



**Department of
Job and Family Services**

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**Office of Families
and Children**

Adult Protective Services Development Opportunities Application Overview

**Office of Families and Children
January 13, 2015**



Agenda

- Welcome
- APS Development Opportunities Application
- Attachments

This webinar will be recorded and posted for viewing to the Office of Human Services Innovation Website <http://humanservices.ohio.gov/>

Good morning everyone! My name is Jennifer Justice and I serve as the deputy director over Adult Protective Services. We are so excited to have this opportunity to walk through the Adult Protection Services Development Opportunities Application packet with you today. The Office of Families and Children is pleased to present information to you about new opportunities for us to work together to serve vulnerable elders and their families.

A couple of house keeping items – One is as you can see on the slide , this webinar will be recorded and posted for viewing to the Office of Human Services Innovation Website.

Also, you will all be muted today during the presentations. Please submit any questions you may through the webinar and we will provide written responses so that everyone in the state may view them.

We have several presenters today. I will kick things off then turn it over to Kristin Gilbert., Shelly Boyd, Olympia Boyce-Taylor and Leslie Mcgee to present their pieces.



WELCOME

- Exciting opportunity
- Growing need
- Importance of partnership

They are going to review in detail the 3 different types of funding opportunities available to each County Department of Job & Family Services. The 3 funding opportunities include funding for planning and 2 competitive funding opportunities which are the capacity building and innovation grants.

As we are all aware, the elder population is growing at a fast rate. These elders often face challenges in regard to their health conditions, medication misuse, mental health issues, or just the day-to-day changes associated with aging. Particularly when isolated, it's not uncommon for self-neglect to occur under these conditions. When not isolated, these factors result in vulnerability for maltreatment.

The on-going demands of caring for persons with chronic conditions can be overwhelming and must also be recognized. Typical caregiver stresses that can set the stage for elder abuse and exploitation include anxiety, depression, poor nutrition, inadequate sleep and general fatigue. (*Eldercare Link*).

To address these issues requires holistic approaches and partnership among state and local partners.

Today's webinar will provide an overview of "next steps" toward jointly meeting the needs of families we serve.

The on-going demands of caring for persons with chronic conditions can be overwhelming and must also be recognized. Typical caregiver stresses that can set the stage for elder abuse and exploitation include anxiety, depression, poor nutrition, inadequate sleep and general fatigue. (*Eldercare Link*).

To address these issues requires holistic approaches and partnership among state and local partners.

Today's webinar will provide an overview of "next steps" toward jointly meeting the needs of families we serve.

Background

- **HB 483** (the Budget Bill) established the Adult Protective Services (APS) Funding Workgroup:
 - APS system gaps
 - Best practices
 - Linkage with other human service programs
 - System design and fiscal recommendations

- **\$10 million** appropriation to the Controlling Board

Before we discuss into the details, it may be useful to take a step back to quickly review “how we got here.”

In June 2014, the Ohio General Assembly created an Adult Protective Services (APS) Funding Workgroup.

The General Assembly charged the Workgroup with:

- Investigating programmatic or financial gaps in the the APS system,
- Identifying best practices to integrate into Ohio's APS system;
- Exploring opportunities for coordination; and
- Recommending priorities for a one-time \$10 million statewide investment in APS.

In September, the APS Funding Workgroup made its initial recommendations, and

in October the Controlling Board approved a transfer of \$10 million to the Ohio Department of Job and Family Services to implement the Workgroup's recommendations.

Most, but not all of the recommendations involve funding county-level planning to meet stricter APS program requirements by **July 1, 2016**.



Background

- APS Funding Workgroup:
 - 20 members identified in statute
 - Representatives from state and local government; boards; associations; and client advocacy groups
- Met bi-weekly July-December, 2014
- Interested parties in attendance

OHT Director Moody served as the Workgroup Chair.

The workgroup was comprised of representatives from multiple state and local agencies, including:

- The Governor's Office,
- The Ohio Senate,
- The Ohio House of Representatives,
- The Office of Budget and Management,
- The Office of Health Transformation,
- ODJFS,
- The Ohio Department of Aging,
- The Ohio Department of Medicaid,
- The Ohio Department of Mental Health and Addiction Services,
- The Ohio Department of Developmental Disabilities,
- Local Departments of Job and Family Services,
- The Ohio Job and Family Services Directors' Association,
- The County Commissioners' Association,
- The Ohio Association of Area Agencies on Aging,
- The Ohio Coalition for Adult Protective Services, and

- The National Committee for the Prevention of Elder Abuse.

The group met regularly and many interested parties attended the meetings.



Purpose

- Develop capacity to meet needs of the growing elderly population and their families
- Facilitate establishment of community partnerships
- Promote use of best practices
- Standardize APS program functions statewide

The overall purpose of this work was to:

- Develop capacity to meet needs of the growing elderly population and their families;
- Facilitate establishment of community partnerships;
- Promote use of best practices; and
- Standardize APS program functions statewide.

Core Program Requirements

ALL MUST be fully implemented by **July 1, 2016**.

- **Screening:** The capacity to accept and screen reports of suspected abuse, neglect, and/or exploitation:
 - Accept reports 24 hours/day, 7 days/week
 - Retain report information
 - Use a standardized decision-making protocol for reports
 - Document screening decisions
 - Identify cases as emergency or non-emergency

As previously noted, the expectation is that the core requirements will be fully implemented statewide by **July 1, 2016**.

The intent of this expectation is to promote consistent responses to reports of elder abuse, neglect and or exploitation regardless of which county receives the report or where the maltreatment occurs.

There are three core program functions.

The first one is Screening.

Screening refers to the capacity to accept and screen reports of suspected abuse, neglect, and/or exploitation.

Program Requirements Under Screening include:

- Accepting reports 24 hours/day, 7 days/week;
- Recording and retaining report information;
- Following a protocol for decision-making regarding reports of suspected adult abuse,

neglect and/or exploitation;

- Documenting case decisions; and
- Identifying cases as emergency or non-emergency.

Core Program Requirements

- **Investigation**: The capacity to investigate and assess accepted reports of suspected abuse, neglect and/or exploitation:
 - Respond to emergency reports within 24 hours and non-emergency reports within three working days
 - Use a standardized instrument to conduct assessments
 - Work with other investigative entities when appropriate
 - Make timely report dispositions
 - Determine protective services needs
 - Document activities and case determinations

The second core function is investigation.

Investigation refers to the capacity to investigate and assess accepted reports of suspected abuse, neglect and/or exploitation.

Program Requirements Under Investigation Include:

- Responding to emergency cases within 24 hours and non-emergency cases within three (3) working days;
- Conducting assessments using a standardized instrument;
- Working collaboratively with other investigative entities when appropriate;
- Making case dispositions within required timelines;

- Determining the need for protective services; and
- Documenting activities and case determinations.

Core Program Requirements

- **Services:** The capacity to provide services that ameliorate conditions of abuse, neglect and/or exploitation, including:

- Case management
- Visitation and case monitoring
- Care coordination with other existing systems
- Inter-disciplinary teams

Note: Standardized case plans and case closure protocols will be developed.

The third core function is Services.

This function refers to the capacity to provide services that ameliorate conditions of abuse, neglect and/or exploitation.

Program Requirements Under Services include:

- Providing case management;
- Using a standardized case plan;
- Visitation and monitoring of safety and service provision;
- Coordinating care with existing systems;
- Establishing inter-disciplinary teams; and

- Using standardized case closure protocols.

Note: standardized case plans and case closure protocols are will be developed.



Core ODJFS Requirements

- Establish a statewide oversight council
- Monitor and provide selected case review
- Provide technical assistance and training
- Collect and retain state- and county-level data
- Develop and revise policy
- Work collaboratively on cross-system issues

Along with defining minimum core requirements for the CDJFS's , the workgroup defined core minimum requirements for our office here at the state. These requirements include:

*Establishing a statewide oversight council

*monitoring and providing case review

- Providing technical assistance and training
- Collecting and retain state and county level data
- Developing policy
- And working collaboratively on cross system issues



Concurrent Activities

- Funding opportunities
- Statewide APS data collection system
- Statewide hotline
- Core curriculum development
- Training opportunities
- Statewide assessment instrument

Again, all counties are expected to be in full compliance with minimum requirements and provisions by **July 1, 2016**.

Participation in the three funding opportunities we will be reviewing today is voluntary. The grant opportunities have been made available to assist county departments of job and family services in meeting core requirements within the prescribed time frame, and to support the development of innovative approaches in the provision of adult protective services.

Before we get into the details regarding each grant, I do want to mention that these funding opportunities represent only one part of the initiative to bolster APS programming statewide.

In addition, efforts are underway to:

- Develop a statewide APS data Collection System (by December 31, 2015);
- Establish a hotline system (by July 1, 2016);
- Develop a core curriculum training model (present-June 30, 2015);

- Provide staff training opportunities/ “re-boot” (July 1- December 31, 2015); and
- Develop a statewide assessment instrument.

Now, I will turn it over to Kristin Gilbert who will describe the planning process grants.



APS Planning Process

- Pages 2 through 5
- One-time funding
- Acknowledges county diversity
- Supports capacity building:
 - Time
 - Finances
- Quick & flexible

Thank you Jennifer for that thorough introduction.

I will be walking through the Adult Protective Services Planning Process, which is found on pages 2 through 5 of the application packet.

I will just refer to it as the “planning process” as I talk about its various elements and benchmarks.

Before I begin, I would like to expand on a few of the items that Jennifer covered, because I think it is important to understand the purpose and intent of this process.

The Adult Protective Services Workgroup took a very thoughtful approach to its task, especially when establishing the core minimum services that will define Ohio’s adult protective services program.

Members were very cognizant and respectful of the diversity in current programming across Ohio, especially in relation to funding, resources, and stakeholder engagement.

For some, a community system that fully incorporates each of these requirements will require new programming and considerable work and collaboration among community partners.

The Workgroup understood this and allowed 18 months from when the core requirements were announced on January 1, 2015 to the expectation for full implementation on July 1, 2106.

They also realized that the processes of planning and implementation require their own resources.

The Adult Protective Services Planning Process is the Workgroup's mechanism to financially support communities in these efforts.

This funding is one-time and is available to the county department of job and family services as the entity statutorily assigned responsibility for the county's adult protective services program.

The planning process has been established to help communities build the capacity to support the minimum core requirements.

Funding is intended to be quickly accessed through simple processes of documentation, and is to be used in whatever ways each county identifies as best supporting the process of full implementation of core minimum requirements. The operative terms here are quick and flexible.

The Workgroup established four benchmarks that, when reached, county departments of job and family services can request funding. I will go over each of these in detail in a minute.



Timeframes

- Adult Protective Services Planning Process
 - January 1, 2015 through November 14, 2015

- Implementation of Core Requirements
 - July 1, 2016

As Jennifer mentioned, this process is voluntary and no county is required to participate in any facet of the planning process.

However, each county will be expected to meet the minimum core requirements by July 1, 2016.

I mentioned that the Workgroup spent quite a bit of time discussing the diversity in resources and programming among counties.

The Workgroup understood that some counties already had robust adult protective services programming in place that fully met –or perhaps exceeded—the minimum core requirements.

The Workgroup did not wish to penalize these communities for having already invested in planning and collaboration.

For these communities, the period of January 1, 2015 through July 1, 2016 offers an opportunity for review, assessment and enhancement.

All communities are eligible for planning process funds, regardless of whether the benchmark already in place. For example, if a community already has a functional I-Team that meets the criteria set forth in this application packet, they are fully eligible

for the \$10,000 payment associated with that particular benchmark.

The Adult Protective Services Planning Process is one-time funding that is available for an 11 month period, January 1-2015 through November 14, 2015.

Counties have an addition 7 months (that period of November 15 through June 30th) to build upon their planning process, and implement their comprehensive plan, with the goal of full capacity for minimum requirements by July 1, 2016.

Counties may submit documentation for any of the four benchmarks at any time during the planning process.

So, payment for any of the benchmarks is open from now through November 14th.



Letter of Attestation

- Page 3; Attachment 3
- Fillable Word form
- By signing, Director signifies:
 - Get ready for minimum requirements
 - Understand implementation expected July 1, 2016
 - One-time funding
- \$10,000 – Support county efforts

I am first going to walk through each of the four benchmarks and then will describe how to submit documentation for all of the benchmarks.

The first benchmark is the Letter of Attestation.

It is described on page 3 of the application and is a form letter included as Attachment 3 of the application packet.

This is a fillable word form that is to be submitted for payment. County departments of job and family services are asked to read and consider the statements contained in the form, and if in agreement, complete, print, sign and submit.

We ask you to use the form to ensure that exact wording has been retained.

By signing this letter, the Director of the county department of job and family services signifies that they:

Are going to get ready to meet core requirements.

Understand that full implementation of core requirements will be expected by July 1, 2016.

And that this is a one-time \$10,000 payment.

It is the expectation that all funds that are distributed through the Adult Protective Services Planning Process are used to support the county's efforts to build capacity to meet -- or to enhance-- the core requirements within their own community.

Counties are not required to document how funds are used after payment is made, however.

You can think of the payment methodology similar to payment by deliverables, with each of the benchmarks as a deliverable. Again, there is an assumption that these monies will support the county's efforts around adult protective services. There just is not a requirement that counties submit documentation of how funding is applied.



Plan of Cooperation

- Pages 3 – 4; Attachment 4
- Stakeholders' intent to participate in planning
 - Committing to participate to fullest extent possible
 - Inventory of services
 - Memorandum of Understanding
- \$10,000 – Support county efforts

- The next benchmark is the Plan of Cooperation. The description of this benchmark begins on the bottom of page 3 and continues on the top of page 4. The minimum requirements for this benchmark is included as attachment 4.
- It can be helpful to think of these benchmarks as a logical progression.
- The letter of attestation signified the county department's intent to begin planning; this plan of cooperation is the statement by the essential community partners' that , yes, they too will collaborate in the process alongside the county department of job and family services.
- This plan of cooperation is task-oriented and specific to this planning process.
- During Jennifer's introduction, she identified the Workgroup's strong belief that any successful county program requires the active engagement of a range of other stakeholders.
- This is not new, and I think we all understand that. You see that commitment to active stakeholder engagement is integrated throughout all three of the funding opportunities.
- Meaningful partnership is something that is being encouraged and supported within

the planning process, and sought in the innovation grants.

- Attachment 4 identifies the 7 entities that must sign the plan of cooperation and participate in the county's planning process. These are who are to be expected.
- The plan of cooperation is not limited to those entities, and the attachment gives some other suggestions for entities that can be considered.
- The important piece here is that the stakeholders that sign the plan of cooperation are not --at this time-- committing to specific services; they are committing to actively and wholly engaging in the process of sitting down with the county department of job and family services and other community partners and laying out a plan for how this community intends to meet the core requirements by July 1, 2016.
- Signors also agree to begin their planning with an inventory of services; in other words, an examination of the assets and services that currently exist within the community that can be applied to this programming. By inventorying what already is in place, communities will begin to identify the gaps that must be addressed by July 1, 2016.
- Participants also can participate in the development of the memorandum of understanding that is a required part of the comprehensive plan (benchmark 4). The MOU simply lays out who does what in the various aspects of the county's adult protective services program.



Inter-disciplinary Team

- Page 4; Attachments 5 and 6
- To meet this requirement:
 - Roster of members
 - I-Team Agreement and Confidentiality Agreement
 - Issues of focus
 - Minimum expectations of members
 - Strategies
 - Regular schedule of meetings

- The inter-disciplinary team is described on page 4. It has two related attachments: Attachments 4 and 5.
- This is a benchmark that might be a new step for many counties from the context of sitting down and formalizing the process. It is likely that most counties already have a set of stakeholders who work together on an “as needed” basis.
- But this benchmark asks you to take a more planful approach to that cooperative relationship and think about stakeholders as a collaborative group with specific purpose, structure, and process.
- Tasked with identifying best practices for adult protective services, the Workgroup was fully committed to the concept of interdisciplinary collaboration that was formalized, specific and documented. This idea of working together as partners was considered as essential by the Workgroup. They also realized that it was likely to look differently in different counties and the purpose and structure should be something that was identified locally.
- This benchmark is crafted to facilitate that county-specific development.
- Attachment 5 sets forth the requirements for an I-Team. In essence, it must:

- Have a regular and defined roster of members who have agreed to the purpose and activities of the team, as well as to maintain confidentiality limitations.
- Have identified the team's purpose and the issues it is going to address.
- Have set forth the minimum expectations of members (you can see a clear example of how this can be done in attachment 6)
- Identify strategies for addressing the issue
- And have a regular schedule of meeting



Inter-disciplinary Team

- Documentation
- Statutory Requirement
 - Attachment 2
 - Page 5; Memorandum of Understanding (C)
- \$10,000 – Support county efforts

- The documentation most likely meeting all requirements is a signed agreement. An example is provided as Attachment 6.
- I did want to point out that proposed statutory language included in the application package as Attachment 2 mandates the formation of inter-disciplinary teams.
- This can be found on page 5 of Attachment 2 in Section C of the memorandum of understanding.
- In this language, the I-Team is comprised as a component of the MOU.
- The MOU sets forth roles and responsibilities for the receipt, investigation and response to cases require protection of vulnerable adults; we will talk about that a little bit next.
- The Inter-Disciplinary Team – or I-Team as it often is called– may include functions of the MOU or may incorporate other aspects of local programming such as public education of case staffing.
- The MOU is an agreement; the I-Team is a structured group that comes together for a purpose.

- \$10,000 is available with documentation.



Comprehensive Plan and MOU

- Pages 4 – 5; Attachments 7 and 8
- Two parts:
 - Comprehensive Plan
 - Memorandum of Understanding
- \$20,000 – Support county efforts

- The fourth benchmark is the Comprehensive Plan and Memorandum of Understanding.
- The description of this benchmark is found on pages 4 and 5 of the application.
- There are two attachments: 7 and 8.
- This final benchmark has two components: the comprehensive plan and the county's memorandum of understanding.
- \$20,000 is available by meeting this benchmark. As with other benchmarks, the money is intended to be used to support county efforts to meet or enhance core requirements.



Comprehensive Plan

- Culmination of the planning activities
 - What did you find?
 - What needs to happen?
 - What's your schedule?
 - Who is going to do what?
 - How are you going to monitor it?

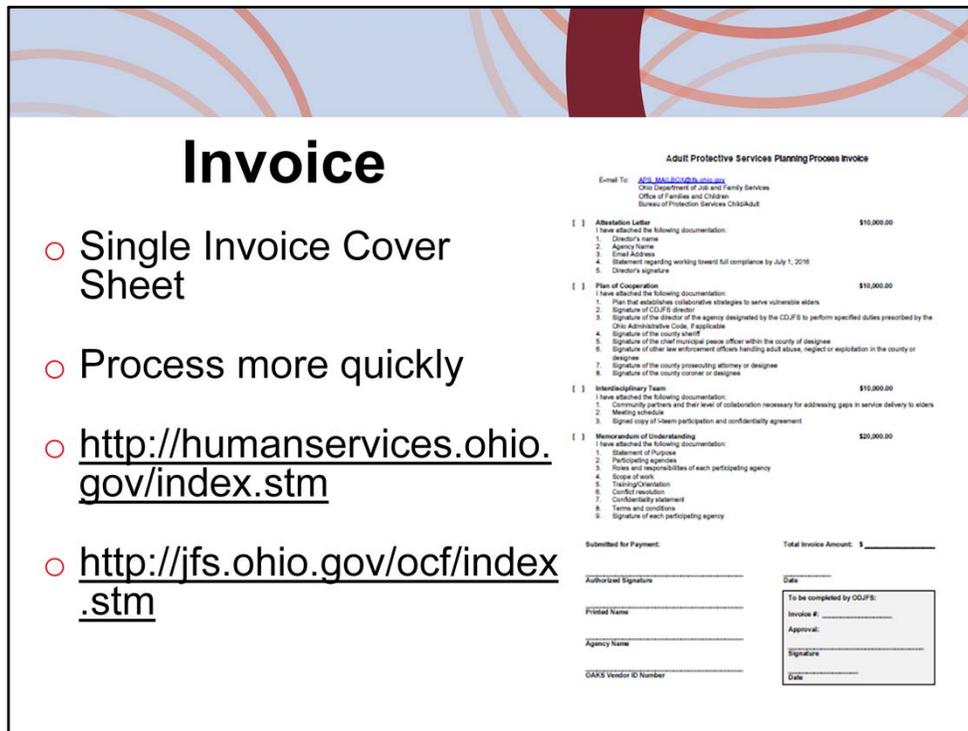
- The comprehensive plan is your jointly developed work plan; the record of what the collaborative decided during your county's collaborative planning process:
- It is to include:
 - Your assessment of current compliance with core requirements.
 - What needs to occur to bring your county to full compliance with core requirements by July 1, 2016.
 - The action steps that you are going to take between now and July 1, 2016 to make that occur.
 - Who is responsible for each task, the estimated schedule for activities, when activities are to be completed, and how you will be keeping an eye on progress.



Memorandum of Understanding

- Delineates the roles and responsibilities of each member
- Nine required elements; Attachment 7
- Attachment 8: Model Agreement

- The Memorandum of Understanding establishes the framework for how everyone agrees to work together in protecting the county's vulnerable adults: what the role and responsibility of each member will be.
- Attachment 7 sets forth the 9 elements that must be included within the memorandum of understanding.
- Attachment 8 provides a template for how that could be laid out and what is to be covered under each section.
- This offers a good foundation to open the discussion.
- Over the next week, Jennifer will be sending an email to directors of county departments of job and family services that includes examples of a couple of current memorandum of agreement.



- All documentation and requests for funding are to be submitted electronically to the address provided in the application packet: APS_Mailbox@jfs.ohio.gov.
- We have added a cover sheet that is to be used when submitting invoices for any of the benchmarks.
- As I mentioned early: it is our intent to have a quick turnaround with your invoices so that you are able to use the funding to support planning efforts.
- We have been informed that this cover sheet will help move the funding faster and reduce the likelihood of invoices being returned so we have implemented it.
- We expect the turnaround time to take about 3-4 weeks from the time we receive an invoice and you receive a check. For those of you who don't know, that's really fast.

- Jennifer will be sending a copy of the invoice out to all directors of county departments of job and family services, and it will be posted up on websites very soon. You'll be able to find it on the human services innovation website and on the Office of Family and Children under the reports and presentations section.
- If you already have submitted an invoice, don't worry. We have completed the cover sheet for you and your documentation is being processed.
- I know that you can't really read the document that is on the screen, but I wanted to be able to show that it is a single cover sheet that includes each of the four benchmarks.
- It gives you a reference to the elements required for approval under each benchmark.
- As you prepare to submit your request for funding for each benchmark, you will check which ever benchmark or benchmarks you have met, and provide the required signature at the bottom.
- You can submit for multiple benchmarks with a single cover sheet.



Invoice & Documentation

Interdisciplinary Team **\$10,000.00**

I have attached the following documentation:

1. Community partners and their level of collaboration necessary for addressing gaps in service delivery to elders
2. Meeting schedule
3. Signed copy of I-team participation and confidentiality agreement

- For example, this is what the section for interdisciplinary teams looks like.
- To submit this, you would check the box at the far left, sign the form, identify the total amount of funding you are requesting and submit it electronically to the APS mailbox with your documentation.
- The numbered items under the benchmark lay out the elements that are required for approval.
- So, for this item, you must have identified the community partners and what they will be doing, the meeting schedule of the I-Team (for example, monthly or the 2nd Tuesday of every other month) and provide a signed copy of the agreement, which includes the confidentiality statement.
- A signed Interdisciplinary Team Agreement which contains all of these items, such as the model provided as attachment 6, is sufficient documentation.

- This completes my overview of the adult protective services planning process. I hope you found it helpful and that your questions were answered. If not, please continue to submit your questions electronically to the APS_Mailbox@jfs.ohio.gov.
- Since the planning process is not competitive, we are able to answer your questions regarding the planning process individually as they come in. Questions and responses also will be posted.

Thank you for your attention.

At this point, I am going to turn the webinar over to Shelly Boyd who will provide an introduction to the competitive grants available under the Adult Protective Services Innovation Fund.

APS Innovation Fund



The workgroup recognized the diversity of the APS programming and resources among all Ohio counties.

The workgroup wanted to establish a venue through which each county department of job and family services had opportunities to test new approaches or models for APS practice.

Thank you Kristin. Good morning, my name is Shelly Boyd. I will briefly discuss with you:

1. The purpose of the APS Innovation Fund;
2. Identify the two grants under the Innovation Fund;
3. Olympia Boyce-Taylor will provide more detail about the Innovation Grant
4. Then I will conclude with the Capacity Building Grant

Innovation Fund

As Kristin stated, the APS Funding Workgroup recognized the diversity of the APS programming and resources among all Ohio Counties

So the workgroup wanted to establish a venue through which each county department of job and family services had opportunities to Test new approaches or models for APS practice.

APS Innovation Fund

As a result, a one-time funding opportunity has been made available to competitively award two grants to counties to assist in enhancing system capacity to meet core program requirements. Counties are encouraged to demonstrate innovation through:



- Multi-disciplinary collaboration
- Multi-county collaboration
- Shared services approaches

As a result, a one-time funding opportunity has been made available to competitively award two grants to counties to assist in enhancing system capacity to meet core program requirements. Counties are encouraged to demonstrate innovation through:

Multi-disciplinary collaboration

Multi-county collaboration

Shared services approaches

APS Innovation Fund

The two grant opportunities are:

- APS Program Innovation Grants
- APS Capacity Building Grants



Under the Innovation Fund, there are two grant opportunities:

1. APS Program Innovation Grants
2. APS Capacity Building Grants

Olympia

Program Innovation Grants

- Innovation grants may be awarded to counties that present new strategic or structural arrangements that:
 - Allow more efficient compliance
 - Exceed minimum requirements
 - Can be replicated



Thank you Shelly. My name is Olympia Boyce-Taylor and I will cover the Program Innovation Grants.

Innovation grants may be awarded to counties that present new strategic or structural arrangements that:

- (1) allow counties to more efficiently comply with the APS core minimum requirements
- (2) exceed the minimum requirements in the provision of APS services
- (3) can be replicated in other parts of the state.

The Program Innovation Grant is referred to as the “Big Leap”.

This grant was not designed to help bring a county into compliance with APS Core minimum standards. The purpose of this grant is to help counties that are already meeting the core minimum standards and are looking for assistance in expanding or enhancing their current **service delivery** through collaborations and shared services. In the visual you see the smaller fish bowl. This bowl symbolizes the core minimum standards. The larger bowl represents the “Big Leap” that a county or counties is ready to make through an innovative process. These Big Leap innovations are what the Program Innovation Grants **may** be used for.

When considering structural changes that are permissible under the Program Innovation Grant; think about **organizational** changes as capital improvements are not allowable under the Program Innovation Grant.

Program Innovation Grants

- Up to \$150,000 per application
- Counties may apply for a maximum of 2 Program Innovation Grants
 - One as a single county
 - One as a group of counties



Submission Process:

When looking at the submission process it is important to know that:
Counties may apply for a maximum of **two** Program Innovation Grants up to \$150,000 **per application**.

One application as a single county and

The second application as a group of counties

Although you may involve community partners in your proposal and/or proposal process; only the CDJFS' are permitted to submit an application for the Program Innovation Grants.

All applications must to be submitted by 5pm on 2/16/15 to the APS mailbox. No exceptions.

Now back to Shelly for an overview of the Capacity Building Grants.



Capacity Building Grants

- Capacity grants will be awarded to counties that propose a new approach to APS practice which allows the county to more efficiently comply with APS Core Program Requirements
- Up to \$35,000 may be awarded per application
- Counties may apply for 1 Capacity Building Grant

- Capacity grants will be awarded to counties who proposes to introduce new APS program approach(s) to practice that allows the county to more efficiently comply with APS core minimum requirements.
- ODJFS will award up to \$35,000 per application.
- Counties may apply for 1 Capacity Building Grant.
- Capacity Grants will be awarded to support one-time program improvements and cannot be used to supplant existing funds.
- The application period for the APS Capacity Grants begins February 16th through April 1st.

- Counties who apply for the Capacity Grants must show how they will sustain the activity or activities in their proposal.

- For those counties who will be applying for the Capacity Grant, please keep in mind that the funds are to support the APS Core Program requirements as stated earlier: Screening, Investigation and Services that are to be fully implemented by July 1, 2016.

- There is a procedure letter currently in clearance – Clearance number CNN 7682 titled “APS Innovation Funds” that outlines the fiscal procedures for disbursement of funds. The clearance comment deadline is Wednesday January 14, 2015.

Grant Applications

- Grant applications must be submitted by the County Department of Job and Family Services (CDJFS)
- Grant funds *cannot* be used to:
 - Supplant existing funding, including personnel costs
 - Make capital improvements
 - Develop a database system

Thank you Shelly. This is Leslie McGee and I am going to walk through the application process for the Innovation and Capacity Building Grants.

Funds will be disbursed through fiscal county allocation process

A Fiscal Administrative Manual Procedure Letter has been drafted and is currently in Clearance; it will come down tomorrow (1/14).

Designated agencies must work with their county DJFS to submit requests for grant and planning funds.

Grants are intended to support innovative practices, activities and ideas for developing and enhancing program capacity and efficiencies. For this reason, there very few types of activities that cannot be proposed for the use of grant funds. They are:

Use of funds to supplant staffing or activities that are currently in place;
Making capital improvements; and
Developing a database, which as mentioned earlier, is a responsibility that has been designated to ODJFS by the funding workgroup



Program Innovation Grant

- Follow the outline in Attachment 9 of the Application Packet
- Innovation Grant Application Period:
 - **January 1, 2015 – February 16, 2015**
- Focus on *enhancing* current capacity through innovative, replicable, sustainable projects

For Innovation Grants, please following the outline in Attachment 9 of the packet.

The application period for this grant fund began on January 1st and will end on February 16th. We do realize that this is a heavy lift in a short period of time. This, however, is the largest pot of money available, and counties only have until the end of this calendar year to expend the funds.

It was decided by the APS funding workgroup that in order to get these funds to counties quickly and give them as much time as possible to utilize them, the application period for innovation grants needed to be very early on in the timeline.



Program Innovation Grant

- Key scoring criteria:
 - Strong argument for innovation
 - Thoughtful implementation plan
 - Thoughtful description of quantifiable project results
 - Outline of project sustainability
 - Description of the ability for the innovation to be replicated
 - Description of the long-term impact on outcomes
 - Demonstration of substantial value

The key scoring criteria are included on page 4 of the attachment, and I won't bother to read them to you.

This is what the proposal review team will be looking for when scoring applications.



Capacity Building Grant

- Follow the outline in Attachment 10 of the Application Packet
- Capacity Grant Application Period:
 - **February 16, 2015 – April 1, 2015**
- Focus on *building* capacity to comply with core program requirements and impact outcomes

For Innovation Grants, please following the outline in Attachment 10 of the packet.

Counties will have a little more time to submit an application for the capacity building grant. Again, these funds are earmarked to support counties' efforts in building capacity so that they are in a position to be fully compliant with the core program requirements by July 1 of next year (2016).

These funds will also have to be liquidated by December 31, 2015.



Capacity Building Grant

- Key scoring criteria:
 - Strong argument for building capacity
 - Thoughtful implementation plan
 - Thoughtful description of quantifiable project results
 - Outline of project sustainability
 - Description of the long-term impact on outcomes
 - Demonstration of substantial value

You will note that the scoring criteria - found on page 4 of the grant application – is very similar to the innovation grant scoring criteria.

The proposal review team will be looking for the same type of information, however, for capacity grants we are not looking for activities or structural models that can be replicated in other agencies.



Application Scoring

- The Innovation Grant and Capacity Building Grant applications will be reviewed by a team of three OFC program staff
- Innovation Grant Application reviews will occur **February 16 through March 1, 2015**
- Capacity Building Grant Application reviews will occur **April 2 through April 15, 2015**

There will be 2 teams of 3 staff. All innovation grants will be reviewed by one team; and all of the capacity building grants will be reviewed by the other.



Application Scoring

- Applications should be 5 to 8 pages in length and follow the outline listed in the applicable attachment
- The proposal review teams' recommendations will be submitted to the ODJFS Director's Office for final approval
- Notification of awards will be issued by the Director of ODJFS, Cynthia C. Dungey

If you look at Attachments 9 and 10, there is guidance after each section heading indicating how long the section should be.

This is just a guide. Be as succinct or as verbose as you feel you need to be to provide a clear proposal. Review team members will score applications based on what is provided in writing – we will not contact counties to clarify information that is included in the proposal.

Please remember that this is a competitive process. It is critical that every proposal be given equal opportunity to be recommended for funding.

Final decisions and award announcements will be made by the office of Director Dungey.



Questions

- Questions are to be submitted to the APS Mailbox: APS_Mailbox@jfs.ohio.gov
- Questions on the *Innovation Fund Grants* will be accepted through **February 27, 2015**
- Questions on the *Capacity Building Grants* will be accepted through **March 6, 2015**

Again, due to this being a competitive process, all questions and responses will be made available to everyone.

To provide everyone with an opportunity to benefit from the questions and responses, there will be a cut-off date for questions pertaining to each of the competitive grants. Questions will be compiled on a master Question and Answer document and posted for review. Responses for the innovation and capacity building grants will not be provided directly to the individual submitting the question.

Questions related to the planning process funds should also be submitted to the APS Mailbox. Responses to those questions will be provided directly to the individual asking the question, but they will also be listed on the Q and A document for the competitive grants for general information purposes.



Questions

- The list of all questions and responses will be posted to the Office of Human Services Innovation website:
<http://humanservices.ohio.gov/index.stm>
- The list will be posted by *January 16, 2015* and updated each Friday thereafter through *March 6, 2015*, if there are new questions.

Responses to questions related to the competitive grants – the innovation and capacity building grants – will be posted to the Office of Human Services Innovation website each Friday.

We are working to have the Q and A document posted on Wednesdays and Fridays on the OFC website. We will also post a copy of the power point slides and the invoice on the OFC website.

Questions

- *If we have already established an Interdisciplinary Team, will we still be awarded \$10,000?*
- *I just have a few questions about the grants in general. **The two main problems that we would solve with the grant money would be for our employees to be trained in AP CORE and to hire a part time employee to specifically work on APS cases.** I was just ensuring that I am filling out the correct grant because the Innovation and Building grant applications are very similar.*

Three questions were submitted as of Friday, January 9th, and we will provide the responses to those questions now.

These questions and responses will be listed on the Q and A document posted this Friday (Jan. 16) along with the responses to questions received yesterday and during the webinar today.

1. An existing Interdisciplinary Team (I-Team) does qualify for funding provided that it meets all required elements outlined in Attachments 5 and 6.

(A) Information regarding funded statewide core training is located within the APS Workgroup Final Report page 12, section 4. The training will be coordinated through the OHSTS. This report is available on-line at <http://humanservices.ohio.gov/index.stm>.

(B) Grant funds cannot be used to supplant costs for existing staff positions. Funding to support additional staff is an allowable expense under the Capacity Building Grant provided that the proposal includes a sustainability plan that describes how staffing levels will be maintained following completion of the grant.

Questions

- *As [designated agency] staff met to review and discuss the grant applications, three questions arose:*
 - *Can [designated agency] write and submit the grant proposals or does the local DJFS have to do this?*
 - *If contract agencies can write and submit the grants, do you know of other contract agencies doing this?*
 - *Will you email me a list of other APS contract agencies and counties in the state of Ohio?*

1. [Designated agency] staff may collaborate with the CDJFS to write the proposals; however [the designated agency] may not submit the proposal(s). Only the CDJFS may submit proposals to ODJFS.
2. This is not permissible.
3. Yes. We were able to send the agency a list of other counties that have contract agencies.



Summary of Key Dates

- Innovation Grant Applications
 - Now through February 16, 2015
- Capacity Grant Applications
 - February 16, 2015 – April 1, 2015
- Planning Process Funds
 - Now through November 14, 2015

So...to summarize the key dates and deadlines that you need have marked on your calendars for these funding opportunities I have provided two quick reference slides...

The application period for innovation grants is...

The application period for capacity grants is...

The application period for planning process grants is...



Summary of Key Dates

- Innovation Grant Application Questions
 - January 27, 2015
- Capacity Grant Application Questions
 - March 6, 2015
- **Compliance with APS Core Requirements**
 - July 1, 2016

The deadline for submitting questions on the innovation grant is...

The deadline for submitting questions on the capacity building grant is...

In order to provide everyone with an opportunity to benefit from the questions that are submitted and the responses that are posted, please note that we will not be able to respond to any questions submitted after those dates.

Again, all of these efforts have been developed to support agencies in having the ability to comply with the core program requirements by 7/1/16.



**Thank you for your time and
attention today.**

APS_Mailbox@jfs.ohio.gov

Thank you for your participation today. Please remember that this webinar was recorded and will be made available at the Office of Human Services Innovation website.

Also please submit any questions to the APS mailbox at the address noted on the screen.