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MOTION NO. 4583

A MOTION of intention to continue Probation Subsidy Program during 1980.

WHEREAS, Chapter 307, Laws of 1977, 1st Ex. Sess., amending RCW 13.06.050, provides that a special supervision program for Juvenile Court probation services would be reimbursed from State funds, and

WHEREAS, the payment of said reimbursement is regulated by the Department of Social and Health Services rules and regulations, and

WHEREAS, said laws and regulation require participating counties to notify the State of their intent to continue said program as a preliminary application for funding reimbursement;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

1. That it is the expressed intent of King County to continue the Probation Subsidy Program for the fiscal year 1980 and that the budget document entitled, "King County Department of Youth Services, Special Supervision Program, Budget for January - December, 1980," which is attached hereto and by this reference made a part hereof shall be submitted to the Director of the State Department of Social and Health Services to insure continued State participation in said program.

PASSED this 29th day of October, 1979.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Bernard Stern  
Chairman

ATTEST:

Jeanette M. Quinn  
Clerk of the Council

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KING COUNTY DEPARTMENT OF YOUTH SERVICES

SPECIAL SUPERVISION PROGRAM

4583

Budget for January - December, 1980

APPLICATION FOR FUNDS

W.A.C. 275.32.120 requires that an application for funds providing certain specified information be submitted to the Secretary of the Department of Social and Health Services along with a Resolution of Intention from the County Council of their intent to continue the Special Supervision Program during the year.

I. Brief statement describing total special supervision program.

The Special Supervision Program in King County Department of Youth Services is designed to provide special services to juvenile offenders who have been placed on community supervision, not committed to a state corrections institution.

The major program emphasis is on individual case planning, counseling, and supervision provided in-house by Department of Youth Services staff. Service delivery will follow the established community-based format, with probation officers arranging most client contracts in the community where the youth lives, either at home, at school, or at one of the community probation offices located in the County. In addition to providing direct services to clients, probation staff also make use of in-house support services and various existing community services to supplement the overall supervision effort.

II. Characteristics of clients to be served.

Any youth who has been formally adjudicated is eligible for the Subsidy program.

Each youth served through the Subsidy Program is assigned to one of four geographically based Probation units; the location of the youth's residence determines the unit assignment. A plan for the case is set forth with the objective of obtaining for the youth services which are expected to enable him/her to meet the condition of the court community supervision order. Termination is based on the judge's order stating length of time on supervision.

III. Special Supervision Program

Casework Services

Case planning, including monitoring of court orders, and individual counseling remain the core methods of the Subsidy program in King County, with most of the counseling provided by Department of Youth Services staff. Probation officers are well-trained, experienced social workers who are able to draw upon a wide range of skills to work with each case on an individualized basis.

At the time a case is transferred to a probation unit, and assigned to the Special Supervision Program, an interim plan has already been formulated, based upon the findings of the predisposition investigation.

Early cooperation between the Intake and Probation workers assures a smooth transition and acquaints the youth and family with the community supervision process and expectations. A detailed plan is developed soon after assignment to Probation, and this plan is reviewed at least every three months by the unit supervisor for the duration of community supervision.

While most client contacts are on a direct one-to-one basis, group counseling methods for youth and/or their parents are also used when appropriate.

#### Support Services

In addition to direct client contacts, field workers also act as service brokers for their clients, drawing upon a wide range of in-house support services designed to meet a variety of needs.

#### School Psychologist Services

The function of the school psychologist is to assist caseworkers in planning and implementing education programs for clients. This includes administering and interpreting achievement, aptitude, and vocational interest tests; liaison placement work with public schools; arranging for individual tutoring; and coordination with the Department of Youth Services employment program regarding occupational potential and job placement.

By specific arrangement, the school psychologist provides diagnostic services for cases in the intake stage that are likely to be adjudicated and sentenced to community supervision, thereby assuring better planning capability.

#### Employment Coordinator Services

The function of the employment service is to assist the caseworkers in planning for employment needs, and to provide employment opportunities and vocational training. This service enables many youth to pay the required fines and victim restitution.

Job searching and placement are the core activities in this program. In the public sector, referrals are made to Jobline (a section of the Department of Youth Services); the work training programs sponsored by the public schools, the county and NYC-2; and the various Youth Service Bureaus. Only a portion of the clients are eligible for these programs, and the placements are limited, so a continuing major emphasis is the development of a job bank in the private sector.

In order to enhance the possibilities of employment in the private sector, a job subsidy program is in operation, under which the Subsidy program subsidizes the probationers' salary for a contracted term.

Alternative Residential Care

The Alternative Residential Care services provided by the Department of Youth Services will consist primarily of locating group homes and receiving homes for both short and long term placements.

Volunteer Program

There is one volunteer coordinator on the Department of Youth Services staff, who is funded by the Subsidy program. The volunteer coordinator is responsible for recruiting and training volunteers, and for matching volunteers with requests for services.

Research

The Youth Program Analyst and Office Technician provide basic caseload data and analysis to caseworkers and administration for use in planning and manpower allocation. Monthly statistical reports include all relevant data on case movement; unit division and individual caseload; commitment rates; and program analysis. Semi-annual and annual summary reports also are prepared. The youth program analyst also evaluates programs upon request and coordinates and prepares all necessary reports to the State on the Subsidy program. King County has implemented an automated statistical reporting system which provides more extensive referral data on a monthly basis.

IV. Statistics

Total Cases Handled

	6 Months Actual	
	<u>1979</u>	<u>1980 (est.)</u>
Subsidy	920	1,840
Current Expense	<u>669</u>	<u>1,338</u>
	1,589	3,178

Active Cases in Community Supervision Units

	<u>End 1978</u>	<u>March 1979</u>	<u>June 1979</u>
Subsidy	514	560	625
Current Expence	<u>395</u>	<u>376</u>	<u>436</u>
	909	936	1,061

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Average Caseload Size

	<u>End</u> <u>1978</u>	<u>June</u> <u>1979</u>
Subsidy	27.1	32.89
Current Expense	32.2	33.54

As the number of Subsidy Juvenile Probation Counselor positions has been reduced in this 1980 project, the Current Expense funded Juvenile Probation Counselor positions will have to handle a greater number of Subsidy cases.

V. Tools and/or equipment necessary to implement and operate programs.

New equipment needed will be: two (2) typing desks; two (2) swivel chairs; two (2) straightback chairs; two (2) file cabinets; two (2) bookcases; one (1) dictating machine; two (2) self correcting typewriters; two (2) telephone answering machines; and five (5) bell boys for field use. This equipment is for a new community office.

VI. Training Programs for Staff

During the period from January through December, 1980, staff will receive training such as on the sexual offender and violent offender. All training sessions are being video taped for future use in house, coupled with training conferences and seminars outside of the building.

VII. Special services and resources supplementing in-house services by Department of Youth Services staff.

Needed services not provided in-house are contracted for with community agencies and individuals. Included are psychological, psychiatric, and neurological testing; therapeutic counseling services; dental and health care; purchase of clothing and personal grooming supplies; vocational training at accredited institutions; public transportation tokens; and various recreational activities.

SPECIAL SUPERVISION PROGRAM

VIII.

STAFF - SALARIES AND WAGES

January 1 - December 31, 1980

<u>Function</u>	<u>Position</u>	<u>Number</u>	<u>Annual Monthly</u>	<u>Salaries Total</u>
Special Supervision	Supervisor	3	\$2,260	\$ 81,385
	Office Assistant III	5	1,065	63,959
	Juvenile Probation Counselor	16	1,992	382,518
	Extra Help (vacation, sick leave, holidays, case aides)			16,300
Support Services	Secretary II	1	1,065	12,791
	Employment Coordinator	1	1,663	19,967
	Employment Specialist	1	1,293	15,518
	School Psychologist	1	2,017	24,208
	Youth Program Analyst	1	2,017	24,208
	Office Technician II	1	1,310	15,724
	Office Technician III	1	1,279	15,354
	Volunteer Coordinator	1	1,586	19,037
Business Manager	Business Manager	1	1,704	20,452
	Accounting Technician	1	1,220	14,642
		34 Positions		\$726,063
Merit System Contingency				2,300
				<u>\$728,363</u>

EMPLOYEE BENEFITS

Medical and Hospital (\$800 per person per year)	\$ 27,200
O.A.S.I. (6.13%)	44,648
State Retirement (7.2%)	51,268
Industrial Insurance (\$312 per field employees; \$45 per office employees)	8,739
Dental Benefits (\$400 per person)	13,600
Total Benefits	<u>\$145,455</u>
TOTAL PERSONNEL COSTS	<u>\$873,818</u>

SPECIAL SUPERVISION PROGRAM

IX.

OPERATIONS AND MAINTENANCE

January 1 - December 31, 1979

<u>Account No.</u>	<u>Operations and Maintenance</u>	<u>Budgeted July-December 1979</u>	<u>Proposed January-December 1980</u>
52110	Office Supplies	\$ 3,900	\$ 6,100
52204	Personal Supplies	3,000	7,500
52210	Recreation Supplies	150	500
53103	Medical, Hospital & Ambulance	2,000	8,000
53104	Consulting Services	9,000	19,012
53190	Staff Training	2,500	10,000
53210	Telephone and Telegraph	6,000	12,000
53220	Postage	500	3,370
53310	Travel Expense	1,500	4,000
53318	Private Auto Mileage	7,000	15,000
53620	Repair and Maintenance Office Equipment	500	500
53710	Structures and Ground rentals	6,000	20,000
53730	Office Equipment rentals	2,000	7,200
53810	Subsidized Employment	8,000	25,000
53890	Foster Care	2,000	6,000
55010	Motor Pool	3,500	7,000
56730	Capital Outlay	<u>3,500</u>	<u>5,000</u>
		\$61,050	\$156,182

BUDGET SUMMARY FOR JANUARY - DECEMBER 1980

SALARIES AND WAGES (34 full time positions) . . . . .	\$ 728,363
EMPLOYEE BENEFITS . . . . .	145,455
OPERATION AND MAINTENANCE . . . . .	<u>156,182</u>
JANUARY - DECEMBER 1980 PROGRAM BUDGET	\$1,030,000

