and Girls Club of the Suncoast – Individual Services Program

Boys and Girls Club of the Suncoast – Teen Center 61-C

City of St. Petersburg – Building Blocks of Success

City of St. Petersburg – TASCO Impression Teen Magazine

Morton Plan Mease Health Care – Healthy Families Support Initiative

site visit included: a program overview and update, meetings with program directors at each site, staff and program participants, review of measurable objectives and minimum service levels, review of client files, and a review for contract compliance. The Contract Manager also interviewed several parents who confirmed that the consistency of services had greatly improved within the last six months.

The ISP Director has been in continuous contact with the JWB Contract Manager and requested and received technical assistance and training. The Board Chairperson was present at the exit interview along with the Executive Director and both are aware of the challenges that the program has overcome in the last six months, the progress made, and the potential of the program. The Boys and Girls Club of the Suncoast will be working very closely with the States Attorney's Office this fall on a community component of the States Attorney Safe School Initiative.

Recommendations: Recommend a corrective action plan to improve data collection, files, plan to engage adults. The program has developed their own corrective action plan that includes the development of policies and procedures, development of a uniform file system with revised intake forms to reflect methodology services and a plan to engage parents in a more formal and meaningful relationship. BGC staff are now using SAMIS to its potential and undergoing ASSET. Their review is scheduled for January 2002.

Minimum service levels for youth have been lowered in the FY 01-02 contract to allow program to focus on quality services (from 350 youth to 250 youth). Although adult minimum service levels were dropped in FY 00-01, they were added back into the FY 01-02 contract at a lower level to reflect current methodology on file at JWB (from 200 in the original methodology to 100).

The Measurable Objectives included obtaining academic and behavior data from the school system. This has been a problem in the past. The FY 01-02 academic measurable objectives have been reworded to include informal progress reports as well as report cards. A measurable objective to capture parent involvement was added and an objective that ties into youth development curriculum developed by the National Boys and Girls Club. There may be further recommendations based upon the ASSET report that may include a revised, more focused methodology that incorporates the Boys and Girls Club Youth Development Curriculum and Outcomes. The Curriculum was favorably reviewed by the JWB Research Department.

Contract Manager needs to perform six-month follow-up visit to review files, observe services, and progress on corrective action plan (January 2002.)

A Fiscal Site Visit was conducted August 7, 2001.

Contract Manager: Susan Biszewski-Eber

meetings with program management, staff and program participants, review of measurable objectives and minimum service levels, review of client files, and a review for contract compliance. Thirty records were reviewed and showed proper record keeping. Thirteen schools were represented in the thirty files reviewed. The Contract Manager also interviewed parents who confirmed that the program provides continuous quality programming.

61-C is currently working with Youth mapping and Pinellas Cares to establish a teen information phone-line as outlined in their FY 99-00 application. The teen phone line is located at Pinellas Cares and staffed by 61-C, Youth Mapping, and Pinellas Care youth and adult volunteers.

A Fiscal Site Visit was conducted August 7, 2001.

Contract Manager: Susan Biszewski-Eber

SITE VISIT SUMMARY

AGENCY: City of St. Petersburg

FISCAL YEAR: 2000-01

PROGRAM: Building Blocks of Success

BUDGET: \$436,273

JWB ALLOCATION: \$261,651

COST PER CLIENT: \$1215

(FY 2000-01)

PROGRAM MONITORING: October 1, 2000 – September 30, 2000

SITE VISIT REPORT DATE: October 24, 2001

PROGRAM SUMMARY

The Building Blocks of Success Program consist of Teen Programs at eight recreation centers in St. Petersburg: Campbell Park, Frank Pierce, Gladden Park, Lake Vista, Shore Acres, Walter Fuller, Wildwood and Willis S. Johns. During fiscal year 2000-01, I visited each Teen Center, attended parent meetings, attended two Teen Council Executive committee meetings, attended a Building Blocks Program Showcase and attended ten monthly Building Blocks staff meetings. Programs sites and operations are monitored through monthly meeting of all Teen Center staff and supervisors. Regular discussions are held on core concepts, measurable objectives, compliance with SAMIS data requirements and any other JWB or programmatic issues that arise. The monthly staff meetings facilitate regular oversight and monitoring, ensuring consistency in operations among all the Centers. During the individual site visits I observed Teen Council meetings, interviewed staff, individual teens and parents and reviewed participant's files. This report summarizes all monitoring activities for FY 2000-01.

Building Blocks was funded through the New & Expanded Funding cycle in April 2000 to implement teen programs at five recreation centers located in diverse neighborhoods throughout the city. This funding allowed the City to replicate and expand services currently provided at the Shore Acres and Child Park Centers. Both centers were previously funded by JWB and had thriving teen programs coordinated by a full-time Teen Worker. All Building Blocks centers now focus on five core concepts: purposeful and meaningful activities and positive peer socialization, community involvement and service, positive interactions with family members, positive educational/career development opportunities, and positive adult role and leadership models. Middle school-age youth are the identified population for this program, however older teens can participate. In FY 00-01 two additional Teen Centers and a Program Coordinator position were funded for a total of eight teen centers.

The program operations are consistent with the approved methodology. All staff positions are consistent with the approved budget. There was staff turnover in four positions with one due to promotion. Participant files were reviewed on a regular basis throughout the year and include appropriate documentation of program services. Parent and staff interviews were positive and very supportive of the program.

STATISTICS

Performance on Measurable Objectives and Minimum Service Levels: The performance report for FY 99-00 indicates the program met its minimum service levels and measurable objectives for the funding period. One hundred and seventy-nine (179) participants (individual Teen Council members) were served and twenty-five (25) activities were documented in the SAMIS Group Data Module, indicating

service to 325 youth and 73 adults. Based on available data it appears that the Building Blocks program will meet its measurable objectives and exceed minimum service levels for FY 00-01. Three hundred fifty-nine (359) participants were served and 263 activities are documented in group data.

FINDINGS

The Building Blocks Teen Centers have been visited by youth workers from all over Pinellas County and the State of Florida as a model for replication. These centers have given neighborhood teens quality youth development activities, high quality Teen workers and the opportunity to develop leadership skills, positive peer groups, opportunity for meaningful community service and a safe haven away from home. All Teen Leaders receive JWB BEST Initiative training as well as training provided by the City. Parental involvement throughout the development of this program has been significant. Parents participated by helping to furnish and decorate centers, volunteering as guest speakers, chaperones, attend monthly parent meetings, and other activities put on for their benefit. In addition, the Teen Councils created a citywide Teen Council Executive Board that consists of three voting members from each of the teen center.

The City provides additional resources for the operation of the teen centers such as administrative oversight and support, in-kind space in the community centers to operate and resources from other departments that are provided in-kind. City policies were formatted and developed to support the teen activities, dances and field trips. The teens conduct fundraising events to support activities such as field trips, sports leagues participation and to purchase items for the teen centers not covered by the grant. As a major fundraiser the teen centers developed and implemented a citywide a Halloween Carnival for elementary age children held at the St. Petersburg Coliseum. The fundraiser was so successful it could become an annual event.

There are no recommendations for improvement at this time. The agency is exempt from a JWB fiscal review and there were no fiscal issues noted during the funding period.

CONTRACT MANAGER: Patricia S. Davis

SITE VISIT SUMMARY

AGENCY: TASC0 Impression
Teen Magazine

FISCAL YEAR: 2000-01
BUDGET: \$100,191
JWB ALLOCATION: \$72,625
COST PER CLIENT: \$828
(FY 2000-01)

PROGRAM MONITORING: October 1, 2000 – September 30, 2001

SITE VISIT REPORT DATE: October 24, 2001

PROGRAM SUMMARY

Teen Arts, Sports and Culture Opportunities (TASC0) Teen Program is a part of the City of St. Petersburg's Department of Leisure Services. This program is dedicated to creating, operating and supporting positive experiences for the youth of St. Petersburg. TASC0 is currently funded by the JWB to produce a bi-monthly teen magazine that is created, organized and operated by youth. This magazine is distributed to every high school and middle school in mid and south Pinellas County, all recreation centers and to approximately 150 businesses. 30 to 40 thousand issues of the magazine are printed every other month.

Impression Teen magazine provides a unique opportunity for teenagers in Pinellas County to network and communicate youth issues in a positive way and promote their activities. Emphasis is placed on Teen issues, but other areas, including cultural education, entertainment, freestyle and sports are covered. Impressions is a multi-culture endeavor representing the work of a diverse population of teens. Youth involved in the production of the magazine benefit immensely through; mentoring and training new participants, gaining valuable work experiences and career guidance, and involvement in a public/private partnership with community businesses and organizations. The production of this magazine in every way mirrors the real world from the editorial board that assigns and reviews articles, to the final copy and editing of the magazine before it is printed.

STATISTICS

The performance report for FY 99-00 indicates the program exceeded its minimum service level. One hundred and five (105) participants were served. The program met three of six measurable objectives. The remaining three objectives were not applicable this past year due to a one-year interval between pre and post administration of the assessments. Performance for FY 00-01 to date appears to be on target. The program will meet its measurable objectives and exceed minimum service levels. The program served one hundred and twenty-one (121) participants.

FINDINGS

The program operations are consistent with the approved methodology. The program has one full-time staff; the supervising editor, funded by JWB and two part-time Teen Workers; senior editor for the magazine and layout director - both funded by TASC0. Long-term participants are promoted to senior writers and hired to help guide and mentor new participants creating continuity in the development and production of the magazine. Program activities were monitored on three occasions: a citywide participant and parent orientation, and observation of participants working on the magazine on two occasions. In addition to ongoing technical assistance staff met frequently with the supervisor and program manager. The program operates in the building that houses the administrative offices of the Department of Leisure Services. Transportation to the program is provided from central locations

throughout the city. Parents also transport youth to the program. Parent and participants interviews were very positive. Participants were observed working diligently on their assigned tasks. The program hours are late evening so food is provided each time the program meets. The youth designed a reader's survey to be printed annually in the October issue of the magazine with the results published in a subsequent edition of the magazine. The purpose of the survey was to determine how the magazine affected teens, where they received the magazine, what the teens liked about the magazine and as a means of improving the magazine. The report submitted to JWB for FY 2000 indicated that 93% of the readers gained knowledge from reading the magazine, 70% received the magazine through the schools and teen issues were the highest priority for teen readers.

There are no recommendations for improvement at this time. The agency is exempt from JWB's fiscal review and there were no fiscal issues noted during the year.

CONTRACT MANAGER: Patricia S. Davis

Site Visit Summary

Agency: Morton Plant Mease
Health Care

Fiscal Year: 2000-2001

Program: Health Families Support
Initiative

Budget: \$170,813
JWB Allocation: \$120,813
Cost Per Client: \$ 43
(00/01)

Date of Visit: September 10, 2001

Program Description

The Healthy Families Support Initiative Program assesses mothers of newborns residing in identified census tracts in mid and north Pinellas County. The screening and assessment is usually conducted post partum. Parents identified through the Healthy Families Florida Assessment Tool as having high risk factors are referred to the Healthy Families Pinellas Program whose objectives are to prevent child abuse and neglect, to decrease families' stress and risk factors, and to ensure children a healthy start during crucial developmental years. The Healthy Families Support Initiative is the crucial, initial step in this intensive five-year case management and care coordination program.

Statistics

According to data available at the site visit, the program will meet or exceed all objectives and minimum service levels for FY 2000-2001.

Findings

The site visit included a program overview and up-date; a review of program methodology, meetings with the social services coordinator. a review of objectives and minimum service levels; review of client files; and a review for contract compliance. Overall the Healthy Families Support Initiative was operating consistently with the latest methodology on file at JWB. Additionally, the program was in substantial compliance with the terms of the contractual agreement. However, it was noted that the agency audit had not been submitted to JWB in a timely manner.

Minor inconsistencies were noted during a review of client files. Staff recommended that the social services coordinator clarify with program staff the documentation necessary for completion of case records. The fiscal site visit is attached.

Recommendations and Requirements

Based on the review of client files, staff recommends that the social services coordinator clarify with program staff the documentation necessary for completion of case records. Additionally, the agency needs to institute a process to ensure that the agency audit is submitted in a timely manner.

Contract Manager: Karen Perkins

