



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: January 3, 2007

Subject: Status of Requests

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2278 – \$96,642 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Data Grant will be used to improve data collection and analysis relating to child welfare cases with emphasis on children in foster care.
[JFO received 12/04/06]

JFO #2279 – \$96,922 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Training Grant will be used to provide education and training to judges, attorneys, and other legal personnel to improve the handling of child welfare cases.
[JFO received 12/04/06]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of these actions.

cc: Linda Morse
Lee Suskin

From: "Young, Shari" <Shari.Young@state.vt.us>
To: "Rebecca Buck" <RBUCK@leg.state.vt.us>
Date: 12/8/2006 1:38 PM
Subject: RE: Questions from Representative Al Perry re: JFO #2278 & #2279
Attachments: AA1_RepPerryQ.doc

CC: "Steve Klein" <SKLEIN@leg.state.vt.us>, <perryvt@verizon.net>
Becky,
Attached are answers to Rep. Perry's questions.

Shari Young
Juvenile Court Improvement Manager
Office of the Court Administrator
109 State St.
Montpelier, VT 05609-0701
(802) 828-5625
fax: (802) 828-0497

-----Original Message-----

From: Rebecca Buck [mailto:RBUCK@leg.state.vt.us]
Sent: Thursday, December 07, 2006 11:48 AM
To: Young, Shari
Cc: Steve Klein; perryvt@verizon.net
Subject: Questions from Representative Al Perry re: JFO #2278 & #2279

Good morning Shari:

Representative Albert Perry of the Joint Fiscal Committee would like additional detailed information with regard to:

1) The \$32,307 state in-kind match in JFO #2278 (\$96,642 Court Improvement Program Data Grant). Specifically how will this in-kind match affect the management and staff in your Division of Research and Information Services? What positions will this affect and how will it affect them--will this be integrated into individual work schedules along with current duties, show up as an over-time expenditure in the judicial budget, etc? Any specific detail you can provide on the positions affected and how the Judiciary will manage this within their budget would be appreciated.

2) The \$32,307 state in-kind match in JFO #2279 (\$96,922 Court Improvement Training Grant). Specifically how will this in-kind match affect the Judicial Branch Education staff? How will it affect Judges and other professionals and their work schedules--will this integrated into their individual work schedules along with current duties, show up as an over-time expenditure in the judicial budget, etc.? Any specific detail you can provide on how the Judiciary will manage this within their budget would be appreciated.

Please cc me on your response to Rep. Perry. Thanks. --Becky

For Rep. Perry:

1. Court Improvement Data Grant (JFO #2278 \$96,642; \$32,307 in-kind match)

a. How will this in-kind match affect the management and staff in your Division of Research and Information Services?

The Division of Research and Information Services will be involved in the necessary programming changes within the court's case management system regardless of whether we have the grant or not. The division utilizes two programmers and the data warehouse administrator to complete all programming work and will incorporate the CIP requirements within those tasks. Oversight and management of the grant requirements will be handled by the division Director. Project manager time will also be incorporated as part of the overall new case management system development which will be coordinated with CIP needs.

The match will include system development and support, project management specific to the projects, as well as increased administration required for grant oversight. The work to be performed includes project review and planning, programming within the current case management system, system support, management of the case management system and data warehouse, user testing and training. It is not anticipated to be a significant burden in the overall scheme of things. Additional oversight is necessary to meet to grant administration requirements as well.

b. What positions will this affect and how will it affect them--will this be integrated into individual work schedules along with current duties, show up as an over-time expenditure in the judicial budget, etc?

As included above, the following positions will take on specific tasks within the CIP grant requirements: Director, Project Manager, System Developer 3 and two System Developer 2 positions. It is anticipated that this work will be incorporated into individual work schedules. No overtime is anticipated as part of this grant.

c. Any specific detail you can provide on the positions affected and how the Judiciary will manage this within their budget would be appreciated.

The CAO Division of research and Information Services will contribute the bulk of the in-kind match in personnel costs for programming and support services. The division will contribute approximately \$27,000 to include managing and working on various projects, maintaining systems, reviewing plans and administrative requirements. Personnel includes: Director, Project Manager, System Developer 3 and two System Developer 2 positions.

The CAO's Division of Administrative Services will also contribute to the in-kind match. That division will contribute personal services of approximately \$7,690 to track expenditures, manage the draw-downs, and submit Financial Reports to the grantor. Personnel includes: the Finance Manager, two Accountant A positions, and one Accounting Specialist.

2. Court Improvement Training Grant (JFO #2279 \$96,922; \$32,307match)

a. How will this in-kind match affect the Judicial Branch Education staff?

Each year, the emphasis on substantive training varies according to the prevailing priorities set by the Judiciary. The juvenile docket is currently a priority area for the Judiciary. The grant funds dovetail with the Judiciary's focus on improving outcomes for children in foster care, and averts greater spending of state resources on that area. The Judicial Education Division staff will be involved in the planning and execution of educational programs. These are resources we would have to devote to this area anyway. The time the Judicial Education Division spends on educational program development and implementation will be documented. Staff includes the Director of Judicial Education, Employee Education Manager, and administrative assistants.

Members of the Justice for Children Task Force will also add to the in-kind match. Many of those members come from outside the Judiciary. We will track the time the Task Force's "Education and Training" subcommittee spends on this work.

In-kind match may also be from the private sector. We have non-state employees who will attend educational activities whose time will count as the match. The volunteer Guardians ad Litem are one example.

b. How will it affect Judges and other professionals and their work schedules--will this be integrated into their individual work schedules along with current duties, show up as an over-time expenditure in the judicial budget, etc.?

We will track the time of judges' and other participants' attendance at educational programs as part of the match. Judges and attorneys attending educational programs will not incur overtime. Judges are exempt employees and the assigned contract counsel are under contract for services and would not claim overtime. The Judiciary always strives to limit over time for its non-exempt employees.

The Court Administrator's Office has a system to balance judges' time on the bench with time off the bench for training. Training will be integrated into their individual work schedules.

The CAO's Division of Administrative Services will also contribute to the in-kind match. That division will contribute personal services of approximately \$7,700 to track expenditures, manage the draw-downs, and submit Financial Reports to the grantor. This will be accomplished within existing work schedules. Personnel includes: the Finance Manager, two Accountant A positions, and one Accounting Specialist.

c. Any specific detail you can provide on how the Judiciary will manage this within their budget would be appreciated.

Documentation of in-kind match is maintained at the Court Administrator's office. The following process is used: individuals fill out a form to track and document the value of their time spent on eligible activities. At the end of the grant period, the totals are added up. Copies of the tracking forms are kept on file at the CIP office. Projected breakdowns of match sources:

The CAO's Division of Administrative Services	\$7,700
The Judicial Education Division staff	\$3,500
Judges' attendance at NCJFCJ training & other trainings	\$18,000
Justice for Children Task Force members	> \$500
Volunteer Guardian ad Litem/Court Staff Training	\$7,200
Attendees of educational programs – attorneys and court staff	>\$3,000
TOTAL	<\$40,400

From: "Young, Shari" <Shari.Young@state.vt.us>
To: "Rebecca Buck" <RBUCK@leg.state.vt.us>
Date: 12/8/2006 1:38 PM
Subject: RE: Questions from Rep. Michael Obuchowski regarding JFO #2278 and JFO #2279
Attachments: AA1_Obuchowski.doc

CC: "Michael Obuchowski" <OBIE@leg.state.vt.us>, "Steve Klein" <SKLEIN@leg.s...
Becky,
Attached are answers to Rep. Obuchowski's questions.

Shari Young
Juvenile Court Improvement Manager
Office of the Court Administrator
109 State St.
Montpelier, VT 05609-0701
(802) 828-5625
fax: (802) 828-0497

-----Original Message-----

From: Rebecca Buck [mailto:RBUCK@leg.state.vt.us]
Sent: Thursday, December 07, 2006 4:09 PM
To: Young, Shari
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Michael Obuchowski regarding JFO #2278 and JFO #2279

Good afternoon Shari:

Representative Michael Obuchowski has the following questions--

With regard to JFO #2278 (\$96,642 Court Improvement Program Data Grant):

- 1) Are we being asked to approve only the year one award for this grant?
- 2) What happens if the grant is not continued after any given project year? How does that affect the Judiciary and/or State budget and those outlined future tasks left to be completed?
- 3) While there is a brief outline provided on proposed activities for years 2-5, if this grant is continued how will the grant amount(s) and activities associated with them be legislatively monitored?

With regard to JFO #2279 (\$96,922 Court Improvement Program Training Grant):

- 4) Are we being asked to approve only the year one award for this grant?
- 5) What happens if the grant is not continued after any given project year? How does that affect the Judiciary and/or State budget and those outlined future tasks left to be completed?
- 6) While there is a brief outline provided on proposed activities for years 2-5, if this grant is continued how will the grant amount(s) and

activities associated with them be legislatively monitored?

General question pertaining to the difference in the way the grants are proposed to be expended:

7) While both grants have very similar award amounts and the same state in-kind match amount--their proposed expenditures rate over the 2 state fiscal years is very different. JFO #2278 budget expenditures looks to be closely split with approximately 1/2 of the total being expended in the last 6 months of state fiscal year 2007 and the second 1/2 of the total being expended during full state fiscal year of 2008; and JFO #2279 is budgeted at approximately 2/3 of the total expended in the last 6 months of state fiscal year 2007 with the remaining 1/3 expended in the full state fiscal year 2008. Any information you can provide on the differing expenditure rates for these grants would be appreciated.

Please cc me on your response to Representative Obuchowski. Thanks.
--Becky

Representative Michael Obuchowski's questions--

A. JFO #2278 (\$96,642 Court Improvement Program Data Grant):

1) Are we being asked to approve only the year one award for this grant?

Yes

2) What happens if the grant is not continued after any given project year? We will attempt to implement whatever we can within existing resources. We will look to match projects against available resources. If funding is not continued, it may happen that parts of certain projects are not completed. In terms of the Case Management Information System, the grant funds provide resources for the development of the juvenile module, for which we would otherwise have to use state dollars. Future grant funding for this purpose will save the state from spending its funds on that module and on the data clean-up that must occur with the migration to a new system. It is unlikely that the grant will be discontinued; the grants are authorized by Congress and every state is eligible. **How does that affect the Judiciary and/or State budget and those outlined future tasks left to be completed?** We would need to review remaining projects and prioritize them according to current resource availability and decide which may or may not be completed.

3) While there is a brief outline provided on proposed activities for years 2-5, if this grant is continued how will the grant amount(s) and activities associated with them be legislatively monitored? It is expected that the grant awards will remain in the same range as the current award because the awards are based on a formula. The Judiciary will incorporate the figures into the annual budget presentation to the legislature.

B. JFO #2279 (\$96,922 Court Improvement Program Training Grant):

4) Are we being asked to approve only the year one award for this grant?

Yes

5) What happens if the grant is not continued after any given project year? We will attempt to implement whatever we can within existing resources, but will likely be unable to continue with some of the activities if the funding is discontinued. However, it is unlikely that the grant will be discontinued; the grants are authorized by Congress and every state is eligible. **How does that affect the Judiciary and/or State budget and those outlined future tasks left to be completed?** It probably would have little impact on the budgets; future tasks may not be able to be completed.

6) While there is a brief outline provided on proposed activities for years 2-5, if this grant is continued how will the grant amount(s) and activities associated with them be legislatively monitored? It is expected that the grant awards will remain in the same range as the current award because the awards are based on a formula. The Judiciary will incorporate the figures into

the annual budget presentation to the legislature.

C. General question pertaining to the difference in the way the grants are proposed to be expended:

7) While both grants have very similar award amounts and the same state in-kind match amount--their proposed expenditures rate over the 2 state fiscal years is very different. JFO #2278 budget expenditures looks to be closely split with approximately 1/2 of the total being expended in the last 6 months of state fiscal year 2007 and the second 1/2 of the total being expended during full state fiscal year of 2008; and JFO #2279 is budgeted at approximately 2/3 of the total expended in the last 6 months of state fiscal year 2007 with the remaining 1/3 expended in the full state fiscal year 2008. Any information you can provide on the differing expenditure rates for these grants would be appreciated.

The grant awards are similar because they are based a formula the U.S. Administration for Children and Families (grantor) uses to allocate funds to the states.

The proposed expenditure rates vary because of the circumstances and the subject matter of each grant. Projections are estimates of what we anticipate to spend during the two fiscal years, based on what we know today.

- Our plans for training and education are further along and therefore we are ready to move forward with the planning as soon as we receive AA1 authorization. For example, we would like to offer trainings in the spring and summer, requiring immediate commencement of planning activities.
- The Data Grant (JFO #2278) relies extensively upon the IT staff available from the Courts. This staff has a number of priority projects already underway or currently scheduled. The CIP requirements will be added in the schedule with respect to current projects and priorities with an initial push in FY2007. As the current projects wind down, we can take on more of the CIP grant activities, requiring a start date later in FY2007 but can be planned fully for FY2008. Additionally, the new Management Information System is waiting for an RFP to be developed before effective spending on that new system can begin. Therefore, more of the Data Grant spending is anticipated for FY08 as compared to the Training Grant.

From: Rebecca Buck
To: shari.young@state.vt.us
Date: 12/7/2006 4:09 PM
Subject: Questions from Rep. Michael Obuchowski regarding JFO #2278 and JFO #2279

CC: Klein, Steve; Obuchowski, Michael
Good afternoon Shari:

Representative Michael Obuchowski has the following questions--

With regard to JFO #2278 (\$96,642 Court Improvement Program Data Grant):

- 1) Are we being asked to approve only the year one award for this grant?
- 2) What happens if the grant is not continued after any given project year? How does that affect the Judiciary and/or State budget and those outlined future tasks left to be completed?
- 3) While there is a brief outline provided on proposed activities for years 2-5, if this grant is continued how will the grant amount(s) and activities associated with them be legislatively monitored?

With regard to JFO #2279 (\$96,922 Court Improvement Program Training Grant):

- 4) Are we being asked to approve only the year one award for this grant?
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Please cc me on your response to Representative Obuchowski. Thanks. --Becky

From: Rebecca Buck
To: Obuchowski, Michael
Date: 12/7/2006 2:44 PM
Subject: I was wrong

CC: Klein, Steve

Obie--I did add up the numbers within the revenues section on the AA-1 for each of the Judiciary grants and they do total correctly over the 2 fiscal year period to the \$96,642 in the grant amount and \$32,307 for in-kind match in JFO #2278 (\$128,949 total over 2 state fiscal years) and \$96,922 in the grant amount and \$32,307 for in-kind match in JFO #2279 (\$129,229 total over 2 state fiscal years). And everything does total correctly on both AA-1 Forms. They are getting the first year award for these grants and expending them over a period of 2 state fiscal years. I thought I had done this before I logged them in because the numbers on these are so oddly similar in places and it was confusing to me. Sorry for any confusion I may have added during our discussion. I will now compose your other questions and pass them along to Shari Young in Judiciary. --Becky

From: Rebecca Buck
To: shari.young@state.vt.us
Date: 12/7/2006 11:47 AM
Subject: Questions from Representative Al Perry re: JFO #2278 & #2279

CC: Klein, Steve; perryvt@verizon.net
Good morning Shari:

Representative Albert Perry of the Joint Fiscal Committee would like additional detailed information with regard to:

- 1) The \$32,307 state in-kind match in JFO #2278 (\$96,642 Court Improvement Program Data Grant). Specifically how will this in-kind match affect the management and staff in your Division of Research and Information Services? What positions will this affect and how will it affect them--will this be integrated into individual work schedules along with current duties, show up as an over-time expenditure in the judicial budget, etc? Any specific detail you can provide on the positions affected and how the Judiciary will manage this within their budget would be appreciated.
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Please cc me on your response to Rep. Perry. Thanks. --Becky



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STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: December 5, 2006

Subject: Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2278 – \$96,642 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Data Grant will be used to improve data collection and analysis relating to child welfare cases with emphasis on children in foster care.

[JFO received 12/04/06]

JFO #2279 – \$96,922 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Training Grant will be used to provide education and training to judges, attorneys, and other legal personnel to improve the handling of child welfare cases.

[JFO received 12/04/06]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item(s) held for Legislative review. Unless we hear from you to the contrary by December 19 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Lee Suskin, Court Administrator

JFO #
2278

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the Children's Bureau Office of Administration, US Dept of Health and Human Services and is to use data collection and analysis to improve oversight of child welfare cases with emphasis on children in foster cares.

GRANT TITLE: Court Improvement Program Data Grant

FEDERAL CATALOG No.: 93-586

GRANTOR / DONOR: Children's Bureau Office of Administration
Administration for Children and Families, US Dept. of Health and Human Services
370 L'Enfant Promenade SW
Washington, D.C. 20447

DATE: 11/20/06

DEPARTMENT: Judiciary

GRANT / DONATION: This grant is for improving data analysis and automation related to child welfare cases. This is first of five potential annual grant awards for this project. The amounts for year 2 through 5 are not yet known. Judiciary expects the amounts for years 2 through 5 will be similar to year one. On page 6 of the Judiciary's proposal outlining the activities under this grant there is a short outline of the activities for the four out-year grant awards.

AMOUNT / VALUE: \$96,642.00

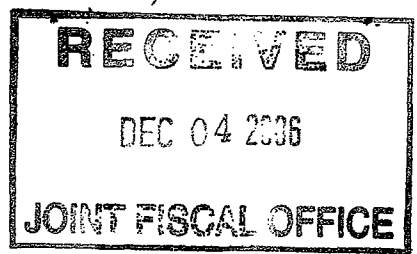
POSITIONS REQUESTED: None

GRANT PERIOD: 9/30/06 to 9/30/08

COMMENTS: This grant has an in-kind match from the state of \$32,307.00. It covers contracted services to research best practices of automated support and for IT services.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) [Signature]
(INITIAL) [Signature]
DATE: 11/28/06



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. Agency: Judiciary
 2. Department:
 3. Program: Court Improvement

4. Legal Title of Grant: **Court Improvement Program Data Grant**

5. Federal Catalog No.: 93-586

6. Grantor and Office Address: Children's Bureau Office of Administration
 Administration for Children and Families
 370 L'enfant Promenade SW
 Washington, DC 20447

7. Grant Period: From: 9/30/06 To: 9/30/08

8. Purpose of Grant: (attach additional sheets if needed)
 Use data collection and analysis to improve court processing, to improve oversight of child welfare cases, and produce safe and timely permanency decisions, with emphasis on children in foster care.

9. Impact on Existing Programs if Grant is not Accepted:
 Lack of useful data to measure effectiveness of reform efforts and court performance. Lack of accountability.

10. Budget Information: (1st State FY) (2nd State FY)
 FY 2007 FY 2008

EXPENDITURES:

Personal Services	\$ 45,854.00	45,853.00
Operating Expenses	\$ 18,621.00	18,621.00
Grants	\$ 0.00	\$ 0.00
TOTAL	\$ 64,475.00	\$ 64,474.00

REVENUES:

<u>State Funds:</u>		
Cash	\$ 0.00	\$ 0.00
In-Kind	\$ 16,154.00	\$ 16,153.00
<u>Federal Funds:</u>		
(Direct Costs)	\$ 44,456.00	\$ 44,455.00
(Statewide Indirect)	\$	\$
(Department Indirect)	\$ 3,866.00	\$ 3,865.00
<u>Other Funds:</u>		
(source) Grant	\$ 0.00	\$ 0.00

TOTAL **\$ 64,476.00** **\$ 64,473.00**

Appropriation Nos.
 212000000

Amounts
 \$ 96,642.00
 \$
 \$

NOTE: This is a 5-year federal grant program. Although the exact expenditure and revenue amounts are not known for years 2-5, we expect the grant award will remain in this range and will be expended in a manner similar to what is specified above. over

REC'D JUL 14 2006

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Lee Sush

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Lee Sush 11/13/06
 (Signature) (Date)
 Vermont Court Administrator
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 11/27/06
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature] 11/20/06
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
1250 Maryland Ave., SW
Washington, D.C. 20024

2006 SE 20 A 8 28

September 20, 2006

Supreme Court of Vermont
Attn : Finance Officer
Montpelier, VT 05609

RECEIVED
Re: Notice of Grant Award
State Court Improv. Data Sharing Program
FY 2006

Dear Grantee:

The following award is the allocated amount for the fiscal year indicated for the State Court Improv. Data Sharing Program in accordance with Section 438 of the Social Security Act.

Award Amount: \$96,642

Catalog of Federal Domestic Assistance (CFDA) Program Number	Entity Identification Number (EIN)	Appropriation Number	Common Accounting Number (CAN)	Grant Document Number (GDN)
93.586	1-036000274-D6	75-6-1512	2006 G991512	0601VTSCID

These funds must be liquidated **no later than September 30, 2008**. Any funds that remain unliquidated after that date will be recouped by this agency.

By accepting this award, the State agrees to use these funds only in accordance with the provisions of all applicable Federal laws, regulations, policies and the terms and conditions governing this program and governing the use of Federal funds and the submission of periodic financial reports. Any expenditure found to have been made in violation of these requirements is subject to disallowance and recoument by this agency and the imposition of additional interest charges under 45 CFR 30.13 and 30.14.

Specifically, the State agrees to comply with the provisions of Federal regulations (31 CFR 205) that implements the Cash Management Improvement Act by limiting the amount and timing of your requests to draw Federal funds to the minimum amount necessary to meet actual and immediate program needs and requirements. Failure to adhere to funds withdrawal and reporting requirements may result in the unobligated portion of your letter-of-credit to be revoked.

Grant funds are made available through the HHS Payment Management System (PMS). Questions concerning payments should be directed to: Division of Payment Management, PO Box 6021, Rockville, Maryland 20852 (Internet web site: <http://www.dpm.psc.gov>), or to the PMS Help Desk at (877) 614-5533. Questions concerning the program should be directed to Emily Cooke, Administration on Children, Youth and Families, at (202) 205-8709 or at emily.cooke@acf.hhs.gov; questions concerning financial reporting should be directed to Michael Bratt, Office of Grants Management at (202) 401-4629 or at mbratt@acf.hhs.gov.

Sincerely,

Joseph M. Lonergan
Director
Division of Mandatory Grants

NOTE: A copy of the current Terms and Conditions is enclosed with this award.

Vermont Court Improvement Project
FFY2006 Projected Budget Narrative: CIP Data Grant
Grant period: September 1, 2006 - August 31, 2008
Grant allotment: **\$96,642.00**

I. Personnel: \$59,400

Technical consultants and program developers in initial years. Contracted services with the National Center for State Courts to research best practices of automated support in the area of permanency, and to assist Vermont in developing a set of requirements that will be included in the RFP for the new court case management information system (\$8,000). Contractual IT services (\$21,000 for programming in connection with secure server project; \$30,400 for development and programming of new reports and data exchanges.) Personnel costs will shift slightly from programming developers to implementation consultants in subsequent years. This category covers any other contractual obligations that arise over the course of this grant program, as well as per-diem reimbursement for non-State employees as needed.

II. Travel: \$7,100.00

In-state travel (mileage for planning meetings: \$1,300), out of state travel for two people to attend the National Child Welfare Data and Technology conference (\$2,800), and for attendance of other technical trainings, workshops, conferences (\$3,000).

III. Equipment: \$6,110.00

This is an estimate for a new server to allow for secure transmission of agency reports and secure exchange of data between DCF and the courts.

IV. Supplies: \$301.00

The Court Administrator's Office will cover incidental supplies. If this appears to be a significant expense at a later date, the budget will be amended to reflect the application of grant funds for supplies.

V. Other: \$16,000.00

\$5,000 for project/initiatives (see grant narrative), \$2,000 for training on new Juvenile Time Standards data reports, \$8,000 for MIS software, \$1,000 for overhead and other miscellaneous costs.

VI. Indirect Costs: \$7,731.00 (Based on \$96,642.00)

This covers administrative costs for the State of Vermont's financial reporting and other indirect costs, not to exceed 8% of the total grant award. The Executive Branch has established an indirect cost rate of 8% for all departments and branches of government to cover their costs in administering federal grant funds.

Note: In-kind match (\$32,307) will come from the Vermont Judiciary, primarily the Judiciary's Division of Research and Information Services (RIS) management and staff. Other sources of in-kind match are anticipated to be from the Department for Children and Families.

VERMONT CIP DATA COLLECTION & ANALYSIS GRANT

Collaboration and Outline of Proposed Activities

July 2006

Data collection and analysis activities planned under the grant:

Improved data collection and analysis will assist Vermont courts to make safer and more timely permanency decisions for children in foster care. Activities planned under the grant are two fold:

- (1) activities that can be accomplished within 1-2 years which address immediate needs for reports and electronic exchange of information; and
- (2) longer term activities involving the planning for, and replacement of, the family courts' case processing system

Collaboration that has taken place in preparing the grant application:

- The CIP Manager met jointly with DCF's IT Manager and the CAO's Director of Research and Information Services (RIS) to discuss short and interim term goals and challenges of data collection and sharing.
- The CIP Manager, DCF's IT Manager, and the CAO's Director of Research and Information Services (RIS) attended the July 2006 National Child Welfare Data and Technology conference. CIP funds covered the DCF's IT Manager's expenses so he could attend the conference.
- CIP Manager, Family Services Deputy Commissioner, and Family Services Policy and Planning Chief met to discuss project objectives and time frames for accomplishing them.

The statewide multidisciplinary task force:

In December 2005, the Vermont Judiciary established a statewide multidisciplinary task force that includes the courts and the Department for Children and Families.

The following members were designated by the Vermont Supreme Court:

Paul L. Reiber, Chief Justice (Co-Chair)
Marilyn S. Skoglund, Associate Justice (Co-Chair)
Amy M. Davenport, Administrative Trial Court Judge
Kathleen Manley, Superior Court Judge
George K. Belcher, Esq., Probate Judge
Lee Suskin, Esq., Vermont Court Administrator
Michael Smith, Agency of Human Services Secretary
Matthew Valerio, Esq., Defender General
Joel Page, Esq., Prosecutor & State's Attorneys Association member
Jody Racht, Esq., Assistant Attorney General
Kathryn Piper, Esq., Juvenile Defender
Steve Dale, Department for Children and Families (DCF) Commissioner

Cindy Walcott, DCF Family Services Deputy Commissioner
Jane Kitchel, State Senator
Michael Kainen, State Representative

In addition to the designated members, regular participants include:

Anna Saxman, Deputy Defender General, Office of Defender General
Bob Sheil, Juvenile Defender, Office of Defender General
Ann Pugh, State Representative
Cindy LaWare, Secretary, VT Agency of Human Services

How identified stakeholders will meaningfully collaborate on the activities for which the grant funds will be used:

Primary collaborators on this grant will be the Vermont Judiciary (through its CIP) and DCF. Collaboration will involve a series of planning meetings and the establishment of joint goals and objectives. Secondary collaborator will include the Justice for Children Task Force.

Through the Justice for Children Task Force, the Vermont Judiciary, the Department for Children and Families (DCF), and other stakeholders have begun to identify and work toward shared goals and activities aimed at increasing the safety, permanency, and well-being of children in the child welfare system. The Justice for Children Task Force established the following shared vision:

To maximize their potential as adults, all children and youth need safe, permanent families that love, nurture, and guide them through childhood and into adulthood. To achieve this goal, we need competent, caring professionals and an adequately resourced system which (1) ensures accountability for protecting children; (2) maximizes the preservation of family, including life-long connections, whenever possible; and (3) supports a non-adversarial culture and timely resolution of disputes in accordance with due process. Timeliness of outcomes are measured based on the developmental needs of the children.

Data will be needed to measure the following indicators of systemic change, which were identified by the Task Force:

1. Increases in placement stability;
2. Decreases in average length of time in custody;
3. Decreased numbers of children re-entering custody after permanent placement has been achieved (including reunification, permanent guardianship, and adoption);

4. Increased numbers of foster care children who graduate from high school and college;
5. Reduction in the number of adults in the corrections population who have had a prior history as a child in foster care.
6. Increased stability in educational placement.

Fundamental problems to be addressed by the grant resources:

1. Inability to update the data extracts developed in connection with the 2005 Juvenile Court Reassessment, which provides retrospective data on average time to adjudication, disposition, and TPR decisions.
2. Inability to fully implement the new court milestone time standards until a reporting tool is created. (We cannot measure compliance with the time standards without these reports.)
3. No existing system to effectively combine agency and court data
 - Agency and courts track similar events differently
 - No common identifier is fully implemented across both systems.

Outline of Proposed Activities

SHORT TERM: Tools to help us move forward with data collection and analysis over the next two years. Short term activities are anticipated to be largely operational by 9/07, with widespread use within the courts during the Oct 2007-Sept. 2008 grant period.

I. Time standard reports:

Create Juvenile "Court Milestone Standards" reports to report on cases meeting (and exceeding) the new time standards Winter 2007

1. Create VTADS events and fields¹ (using current IT personnel)
2. Complete programming required for excel-based pivot table reports (subcontract with prior IT personnel)
3. Program for automated "face sheets" for court files (with deadline dates populating fields for upcoming court milestones), to be printed after first hearing and inserted in a prominent place in the file.
4. Test new reports
5. Introduce project to judges at the September Family Court judges' annual training, if there is no opportunity to train earlier.
6. Train court staff at the juvenile docket clerk training March 2007

¹ One field to be added to VTADS would be an event for "final case closure" to indicate the end of the court's jurisdiction (e.g, no further hearings), similar to the "permnce" event which is currently limited to children who had been in foster care.

II. Identify the data collection and analysis to pursue in the interim, given the Judiciary's decision to replace its current docketing system and lack of available personnel to enhance the current system.

a. **Electronic filing of disposition and other agency reports**

This requires DCF, in consultation with RIS, to identify the best way (via secure server or email) to send disposition reports to parties at least 3 (but ideally 5) business days in advance of the hearing.

1. DCF IT Manager identifies (a) best process for electronic filing with input from both DCF workers and court staff, and (b) the resources needed to accomplish this. Winter 2007
2. Needs and proposed solutions are reviewed by CIP Manager and Court's Director of Research and Information Services for coverage with grant funds
3. Agree on a timetable for implementation
4. Put system in place Spring 2007
5. Train users Spring-Summer 2007

b. **Data dumps/data transfers**

1. Identify data to be shared on automated basis Winter 2007
2. Identify how data can be shared via a common website or links to an automated report.
 - **DCF-to-court data:** Initial analysis indicates that data from DCF to family courts, such as physical placement of child and date of foster care entry, cannot be transferred to individual family courts at this time.
 - **Court-to-DCF data:** The Judiciary has the ability to transfer data to DCF, but perhaps not on a nightly basis as DCF would prefer. Examples of Court-to-DCF data transfer would include:
 - i. date of scheduled disposition hearings,
 - ii. date of TPR orders
 - iii. other: identify through series of joint meetings

c. **Reports that combine DCF & Court data**

Winter-spring 2007

1. Decide on a common identifier for children
2. Decide how to proceed with the "custody reconciliation reports" or other automated mechanism for matching children across DCF and Court databases.
3. Define data elements of court & DCF systems: how each is captured, defined, and measured in the DCF and Court systems.

4. Explore the use of DCF's SACWIS system to compare data
5. Decide how to clean up data across the two systems (DCF and courts) so that we can use a common identifier
6. Identify the outcomes-based management reports to develop
7. Subcontract with IT programmer as needed to provide for automated data quality reports for matching children's data *or* prioritize RIS personnel's work to accomplish this within acceptable time frame.

d. Explore whether to use the Packard Court Performance standards

1. Hold joint discussions between Court and DCF to explore whether to adopt the "Packard" performance standards. Winter 2007
2. If decision is made to use these standards, establish a plan to use those standards. Winter-spring 2007

e. Automated emails

Winter-spring 2007

1. Identify objectives of sending automated emails to attorneys and DCF workers for such things as reminders of filing deadlines and contact sheets.

III. Identify the data collection and analysis to pursue as a follow up to the CFSR

July- August 2007

Hold joint meetings to reflect on CFSR findings and how grant resources can be used to implement the Program Improvement Plan. Identify and prioritize issues, establish concrete goals, and a plan to meet those goals as part of the PIP planning.

IV. Explore technical assistance needs

Winter-summer 2007

Identify needs and National Resource Center(s) suited to assist with our needs, such as assistance in planning & implementation of performance measures; and assistance with collection and analysis of data to evaluate the quality of court performance and the success of court improvement efforts.

V. Begin work on replacing current MIS system

- a. Identify TA needs and arrange to work with national resource centers if needed (by 12/06)
- b. Draft specifications for new MIS and complete RFP by 12/06.
 - Identify XML data standards requirements and definitions (Rob)
 - Identify types of data for electronic transfer, including documents and court orders
 - Identify exchange points for data sharing under a new system

- Hold multiple meetings with DCF policy and IT personnel, court staff, and others as needed to review and update needs analysis.
- c. RIS programmers clean up current data in preparation for migration to new system (start during winter 2007; continue through summer 2007)
 - d. Award contract to vendor by 6/30/07

IV. Update final strategic plan

Through a collaborative process of scheduling, planning, and meeting during winter-spring 2007, the CAO and DCF will jointly work together to identify and prioritize issues to work on, establish concrete goals with timelines for achieving the goals, determine how to meet those goals, and how to monitor and evaluate progress. This deliberative process is intended to result in institutional and infrastructural changes that lead to measurably improved outcomes for those children and families served by the court and DCF systems. Submit final plan by June 2007.

YEARS 2-5: Develop the data systems, infrastructure, and technical capabilities for a future integrated data sharing MIS, as follows:

YEAR TWO:

- I. Push data cleanup summer 2007-fall 2007
- II. Prepare for data migration
- III. Data cross-walk
- IV. Initial pilot

YEAR THREE:

- I. User acceptance testing

YEAR FOUR:

- I. Start roll out of new system

YEAR FIVE:

- I. Fully operational "basic" system if initial roll-out works
- II. Benchmark testing
- III. Prioritize requirements such as e-filing, data sharing with agencies, etc.



Department for Children and Families
Family Services Division
103 South Main Street, Osgood 3
Waterbury, VT 05671-2401
www.dcf.state.vt.us/fsd/

[phone] 802-241-2131
[fax] 802-241-2407

Agency of Human Services

July 27, 2006

JoAnn Vizzello
Administration for Children and Families
JFK Federal Building, Room 2000
Boston, MA 02203

Dear Ms. Vizziello:

I am writing this letter in support of the Vermont CIP Data Collection and Analysis grant application. We have a long history of meaningful and productive collaboration with the Vermont Judiciary which includes identifying and working towards shared goals and activities.

We have several forums that provide us with opportunities to work together to identify issues, set goals and determine how we will work together to achieve improved outcomes. One of which is the Justice for Children Task Force established by the Vermont Judiciary. This statewide multidisciplinary task force includes State and local courts as well as the Secretary of the Agency of Human Services and the Deputy Commissioner of Family Services. This task force has developed a strategic plan aimed at increasing safety, permanency and well-being of children in the child welfare system.

We have reviewed the grant application and look forward to working with the CIP to develop activities with measurable goals related to improving data collection and analysis which will lead to improved timeliness of permanency decisions for children in foster care.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia K. Walcott".

Cynthia K. Walcott
Deputy Commissioner
DCF/Family Services



JFOX

2279

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the Children's Bureau Office of Administration, US Dept of Health and Human Services and is to provide education and training to judges, attorneys, and other legal professionals on child welfare cases.

GRANT TITLE: Court Improvement Program Training Grant

FEDERAL CATALOG No.: 93-586

GRANTOR / DONOR: Children's Bureau Office of Administration
Administration for Children and Families, US Dept. of Health
and Human Services
370 L'Enfant Promenade SW
Washington, D.C. 20447

DATE: 11/20/06

DEPARTMENT: Judiciary

GRANT / DONATION: This grant is for training to improve handling of child welfare cases. This is first of five annual potential grant awards for this project. The amounts for year 2 through 5 are not yet known. The Judiciary expects the amounts for year 2 through 5 will be similar to year one.

AMOUNT / VALUE: \$96,922.00

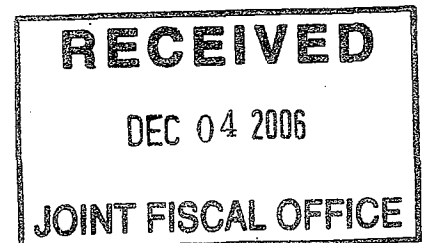
POSITIONS REQUESTED: None

GRANT PERIOD: 9/30/06 to 9/30/08

COMMENTS: This grant has an in-kind match from the state of \$32,307.00. It covers part of the salary of the Vermont Court Improvement Manager (an already existing grant funded position) and for a contract for a special project facilitator.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) JW
(INITIAL) JMS
DATE: 11/28/06



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. Agency: Judiciary
 2. Department:
 3. Program: Court Improvement

4. Legal Title of Grant: **Court Improvement Program Training Grant**

5. Federal Catalog No.: 93-586

6. Grantor and Office Address: Children's Bureau Office of Administration
 ACF
 370 L'enfant Promenade SW
 Washington, DC 20447

7. Grant Period: From: 9/30/06 To: 9/30/08

8. Purpose of Grant: (attach additional sheets if needed)
 Provide for education and training of judges, attorneys, and other legal personnel in child welfare cases to improve the handling of child welfare cases.

9. Impact on Existing Programs if Grant is not Accepted:
 Inability to fully train legal personnel in child welfare cases. We currently lack the resources to do this.

10. Budget Information:	(1st State FY) FY 2007	(2nd State FY) FY 2008		
EXPENDITURES:				
Personal Services	\$ 55,069.00	\$ 18,356.00		
Operating Expenses	\$ 41,853.00	\$ 13,951.00		
Grants	\$ 0.00	\$		
TOTAL	\$ 96,922.00	\$ 32,307.00		
REVENUES:				
<u>State Funds:</u>				
Cash	\$ 0.00	\$ 0.00		
In-Kind	\$ 24,230.00	\$ 8,077.00		
<u>Federal Funds:</u>				
(Direct Costs)	\$ 66,876.00	\$ 22,292.00		
(Statewide Indirect)	\$	\$		
(Department Indirect)	\$ 5,816.00	\$ 1,938.00		
<u>Other Funds:</u>				
(source) Grant	\$ 0.00	\$ 0.00		
TOTAL	\$ 96,922.00	\$ 32,307.00	<i>Total, both FYs:</i>	129,229.00

<u>Appropriation Nos.</u>	<u>Amounts</u>
212000000	\$ 96,922.00
	\$
	\$

NOTE: This is a 5-year grant program. Although the exact expenditure and revenue amounts are not known for federal years 2-5, we expect the grant award will remain in this range and will be expended in a manner similar to what is specified in years FY07 & FY08. over

NOV 14 2006

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Lee Suster

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Lee Suster
(Signature)

Nov. 8, 2006
(Date)

Court Administrator
(Title)

14. Action by Governor:

- Approved
- Rejected

[Signature]
(Signature)

11/27/06
(Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature]
(Signature)

11/20/06
(Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

(Signature)

(Date)



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
1250 Maryland Ave., SW
Washington, D.C. 20024

2006 SEP 28 A 8:28

September 20, 2006

Supreme Court of Vermont
Attn : Finance Officer
Montpelier, VT 05609

RECEIVED

Re: Notice of Grant Award
State Court Improve.-Training Program
FY 2006

Dear Grantee:

The following award is the allocated amount for the fiscal year indicated for the State Court Improve.-Training Program in accordance with Section 438 of the Social Security Act.

Award Amount: \$96,922

Catalog of Federal Domestic Assistance (CFDA) Program Number	Entity Identification Number (EIN)	Appropriation Number	Common Accounting Number (CAN)	Grant Document Number (GDN)
93.586	1-036000274-D6	75-6-1512	2006 G991513	0601VTSCIT

These funds must be liquidated **no later than September 30, 2008**. Any funds that remain unliquidated after that date will be recouped by this agency.

By accepting this award, the State agrees to use these funds only in accordance with the provisions of all applicable Federal laws, regulations, policies and the terms and conditions governing this program and governing the use of Federal funds and the submission of periodic financial reports. Any expenditure found to have been made in violation of these requirements is subject to disallowance and recoupment by this agency and the imposition of additional interest charges under 45 CFR 30.13 and 30.14.

Specifically, the State agrees to comply with the provisions of Federal regulations (31 CFR 205) that implements the Cash Management Improvement Act by limiting the amount and timing of your requests to draw Federal funds to the minimum amount necessary to meet actual and immediate program needs and requirements. Failure to adhere to funds withdrawal and reporting requirements may result in the unobligated portion of your letter-of-credit to be revoked.

Grant funds are made available through the HHS Payment Management System (PMS). Questions concerning payments should be directed to: Division of Payment Management, PO Box 6021, Rockville, Maryland 20852 (Internet web site: <http://www.dpm.psc.gov>), or to the PMS Help Desk at (877) 614-5533. Questions concerning the program should be directed to Emily Cooke, Administration on Children, Youth and Families, at (202) 205-8709 or at emily.cooke@acf.hhs.gov; questions concerning financial reporting should be directed to Michael Bratt, Office of Grants Management at (202) 401-4629 or at mbratt@acf.hhs.gov.

Sincerely,

Joseph M. Lonergan
Director
Division of Mandatory Grants

NOTE: A copy of the current Terms and Conditions is enclosed with this award.

Vermont Court Improvement Project
FFY2006 Projected Budget Narrative: CIP Training Grant

Grant period: September 1, 2006 - August 31, 2008

Grant award: **\$96,922.00**

I. Personnel: \$41,118.00

This covers the projected salary for a portion of the Vermont Court Improvement Manager (existing grant funded position), a special project facilitator (to be contracted with for personal services), and trainers/presenters (to be contracted with for personal services related to projects, trainings, events), and any other contractual obligations that arise over the course of this grant period. Also includes per-diem reimbursement for Committee members who are not State employees.

II. Travel: \$5,800.00

In-state travel (mileage to statewide conferences, for Justice for Children Task Force meetings, and other meetings); out of state travel to national CIP conference (required by grantor). Other travel-related educational costs are reflected in section VIII below.

III. Equipment: \$500.00

\$500 is a contingency; no equipment purchases are foreseen at this time.

IV. Supplies & Overhead: \$1,100

The Vermont Court Administrator's Office will cover supplies not covered by this allocation. Miscellaneous related expenses (such as phone, supplies, postage, printing, etc).

V. Construction: 0 Not applicable

VI. Other: \$40,650.00

Covers one statewide juvenile docket clerk training (\$1,500), a statewide training for volunteer Guardians ad Litem and court staff (\$6,000), CHINS mediation training (\$2,500), expenses associated with sending judges to NCJFCJ educational programs (\$9,000), educational tools for attorneys for parents and children (\$7,000), costs associated with Best Practices project trainings in every family court (\$13,850). This line item also includes an allotment for miscellaneous initiatives/expenses (\$800).

VII. Indirect Costs: \$7,754.00 (Based on \$96,922.00)

This covers administrative costs for the State of Vermont's financial reporting and other indirect costs, not to exceed 8% of the total grant award. The Executive Branch has established an indirect cost rate of 8% for all departments and branches of government to cover their costs in administering federal grant funds.

Note: In-kind match of \$32,307.00 will primarily come from the Vermont Judiciary. A significant amount of time from the Judicial Branch Education staff is anticipated to plan and execute trainings and develop curricula. Members of the Justice for Children Task Force's "Education and Training" subcommittee will also comprise the in-kind match. Judges' and other professionals' time attending educational programs will also comprise the match. Documentation of in-kind match is maintained at the VT CIP office. The process is the same that is used to track in-kind contributions for the "basic" CIP match.

VERMONT CIP EDUCATION & TRAINING GRANT

Collaboration and Outline of Proposed Activities

July, 2006 (rev. Nov. 2006)

ACTIVITIES PLANNED UNDER THE GRANT:

Improved education and training of judges and legal professionals will assist Vermont courts and attorneys to better provide for the safety, permanency, and well-being of children, and to safeguard the due process rights of the parties. Activities planned under the grant are two fold:

- (1) activities that can be accomplished within 1-2 years, designed to enhance the competence of judges and attorneys in juvenile court; and
- (2) longer term activities involving the planning for, and delivery of, curriculum and cross-training.

YEAR ONE PRELIMINARY PLAN

A. TRAINING AND EDUCATION

1. Judges

Objective: improve judges' understanding and preparedness for presiding over juvenile cases.

- a. Improve the standard education program for judges assigned to juvenile cases:
 - Evaluate the current judicial education program (including orientation at the time of judicial rotation) *winter-summer 2007*
 - Identify components of a successful education program (identify the specific skills and areas of knowledge that judges need to best serve children and families); *winter-summer 2007*
 - Convene a planning group to develop a better education plan and curriculum. (This group will follow the Children's Bureau's efforts to create a national curriculum.) *winter-summer 2007*
 - Begin implementation of curriculum in year 2. *summer – fall 2007*
- b. Send judges to specialized education programs and conferences to enhance their knowledge of what is going on across the country, what we can do in Vermont to improve timely permanency and better outcomes for children. (Use funds for travel and registration fees) *start winter 2007*

2. Legal professionals

Objective: Improve the effectiveness of legal professionals through enhanced education and training. (Legal professionals include judges, court staff, volunteer GALs, prosecutors, attorneys for parents, attorneys for children, and Assistant Attorneys General.)

- a. Develop an education and orientation program for attorneys assigned to juvenile cases:

- Evaluate current educational programs *winter-summer 2007*
- Identify components of successful educational programs (identify the specific skills and areas of knowledge that attorneys and other legal personnel need to best serve children and families) *winter-summer 2007*
- Establish a planning group to develop a better education plan and curriculum (pre-service training and continuing training)
- Begin implementation of new curriculum in year 2. *start winter 2007*

b. Provide information designed to inform best practices:

- The Defender General's Office will oversee the production of a newsletter to public defenders, contract counsel, and ad hoc counsel with juvenile caseloads. The newsletter will contain updates on trial and Vermont Supreme Court decisions, as well as practice tips and other useful information on state and federal practice and developments. (This will be piloted for one year with court improvement funds, continued funding will be considered if newsletter is successful.) *spring 2007*
- The Defender General's Office will oversee the updating and revisions of its Vermont Juvenile Law and Practice Manual for defense attorneys. *Spring 2007*

c. Send legal professionals to specialized education programs in Vermont and national conferences to learn what is going on across the country, and what we can do in Vermont to improve timely permanency and better outcomes for children. (Use funds for travel and registration fees) *start winter 2007*

3. Guardians ad Litem and Court Staff

Plan and hold a one-day statewide training for volunteer Guardians ad Litem and the family court staff who recruit, supervise, support, and assign them to cases. The in-service component of this training will be related to building the capacity of the court staff to better serve the volunteers. The cross-training component will include substantive sessions on relevant topics. The training will be in central Vermont in order to maximize attendance. *May 2007*

Train juvenile court staff on new laws and practices such as the Juvenile Court Milestone Standards and companion reporting tools. (In-service training, to be in Montpelier or Berlin) *March 2007*

4. Cross-training and education activities for legal, judicial, and child welfare agency staff will be designed to improve the effectiveness of legal professionals and standards of practice. Examples of content include:

- Educate attendees regarding the values of the Justice for Children Task Force and its work.
- Inform attendees about the Juvenile Court Milestone Standards.
- Inform attendees about the results of the Juvenile Court Practice Inventory Project.

- Give attendees an opportunity to provide ideas on statutory reform to guide the work of the Chapter 55 (Juvenile Proceedings) Statutory Revision Committee.

The location will be geographically central (such as Montpelier, Waterbury, Killington) to maximize attendance. *May 2007*

B. BEST PRACTICES

Implement a project to expand on the work of the Juvenile Court Practice Inventory Project geared toward local problem solving and action. Hold facilitated workshops at each family court for judges, court staff, attorneys, volunteer GALs, DCF workers, and others to review the results of the local "Practice Inventory," prioritize which problem areas to address, and implement a plan for moving forward. *Winter 2007-Fall 2007*

C. CHILD and FAMILY SERVICES REVIEW

The federal CFSR falls during year one of the five-year grant project. Education and training activities for years two through five will be influenced by the CFSR findings and the subsequent Program Improvement Plan (PIP) developed toward the end of the first grant period.

- It is expected that the Family Services Division and the court will collaborate on training and education activities in response to the needs identified in the CFSR.
- In response to the Review, the Family Services Division and the court will jointly identify activities designed to measurably improve indicators as required by the report issued in connection with the CFSR. *July-Aug. 2007*

D. COLLABORATION

The CIP Manager and Family Services Division will establish a plan for review and assessment of progress, successes, and barriers to institutional collaboration. *Winter 2007*

YEARS TWO THROUGH FIVE

The following planning and strategies will be incorporated into the final strategic plan for years 2-5:

- Plan for providing cross-system, multidisciplinary training on topics of mutual interest to different participants in the system, such as mental health, substance abuse, and education.
- Co-locate judicial, court employee, and DCF training, when practical, to allow a combination of cross-system training and separate training on specialized topics.
- In connection with any set of Best Practice Standards that are recommended, hold training and education programs to educate professionals on these standards.
- Evaluate in outlying years how training and education of judges and legal professionals have made them better prepared to handle child welfare cases.

COLLABORATION

Collaboration that has occurred in preparing the grant application:

- CIP Director met with Family Services Deputy Commissioner and Policy and Planning Chief to discuss Year One objectives and time frames for accomplishing them.
- Discussions between DCF Commissioner, Chief Justice, Associate Justice, Director of Judicial Education, and Administrative Judge regarding a statewide conference for which a significant portion of these funds will be devoted.

Meaningful collaboration on the activities for which the grant funds will be used:

The Vermont Judiciary has established a statewide multidisciplinary task force that includes the highest level of the State courts, local trial court, the State agency, and others.

The following people are on the Justice for Children Task Force:

Paul L. Reiber, Chief Justice
Marilyn S. Skoglund, Associate Justice
Amy M. Davenport, Administrative Trial Court Judge
Kathleen Manley, Superior Court Judge
George K. Belcher, Probate Judge
Lee Suskin, Court Administrator
Michael Smith, Agency of Human Services Secretary
Matthew Valerio, Defender General
Joel Page, Esq., Prosecutor & State's Attorneys Association member
Jody Racht, Esq., Assistant Attorney General
Kathryn Piper, Esq., Juvenile Defender
Steve Dale, Department for Children and Families (DCF) Commissioner
Cindy Walcott, DCF Family Services Deputy Commissioner
Jane Kitchel, State Senator
Michael Kainen, State Representative
*Anna Saxman, Deputy Defender General, Office of Defender General
*Bob Sheil, Juvenile Defender, Office of Defender General
*Ann Pugh, State Representative
*Cindy LaWare, Secretary, VT Agency of Human Services

*(Names with * indicate participation without formal designation by the Vermont Supreme Court)*

Vermont has an existing culture of collaboration between the courts and agency. This collaboration is fairly well "institutionalized." At the 2005 national Meeting of the States and Tribes, the Vermont CIP Manager and DCF Policy and Planning Chief appeared on a panel about agency/court collaboration. Examples of ongoing collaboration include:

1. Holding regular meetings between courts and child welfare agencies at both the State and local levels to review policies and procedures, share data and case analysis information, and sponsor joint training activities:
 - o When local family court judges hold "bench/bar" meetings, representatives from the local DCF district office attend;

- Policies and procedures at the state level are often discussed in a forum with court and DCF personnel. For example, the Permanency Planning Implementation Committee met for eight years to discuss state level policy matters.
 - During the time of the first CFSR PIP, DCF sent to the CIP Director the quarterly outcome reports
 - Designated individuals at DCF have access to the Court's web-based Vermont Case Access System (VCAS), which allows authorized users to view docket sheets of confidential cases and other case information relevant to their work.
2. Promoting active participation in the Child and Family Services Reviews (CFSRs) and the Title IV-E Foster Care Eligibility Reviews by judges, CIP, and other legal and judicial staff:
 - The Vermont Court Administrator and CIP Manager attended the secondary IV-E Review Exit Meeting in May 2005
 - CIP Manager attended CFSR Region I meeting in Boston in July 2006
 - Family court judges will learn about the 2006/07 CFSR at the September 2006 Annual Family Court Workshop
 3. The State's Chief Justice and State Child Welfare Director are visibly and jointly involved in convening, leading, and developing court and agency activities that improve outcomes for children:
 - At the 2002 statewide "Children Can't Wait" conference, opening remarks were made by both the Vermont Chief Justice and State Child Welfare Commissioner.
 - At the 2006 "Connections Count: Permanency Convening" statewide conference, both the Family Services Deputy Commissioner and the Chief Justice made opening remarks.
 4. Drafting state legislation: The Vermont Administrative Judge chairs a committee that is currently reviewing Vermont's Juvenile Proceedings Act for the purpose of recommending to the legislature revisions to the statute that will help expedite permanency for children. This requires meaningful and ongoing collaboration between the Judiciary and child welfare agency. Two management level persons from DCF serve on this committee.
 5. DCF and the Judiciary have ongoing collaboration on a dependency mediation project. During FY06, a new court site was chosen for this project. There is a cost-sharing arrangement between DCF and the Judiciary to cover the costs of mediation services.
 6. DCF and the CAO jointly developed procedures for ensuring that foster parents and caregivers receive notice of permanency hearings as required by Vermont statute.



Department for Children and Families
Family Services Division
103 South Main Street, Osgood 3
Waterbury, VT 05671-2401
www.dcf.state.vt.us/fsd/

Agency of Human Services

[phone] 802-241-2131
[fax] 802-241-2407

July 27, 2006

JoAnn Vizzello
Administration for Children and Families
JFK Federal Building, Room 2000
Boston, MA 02203

Dear Ms. Vizziello:

I am writing this letter in support of the Vermont CIP Education and Training grant application. We have a long history of meaningful and productive collaboration with the Vermont Judiciary which includes identifying and working towards shared goals and activities.

We have several forums that provide us with opportunities to work together to identify issues, set goals and determine how we will work together to achieve improved outcomes. One of which is the Justice for Children Task Force established by the Vermont Judiciary. This statewide multidisciplinary task force includes State and local courts as well as the Secretary of the Agency of Human Services and the Deputy Commissioner of Family Services. This task force has developed a strategic plan aimed at increasing safety, permanency and well-being of children in the child welfare system.

We have reviewed the grant application and look forward to working with the CIP to develop activities with measurable goals related to education and training of the legal, judicial and child welfare agency staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia K. Walcott".

Cynthia K. Walcott
Deputy Commissioner
DCF/Family Services





Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: December 5, 2006

Subject: Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2278 – \$96,642 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Data Grant will be used to improve data collection and analysis relating to child welfare cases with emphasis on children in foster care.

[JFO received 12/04/06]

JFO #2279 – \$96,922 grant from the U.S. Department of Health and Human Services, Administration for Children and Families to the Judiciary. This Court Improvement Program Training Grant will be used to provide education and training to judges, attorneys, and other legal personnel to improve the handling of child welfare cases.

[JFO received 12/04/06]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item(s) held for Legislative review. Unless we hear from you to the contrary by December 19 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Lee Suskin, Court Administrator

JFO #
2278

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the Children's Bureau Office of Administration, US Dept of Health and Human Services and is to use data collection and analysis to improve oversight of child welfare cases with emphasis on children in foster cares.

GRANT TITLE: Court Improvement Program Data Grant

FEDERAL CATALOG No.: 93-586

GRANTOR / DONOR: Children's Bureau Office of Administration
Administration for Children and Families, US Dept. of Health
and Human Services
370 L'Enfant Promenade SW
Washington, D.C. 20447

DATE: 11/20/06

DEPARTMENT: Judiciary

GRANT / DONATION: This grant is for improving data analysis and automation related to child welfare cases. This is first of five potential annual grant awards for this project. The amounts for year 2 through 5 are not yet known. Judiciary expects the amounts for years 2 through 5 will be similar to year one. On page 6 of the Judiciary's proposal outlining the activities under this grant there is a short outline of the activities for the four out-year grant awards.

AMOUNT / VALUE: \$96,642.00

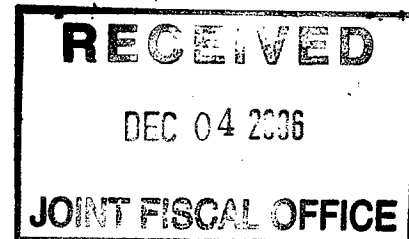
POSITIONS REQUESTED: None

GRANT PERIOD: 9/30/06 to 9/30/08

COMMENTS: This grant has an in-kind match from the state of \$32,307.00. It covers contracted services to research best practices of automated support and for IT services.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) [Signature]
(INITIAL) [Signature]
DATE: 11/28/06



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. Agency: Judiciary
2. Department:
3. Program: Court Improvement

4. Legal Title of Grant: **Court Improvement Program Data Grant**

5. Federal Catalog No.: 93-586

6. Grantor and Office Address: Children's Bureau Office of Administration
Administration for Children and Families
370 L'enfant Promenade SW
Washington, DC 20447

7. Grant Period: From: 9/30/06 To: 9/30/08

8. Purpose of Grant: (attach additional sheets if needed)

Use data collection and analysis to improve court processing, to improve oversight of child welfare cases, and produce safe and timely permanency decisions, with emphasis on children in foster care.

9. Impact on Existing Programs if Grant is not Accepted:

Lack of useful data to measure effectiveness of reform efforts and court performance. Lack of accountability.

10. Budget Information: (1st State FY) (2nd State FY)
FY 2007 FY 2008

EXPENDITURES:

Personal Services	\$ 45,854.00	45,853.00
Operating Expenses	\$ 18,621.00	18,621.00
Grants	\$ 0.00	\$ 0.00
TOTAL	\$ 64,475.00	\$ 64,474.00

REVENUES:

State Funds:

Cash	\$ 0.00	\$ 0.00
In-Kind	\$ 16,154.00	\$ 16,153.00

Federal Funds:

(Direct Costs)	\$ 44,456.00	\$ 44,455.00
(Statewide Indirect)	\$	\$
(Department Indirect)	\$ 3,866.00	\$ 3,865.00

Other Funds:

(source) Grant	\$ 0.00	\$ 0.00
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TOTAL \$ 64,476.00 \$ 64,473.00

Appropriation Nos.
212000000

Amounts
\$ 96,642.00
\$
\$

NOTE: This is a 5-year federal grant program. Although the exact expenditure and revenue amounts are not known for years 2-5, we expect the grant award will remain in this range and will be expended in a manner similar to what is specified above. over

REC'D NOV 14 2006

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Lee Sush

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Lee Sush 11/13/06
 (Signature) (Date)

Vermont Court Administrator
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 11/27/06
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature] 11/20/06
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
1250 Maryland Ave., SW
Washington, D.C. 20024

2006 SEP 20 A 8 28

September 20, 2006

Supreme Court of Vermont
Attn : Finance Officer
Montpelier, VT 05609

Re: Notice of Grant Award
State Court Improv. Data Sharing Program
FY 2006

Dear Grantee:

The following award is the allocated amount for the fiscal year indicated for the State Court Improv. Data Sharing Program in accordance with Section 438 of the Social Security Act.

Award Amount: \$96,642

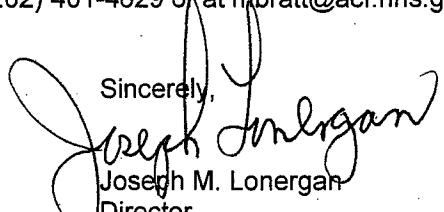
Catalog of Federal Domestic Assistance (CFDA) Program Number	Entity Identification Number (EIN)	Appropriation Number	Common Accounting Number (CAN)	Grant Document Number (GDN)
93.586	1-036000274-D6	75-6-1512	2006 G991512	0601VTSCID

These funds must be liquidated **no later than September 30, 2008**. Any funds that remain unliquidated after that date will be recouped by this agency.

By accepting this award, the State agrees to use these funds only in accordance with the provisions of all applicable Federal laws, regulations, policies and the terms and conditions governing this program and governing the use of Federal funds and the submission of periodic financial reports. Any expenditure found to have been made in violation of these requirements is subject to disallowance and recoupment by this agency and the imposition of additional interest charges under 45 CFR 30.13 and 30.14.

Specifically, the State agrees to comply with the provisions of Federal regulations (31 CFR 205) that implements the Cash Management Improvement Act by limiting the amount and timing of your requests to draw Federal funds to the minimum amount necessary to meet actual and immediate program needs and requirements. Failure to adhere to funds withdrawal and reporting requirements may result in the unobligated portion of your letter-of-credit to be revoked.

Grant funds are made available through the HHS Payment Management System (PMS). Questions concerning payments should be directed to: Division of Payment Management, PO Box 6021, Rockville, Maryland 20852 (Internet web site: <http://www.dpm.psc.gov>), or to the PMS Help Desk at (877) 614-5533. Questions concerning the program should be directed to Emily Cooke, Administration on Children, Youth and Families, at (202) 205-8709 or at emily.cooke@acf.hhs.gov; questions concerning financial reporting should be directed to Michael Bratt, Office of Grants Management at (202) 401-4629 or at mbratt@acf.hhs.gov.

Sincerely,

Joseph M. Lonergan
Director
Division of Mandatory Grants

NOTE: A copy of the current Terms and Conditions is enclosed with this award.

Vermont Court Improvement Project
FFY2006 Projected Budget Narrative: CIP Data Grant

Grant period: September 1, 2006 - August 31, 2008

Grant allotment: **\$96,642.00**

I. Personnel: \$59,400

Technical consultants and program developers in initial years. Contracted services with the National Center for State Courts to research best practices of automated support in the area of permanency, and to assist Vermont in developing a set of requirements that will be included in the RFP for the new court case management information system (\$8,000). Contractual IT services (\$21,000 for programming in connection with secure server project; \$30,400 for development and programming of new reports and data exchanges.) Personnel costs will shift slightly from programming developers to implementation consultants in subsequent years. This category covers any other contractual obligations that arise over the course of this grant program, as well as per-diem reimbursement for non-State employees as needed.

II. Travel: \$7,100.00

In-state travel (mileage for planning meetings: \$1,300), out of state travel for two people to attend the National Child Welfare Data and Technology conference (\$2,800), and for attendance of other technical trainings, workshops, conferences (\$3,000).

III. Equipment: \$6,110.00

This is an estimate for a new server to allow for secure transmission of agency reports and secure exchange of data between DCF and the courts.

IV. Supplies: \$301.00

The Court Administrator's Office will cover incidental supplies. If this appears to be a significant expense at a later date, the budget will be amended to reflect the application of grant funds for supplies.

V. Other: \$16,000.00

\$5,000 for project/initiatives (see grant narrative), \$2,000 for training on new Juvenile Time Standards data reports, \$8,000 for MIS software, \$1,000 for overhead and other miscellaneous costs.

VI. Indirect Costs: \$7,731.00 (Based on \$96,642.00)

This covers administrative costs for the State of Vermont's financial reporting and other indirect costs, not to exceed 8% of the total grant award. The Executive Branch has established an indirect cost rate of 8% for all departments and branches of government to cover their costs in administering federal grant funds.

Note: In-kind match (\$32,307) will come from the Vermont Judiciary, primarily the Judiciary's Division of Research and Information Services (RIS) management and staff. Other sources of in-kind match are anticipated to be from the Department for Children and Families.

VERMONT CIP DATA COLLECTION & ANALYSIS GRANT
Collaboration and Outline of Proposed Activities
July 2006

Data collection and analysis activities planned under the grant:

Improved data collection and analysis will assist Vermont courts to make safer and more timely permanency decisions for children in foster care. Activities planned under the grant are two fold:

- (1) activities that can be accomplished within 1-2 years which address immediate needs for reports and electronic exchange of information; and
- (2) longer term activities involving the planning for, and replacement of, the family courts' case processing system

Collaboration that has taken place in preparing the grant application:

- The CIP Manager met jointly with DCF's IT Manager and the CAO's Director of Research and Information Services (RIS) to discuss short and interim term goals and challenges of data collection and sharing.
- The CIP Manager, DCF's IT Manager, and the CAO's Director of Research and Information Services (RIS) attended the July 2006 National Child Welfare Data and Technology conference. CIP funds covered the DCF's IT Manager's expenses so he could attend the conference.
- CIP Manager, Family Services Deputy Commissioner, and Family Services Policy and Planning Chief met to discuss project objectives and time frames for accomplishing them.

The statewide multidisciplinary task force:

In December 2005, the Vermont Judiciary established a statewide multidisciplinary task force that includes the courts and the Department for Children and Families.

The following members were designated by the Vermont Supreme Court:

- Paul L. Reiber, Chief Justice (Co-Chair)
- Marilyn S. Skoglund, Associate Justice (Co-Chair)
- Amy M. Davenport, Administrative Trial Court Judge
- Kathleen Manley, Superior Court Judge
- George K. Belcher, Esq., Probate Judge
- Lee Suskin, Esq., Vermont Court Administrator
- Michael Smith, Agency of Human Services Secretary
- Matthew Valerio, Esq., Defender General
- Joel Page, Esq., Prosecutor & State's Attorneys Association member
- Jody Racht, Esq., Assistant Attorney General
- Kathryn Piper, Esq., Juvenile Defender
- Steve Dale, Department for Children and Families (DCF) Commissioner

Cindy Walcott, DCF Family Services Deputy Commissioner
Jane Kitchel, State Senator
Michael Kainen, State Representative

In addition to the designated members, regular participants include:

Anna Saxman, Deputy Defender General, Office of Defender General
Bob Sheil, Juvenile Defender, Office of Defender General
Ann Pugh, State Representative
Cindy LaWare, Secretary, VT Agency of Human Services

How identified stakeholders will meaningfully collaborate on the activities for which the grant funds will be used:

Primary collaborators on this grant will be the Vermont Judiciary (through its CIP) and DCF. Collaboration will involve a series of planning meetings and the establishment of joint goals and objectives. Secondary collaborator will include the Justice for Children Task Force.

Through the Justice for Children Task Force, the Vermont Judiciary, the Department for Children and Families (DCF), and other stakeholders have begun to identify and work toward shared goals and activities aimed at increasing the safety, permanency, and well-being of children in the child welfare system. The Justice for Children Task Force established the following shared vision:

To maximize their potential as adults, all children and youth need safe, permanent families that love, nurture, and guide them through childhood and into adulthood. To achieve this goal, we need competent, caring professionals and an adequately resourced system which (1) ensures accountability for protecting children; (2) maximizes the preservation of family, including life-long connections, whenever possible; and (3) supports a non-adversarial culture and timely resolution of disputes in accordance with due process. Timeliness of outcomes are measured based on the developmental needs of the children.

Data will be needed to measure the following indicators of systemic change, which were identified by the Task Force:

1. Increases in placement stability;
2. Decreases in average length of time in custody;
3. Decreased numbers of children re-entering custody after permanent placement has been achieved (including reunification, permanent guardianship, and adoption);

4. Increased numbers of foster care children who graduate from high school and college;
5. Reduction in the number of adults in the corrections population who have had a prior history as a child in foster care.
6. Increased stability in educational placement.

Fundamental problems to be addressed by the grant resources:

1. Inability to update the data extracts developed in connection with the 2005 Juvenile Court Reassessment, which provides retrospective data on average time to adjudication, disposition, and TPR decisions.
2. Inability to fully implement the new court milestone time standards until a reporting tool is created. (We cannot measure compliance with the time standards without these reports.)
3. No existing system to effectively combine agency and court data
 - Agency and courts track similar events differently
 - No common identifier is fully implemented across both systems.

Outline of Proposed Activities

SHORT TERM: Tools to help us move forward with data collection and analysis over the next two years. Short term activities are anticipated to be largely operational by 9/07, with widespread use within the courts during the Oct 2007-Sept. 2008 grant period.

I. Time standard reports:

Create Juvenile "Court Milestone Standards" reports to report on cases meeting (and exceeding) the new time standards Winter 2007

1. Create VTADS events and fields¹ (using current IT personnel)
2. Complete programming required for excel-based pivot table reports (subcontract with prior IT personnel)
3. Program for automated "face sheets" for court files (with deadline dates populating fields for upcoming court milestones), to be printed after first hearing and inserted in a prominent place in the file.
4. Test new reports
5. Introduce project to judges at the September Family Court judges' annual training, if there is no opportunity to train earlier.
6. Train court staff at the juvenile docket clerk training March 2007

¹ One field to be added to VTADS would be an event for "final case closure" to indicate the end of the court's jurisdiction (e.g, no further hearings), similar to the "permnce" event which is currently limited to children who had been in foster care.

II. Identify the data collection and analysis to pursue in the interim, given the Judiciary's decision to replace its current docketing system and lack of available personnel to enhance the current system.

a. Electronic filing of disposition and other agency reports

This requires DCF, in consultation with RIS, to identify the best way (via secure server or email) to send disposition reports to parties at least 3 (but ideally 5) business days in advance of the hearing.

1. DCF IT Manager identifies (a) best process for electronic filing with input from both DCF workers and court staff, and (b) the resources needed to accomplish this. Winter 2007
2. Needs and proposed solutions are reviewed by CIP Manager and Court's Director of Research and Information Services for coverage with grant funds
3. Agree on a timetable for implementation
4. Put system in place Spring 2007
5. Train users Spring-Summer 2007

b. Data dumps/data transfers

1. Identify data to be shared on automated basis Winter 2007
2. Identify how data can be shared via a common website or links to an automated report.
 - **DCF-to-court data:** Initial analysis indicates that data from DCF to family courts, such as physical placement of child and date of foster care entry, cannot be transferred to individual family courts at this time.
 - **Court-to-DCF data:** The Judiciary has the ability to transfer data to DCF, but perhaps not on a nightly basis as DCF would prefer. Examples of Court-to-DCF data transfer would include:
 - i. date of scheduled disposition hearings,
 - ii. date of TPR orders
 - iii. other: identify through series of joint meetings

c. Reports that combine DCF & Court data

Winter-spring 2007

1. Decide on a common identifier for children
2. Decide how to proceed with the "custody reconciliation reports" or other automated mechanism for matching children across DCF and Court databases.
3. Define data elements of court & DCF systems: how each is captured, defined, and measured in the DCF and Court systems.

4. Explore the use of DCF's SACWIS system to compare data
5. Decide how to clean up data across the two systems (DCF and courts) so that we can use a common identifier
6. Identify the outcomes-based management reports to develop
7. Subcontract with IT programmer as needed to provide for automated data quality reports for matching children's data *or* prioritize RIS personnel's work to accomplish this within acceptable time frame.

d. Explore whether to use the Packard Court Performance standards

1. Hold joint discussions between Court and DCF to explore whether to adopt the "Packard" performance standards. Winter 2007
2. If decision is made to use these standards, establish a plan to use those standards. Winter-spring 2007

e. Automated emails

Winter-spring 2007

1. Identify objectives of sending automated emails to attorneys and DCF workers for such things as reminders of filing deadlines and contact sheets.

III. Identify the data collection and analysis to pursue as a follow up to the CFSR

July- August 2007

Hold joint meetings to reflect on CFSR findings and how grant resources can be used to implement the Program Improvement Plan. Identify and prioritize issues, establish concrete goals, and a plan to meet those goals as part of the PIP planning.

IV. Explore technical assistance needs

Winter-summer 2007

Identify needs and National Resource Center(s) suited to assist with our needs, such as assistance in planning & implementation of performance measures; and assistance with collection and analysis of data to evaluate the quality of court performance and the success of court improvement efforts.

V. Begin work on replacing current MIS system

- a. Identify TA needs and arrange to work with national resource centers if needed (by 12/06)
- b. Draft specifications for new MIS and complete RFP by 12/06.
 - Identify XML data standards requirements and definitions (Rob)
 - Identify types of data for electronic transfer, including documents and court orders
 - Identify exchange points for data sharing under a new system

- Hold multiple meetings with DCF policy and IT personnel, court staff, and others as needed to review and update needs analysis.
- c. RIS programmers clean up current data in preparation for migration to new system (start during winter 2007; continue through summer 2007)
- d. Award contract to vendor by 6/30/07

IV. Update final strategic plan

Through a collaborative process of scheduling, planning, and meeting during winter-spring 2007, the CAO and DCF will jointly work together to identify and prioritize issues to work on, establish concrete goals with timelines for achieving the goals, determine how to meet those goals, and how to monitor and evaluate progress. This deliberative process is intended to result in institutional and infrastructural changes that lead to measurably improved outcomes for those children and families served by the court and DCF systems. Submit final plan by June 2007.

YEARS 2-5: Develop the data systems, infrastructure, and technical capabilities for a future integrated data sharing MIS, as follows:

YEAR TWO:

- I. Push data cleanup summer 2007-fall 2007
- II. Prepare for data migration
- III. Data cross-walk
- IV. Initial pilot

YEAR THREE:

- I. User acceptance testing

YEAR FOUR:

- I. Start roll out of new system

YEAR FIVE:

- I. Fully operational "basic" system if initial roll-out works
- II. Benchmark testing
- III. Prioritize requirements such as e-filing, data sharing with agencies, etc.



Department for Children and Families
Family Services Division
103 South Main Street, Osgood 3
Waterbury, VT 05671-2401
www.dcf.state.vt.us/fsd/

[phone] 802-241-2131
[fax] 802-241-2407

Agency of Human Services

July 27, 2006

JoAnn Vizzello
Administration for Children and Families
JFK Federal Building, Room 2000
Boston, MA 02203

Dear Ms. Vizziello:

I am writing this letter in support of the Vermont CIP Data Collection and Analysis grant application. We have a long history of meaningful and productive collaboration with the Vermont Judiciary which includes identifying and working towards shared goals and activities.

We have several forums that provide us with opportunities to work together to identify issues, set goals and determine how we will work together to achieve improved outcomes. One of which is the Justice for Children Task Force established by the Vermont Judiciary. This statewide multidisciplinary task force includes State and local courts as well as the Secretary of the Agency of Human Services and the Deputy Commissioner of Family Services. This task force has developed a strategic plan aimed at increasing safety, permanency and well-being of children in the child welfare system.

We have reviewed the grant application and look forward to working with the CIP to develop activities with measurable goals related to improving data collection and analysis which will lead to improved timeliness of permanency decisions for children in foster care.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia K. Walcott".

Cynthia K. Walcott
Deputy Commissioner
DCF/Family Services



CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

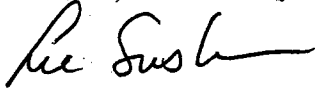
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

Court Administrator

Title

Vermont Supreme Court

Organization

VERMONT CIP DATA COLLECTION & ANALYSIS GRANT

Collaboration and Outline of Proposed Activities

July 2006

Data collection and analysis activities planned under the grant:

Improved data collection and analysis will assist Vermont courts to make safer and more timely permanency decisions for children in foster care. Activities planned under the grant are two fold:

- (1) activities that can be accomplished within 1-2 years which address immediate needs for reports and electronic exchange of information; and
- (2) longer term activities involving the planning for, and replacement of, the family courts' case processing system

Collaboration that has taken place in preparing the grant application:

- The CIP Manager met jointly with DCF's IT Manager and the CAO's Director of Research and Information Services (RIS) to discuss short and interim term goals and challenges of data collection and sharing.
- The CIP Manager, DCF's IT Manager, and the CAO's Director of Research and Information Services (RIS) attended the July 2006 National Child Welfare Data and Technology conference. CIP funds covered the DCF's IT Manager's expenses so he could attend the conference.
- CIP Manager, Family Services Deputy Commissioner, and Family Services Policy and Planning Chief met to discuss project objectives and time frames for accomplishing them.

The statewide multidisciplinary task force:

In December 2005, the Vermont Judiciary established a statewide multidisciplinary task force that includes the courts and the Department for Children and Families.

The following members were designated by the Vermont Supreme Court:

Paul L. Reiber, Chief Justice (Co-Chair)
Marilyn S. Skoglund, Associate Justice (Co-Chair)
Amy M. Davenport, Administrative Trial Court Judge
Kathleen Manley, Superior Court Judge
George K. Belcher, Esq., Probate Judge
Lee Suskin, Esq., Vermont Court Administrator
Michael Smith, Agency of Human Services Secretary
Matthew Valerio, Esq., Defender General
Joel Page, Esq., Prosecutor & State's Attorneys Association member
Jody Racht, Esq., Assistant Attorney General
Kathryn Piper, Esq., Juvenile Defender
Steve Dale, Department for Children and Families (DCF) Commissioner

Cindy Walcott, DCF Family Services Deputy Commissioner
Jane Kitchel, State Senator
Michael Kainen, State Representative

In addition to the designated members, regular participants include:

Anna Saxman, Deputy Defender General, Office of Defender General
Bob Sheil, Juvenile Defender, Office of Defender General
Ann Pugh, State Representative
Cindy LaWare, Secretary, VT Agency of Human Services

How identified stakeholders will meaningfully collaborate on the activities for which the grant funds will be used:

Primary collaborators on this grant will be the Vermont Judiciary (through its CIP) and DCF. Collaboration will involve a series of planning meetings and the establishment of joint goals and objectives. Secondary collaborator will include the Justice for Children Task Force.

Through the Justice for Children Task Force, the Vermont Judiciary, the Department for Children and Families (DCF), and other stakeholders have begun to identify and work toward shared goals and activities aimed at increasing the safety, permanency, and well-being of children in the child welfare system. The Justice for Children Task Force established the following shared vision:

To maximize their potential as adults, all children and youth need safe, permanent families that love, nurture, and guide them through childhood and into adulthood. To achieve this goal, we need competent, caring professionals and an adequately resourced system which (1) ensures accountability for protecting children; (2) maximizes the preservation of family, including life-long connections, whenever possible; and (3) supports a non-adversarial culture and timely resolution of disputes in accordance with due process. Timeliness of outcomes are measured based on the developmental needs of the children.

Data will be needed to measure the following indicators of systemic change, which were identified by the Task Force:

1. Increases in placement stability;
2. Decreases in average length of time in custody;
3. Decreased numbers of children re-entering custody after permanent placement has been achieved (including reunification, permanent guardianship, and adoption);

4. Increased numbers of foster care children who graduate from high school and college;
5. Reduction in the number of adults in the corrections population who have had a prior history as a child in foster care.
6. Increased stability in educational placement.

Fundamental problems to be addressed by the grant resources:

1. Inability to update the data extracts developed in connection with the 2005 Juvenile Court Reassessment, which provides retrospective data on average time to adjudication, disposition, and TPR decisions.
2. Inability to fully implement the new court milestone time standards until a reporting tool is created. (We cannot measure compliance with the time standards without these reports.)
3. No existing system to effectively combine agency and court data
 - Agency and courts track similar events differently
 - No common identifier is fully implemented across both systems.

Outline of Proposed Activities

SHORT TERM: Tools to help us move forward with data collection and analysis over the next two years. Short term activities are anticipated to be largely operational by 9/07, with widespread use within the courts during the Oct 2007-Sept. 2008 grant period.

I. Time standard reports:

Create Juvenile "Court Milestone Standards" reports to report on cases meeting (and exceeding) the new time standards

1. Create VTADS events and fields¹ (using current IT personnel)
2. Complete programming required for excel-based pivot table reports (subcontract with prior IT personnel)
3. Program for automated "face sheets" for court files (with deadline dates populating fields for upcoming court milestones), to be printed after first hearing and inserted in a prominent place in the file.
4. Test new reports
5. Introduce project to judges at the September Family Court judges' annual training
6. Train court staff at the juvenile docket clerk training

¹ One field to be added to VTADS would be an event for "final case closure" to indicate the end of the court's jurisdiction (e.g, no further hearings), similar to the "permnce" event which is currently limited to children who had been in foster care.

II. Identify the data collection and analysis to pursue in the interim, given the Judiciary's decision to replace its current docketing system and lack of available personnel to enhance the current system.

a. Electronic filing of disposition and other agency reports

This requires DCF, in consultation with RIS, to identify the best way (via secure server or email) to send disposition reports to parties at least 3 (but ideally 5) business days in advance of the hearing.

1. DCF IT Manager identifies (a) best process for electronic filing with input from both DCF workers and court staff, and (b) the resources needed to accomplish this.
2. Needs and proposed solutions are reviewed by CIP Manager and Court's Director of Research and Information Services for coverage with grant funds
3. Agree on a timetable for implementation
4. Put system in place
5. Train users

b. Data dumps/data transfers

1. Identify data to be shared on automated basis
2. Identify how data can be shared via a common website or links to an automated report.
 - **DCF-to-court data:** Initial analysis indicates that data from DCF to family courts, such as physical placement of child and date of foster care entry, cannot be transferred to individual family courts at this time.
 - **Court-to-DCF data:** The Judiciary has the ability to transfer data to DCF, but perhaps not on a nightly basis as DCF would prefer. Examples of Court-to-DCF data transfer would include:
 - i. date of scheduled disposition hearings,
 - ii. date of TPR orders
 - iii. other: identify through series of joint meetings

c. Reports that combine DCF & Court data

1. Decide on a common identifier for children
2. Decide how to proceed with the "custody reconciliation reports" or other automated mechanism for matching children across DCF and Court databases.
3. Define data elements of court & DCF systems: how each is captured, defined, and measured in the DCF and Court systems.

4. Explore the use of SACWIS system to compare data
5. Decide how to clean up data across the two systems (DCF and courts) so that we can use a common identifier
6. Identify the outcomes-based management reports to develop
7. Subcontract with IT programmer as needed to provide for automated data quality reports for matching children's data *or* prioritize RIS personnel's work to accomplish this within acceptable time frame.

d. Explore whether to use the Packard Court Performance standards

1. Hold joint discussions between Court and DCF to explore whether to adopt the "Packard" performance standards.
2. If decision is made to use these standards, establish a plan to use those standards.

e. Automated emails:

1. Identify objectives of sending automated emails to attorneys and DCF workers for such things as reminders of filing deadlines and contact sheets.

III. Identify the data collection and analysis to pursue as a follow up to the CFSR

Hold joint meetings to reflect on CFSR findings and how grant resources can be used to implement the Program Improvement Plan. Identify and prioritize issues, establish concrete goals, and a plan to meet those goals as part of the PIP planning.

IV. Explore technical assistance needs

Identify needs and National Resource Center(s) suited to assist with our needs, such as assistance in planning & implementation of performance measures; and assistance with collection and analysis of data to evaluate the quality of court performance and the success of court improvement efforts.

V. Begin work on replacing current MIS system

- a. Identify TA needs and arrange to work with national resource centers if needed (by 12/06)
- b. Draft specifications for new MIS and complete RFP by 12/06.
 - Identify XML data standards requirements and definitions (Rob)
 - Identify types of data for electronic transfer, including documents and court orders
 - Identify exchange points for data sharing under a new system

- Hold multiple meetings with DCF policy and IT personnel, court staff, and others as needed to review and update needs analysis.
- c. RIS programmers clean up current data in preparation for migration to new system (start during winter 2007)
- d. Award contract to vendor by 6/30/07

IV. Update final strategic plan

Through a collaborative process of scheduling, planning, and meeting, the CAO and DCF will jointly work together to identify and prioritize issues to work on, establish concrete goals with timelines for achieving the goals, determine how to meet those goals, and how to monitor and evaluate progress. This deliberative process is intended to result in institutional and infrastructural changes that lead to measurably improved outcomes for those children and families served by the court and DCF systems.

YEARS 2-5: Develop the data systems, infrastructure, and technical capabilities for a future integrated data sharing MIS, as follows:

YEAR TWO:

- I. Push data cleanup
- II. Prepare for data migration
- III. Data cross-walk
- IV. Initial pilot

YEAR THREE:

- I. User acceptance testing

YEAR FOUR:

- I. Start roll out of new system

YEAR FIVE:

- I. Fully operational "basic" system if initial roll-out works
- II. Benchmark testing
- III. Prioritize requirements such as e-filing, data sharing with agencies, etc.