



Florida Network of Youth and Family Services Quality Improvement Program Report

Review of Seminole County Sheriff's Office SNAP Program

October 20, 2020

Overview

The Seminole County Sheriff's Office provides many different intervention and prevention programs to their community. The SNAP Program is just one of many managed by Chief Sharon Bryan who oversees the Department of Youth Services which includes the Juvenile Justice Division, the Child Protective Services Division, and the School Safety Division. The School Safety Division leads the safety and security initiatives for all schools throughout Seminole County and houses all of the school resource deputies. The Child Protective Services Division conducts the child protective investigations and houses the Crimes Against Children Unit for Seminole county.

The Juvenile Justice Division, led by Captain Tracy Fortenberry, offers a broad-based spectrum of services, which includes the Juvenile Assessment Center, the Juvenile Detention Center, and the Youth Services Prevention and Enforcement Center. The Youth Services Prevention and Enforcement Center houses the Youth Intervention Services Unit, which provides community-based supervision for high-risk juvenile offenders and includes the SNAP Program for community-based prevention services for at-risk youth.

The Youth Intervention Services Supervisor, Jessica Bush, who is a Registered Marriage and Family Therapist Intern, oversees the day-to-day operations for the SNAP program. At the time of the review, the SNAP team was fully staffed with two case managers and a total of 13 current SNAP trained facilitators. There was a SNAP Boys Group in progress reaching half-way point of the program while they were completing intakes for a SNAP Girls Group and preparing for a Group Start Date of 11/05/2020. QI Standard 2.10 Stop Now and Plan Indicator was reviewed for the CINS/FINS Monitoring Tool.

Standard 2 - Intervention and Case Management
2.10 - Stop Now and Plan

QI Standard 2		2.10 - Stop Now and Plan								
# of OPEN Clinical Group Files Reviewed		0				# of OPEN SNAP in Schools Cycles Reviewed		0		
# of CLOSED Clinical Group Files Reviewed		6				# of CLOSED SNAP in Schools Cycles Reviewed		2		
Provider has a written policy and procedure that includes a policy number, date of last review/revision/approval, meets all of the requirements for the indicator and is signed and approved ?					Yes	No	Date last reviewed/approved: N/A Policy #/Title: N/A Approved By: N/A			
Youth/Client Name:										
(Circle One) File Reviewed is 'Open' or 'Closed':		Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	
Date of Admission:		07/31/19	06/13/19	12/04/19	10/16/2019	11/12/2019	07/22/2019			
		1	2	3	4	5	6	7	8	
									Roll Up TOTALS	
SNAP Clinical Groups										
1	Youth are screened to determine eligibility and identify presenting problems using the NETMIS screening form and the SNAP Brief Intake screening form?	YES or NO Date: 07/01/19	YES or NO Date: 03/27/19	YES or NO Date: 11/29/19	YES or NO Date: 9/17/19	YES or NO Date: 11/12/19	YES or NO Date: 7/22/19	YES or NO Date:	YES or NO Date:	Total # of yes: 6 Total # of No: 0
2	Eligible youth have a consent signed by the parent/guardian prior to receiving services?	YES or NO Date: 07/31/19	YES or NO Date: 06/13/19	YES or NO Date: 12/04/19	YES or NO Date: 10/16/19	YES or NO Date: 11/12/19	YES or NO Date: 7/22/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
3	Needs Assessment is initiated at intake	YES or NO Date: 07/31/19	YES or NO Date: 06/13/19	YES or NO Date: 12/04/19	YES or NO Date: 10/16/19	YES or NO Date: 11/12/19	YES or NO Date: 7/22/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
4	Pre - Child Behavior Checklist (CBCL) (or summary) is completed at intake by the caregiver and located in the file or there is documentation if unable to complete?	YES or NO Date: 07/31/19	YES or NO Date: 06/13/19	YES or NO Date: 12/05/2019	YES or NO Date: 10/17/19	YES or NO Date: 11/15/19	YES or NO Date: 7/22/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0

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5	Pre - Teacher Report Form (TRF) is completed by the teacher or if unable to be completed, there is documentation in the file?	YES or NO Date: 09/17; 10/16; 11/21	YES or NO Date: 06/13/19	YES or NO Date: 12/07/19	YES or NO Date: 01/17/20	YES or NO Date: 11/15/19	YES or NO Date: 08/22/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
6	TOPSE assessment is completed at intake and located in the file or there is documentation if unable to complete?	YES or NO Date: 07/31/19	YES or NO Date: 06/13/19	YES or NO Date: 12/04/19	YES or NO Date: 10/18/19	YES or NO Date: 11/12/19	YES or NO Date: 07/22/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
7	PAT assessment (or printed summary) is completed at intake and located in the file or there is documentation if unable to complete?	YES or NO Date: 08/01/19	YES or NO Date: 06/24/19	YES or NO Date: 12/26/2019	YES or NO Date: 10/23/19	YES or NO Date: 11/18/19	YES or NO Date: 07/23/19	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
8	Post - Child Behavior Checklist (CBCL) (or printed summary) is completed at discharge by the caregiver and located in the file?	YES or NO Date: 12/18/19	YES or NO Date: 12/27/19	YES or NO Date: 01/30/19	YES or NO Date: 05/01/20	YES or NO Date: 01/27/20	YES or NO Date: n/a	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
9	Post - Teacher Report Form (TRF) (or printed summary) is completed by the teacher or if unable to be completed, there is documentation in the file?	YES or NO Date: 09/17; 10/16; 11/21	YES or NO Date: 06/13/19	YES or NO Date: 01/30/19	YES or NO Date: 04/23/20	YES or NO Date: 01/27/20	YES or NO Date: 02/05/20	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
10	TOPSE assessment is completed at discharge and located in the file or there is documentation if unable to complete?	YES or NO Date: 12/17/19	YES or NO Date: 12/18/19	YES or NO Date: 01/30/19	YES or NO Date: 04/20/20	YES or NO Date: 01/27/20	YES or NO Date: 01/06/20	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
11	PAT assessment is completed at discharge and located in the file (or printed summary) or there is documentation if unable to complete?	YES or NO Date: 12/30/19	YES or NO Date: 01/07/20	YES or NO Date: 01/30/19	YES or NO Date: 05/29/20	YES or NO Date: 01/27/20	YES or NO Date: 02/05/20	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0
12	SNAP Discharge Report Summary	YES or NO Date: 12/30/19	YES or NO Date: 12/18/19	YES or NO Date: 01/30/20	YES or NO Date: 04/30/20	YES or NO Date: 01/27/20	YES or NO Date: 02/05/20	YES or NO Date:	YES or NO Date:	Total # of Yes: 6 Total # of No: 0

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SNAP in Schools					
Class/Group Name: MSH K and MSH 1		MSH K	MSH 1		
Last completed session: (Review one full cycle when available or note if cycle not fully complete)		Completed 10 Sessions	Completed 3 sessions		
		1	2	3	
1	Weekly attendance sheet with youth names and/or identifying number is completed with signatures of teacher and SNAP facilitator(s) for all 13 sessions?	YES or NO Date:	YES or NO Date:	YES or NO Date:	Total # of Yes: 2 Total # of No: 0
2	Class 'Shoot for Your Goal' sheet is documented and complete?	YES or NO Date: 01/08/2020	YES or NO Date: 2/26/20	YES or NO Date:	Total # of Yes: 2 Total # of No: 0
3	Pre and Post evaluations are documented and complete for each youth?	YES or NO Date: 01/15/2020	YES or NO Date: 2/26/20	YES or NO Date:	Total # of Yes: 2 Total # of No: 0
4	Pre and Post evaluations are documented and complete for teacher?	YES or NO Date: 01/09/2020	YES or NO Date: 2/26/20	YES or NO Date:	Total # of Yes: 2 Total # of No: 0
5	One (1) Fidelity Adherence Checklist is completed per classroom for the 13-week session cycle?	YES or NO Date:	YES or NO Date:	YES or NO Date:	Total # of Yes: 0 Total # of No: 2
All SNAP Facilitators have evidence of their SNAP Certification Certificate?					Yes or No

2.10 – Stop Now and Plan Standard Summary:

The Florida Network of Youth and Family Services (FNYFS) conducted a virtual QI monitoring visit for Seminole County Sheriff's Office SNAP Program for the FY 2019-2020. Seminole County Sheriff's Office is contracted with the Florida Network of Youth and Family Services (FNYFS) to provide SNAP services in their community. The review was conducted by Brandi Hudson, Program Coordinator and Lauren Maldonado, Clinical Program Manager from FNYFS. 1. Agency representative from Seminole County Sheriff's Office was Jessica Bush. This was the first QI review completed for this SNAP Team. There are **13** current SNAP Facilitators.

Overall, the Reviewers found that Seminole County Sheriff's Office is in compliance with specific contract requirements. Seminole County Sheriff's Office received an overall compliance rating of 100% for achieving full compliance with the 2.10 Stop Now and Plan indicator of the CINS/FINS Monitoring Tool. There were no exceptions or corrective actions as a result of the monitoring visit, however there was information missing from the uploaded documents for the SNAP Policies and Procedures document (See above on page 2, Row 4): "Date last reviewed/approved:" "Policy#/Title:" and "Approved By:"

SNAP Groups:

Overall, all required documents were completed for each youth file reviewed or there was documentation in the file for any missing documents. There is thorough documentation of quality services being offered and individualized for each youth and family's needs. The following youth had assessments completed after the youth was discharged from NetMIS: Youth ND has a discharge date of 12/18/2019 and a Post PAT completed on 01/07/2020; Youth RA has a discharge date of 4/30/2019 and a Post PAT completed on 5/29/2020 and a Post CBCL on 5/1/2020.

SNAP In Schools:

On March 11, 2020 SIS Session 10 was completed for MSH K classroom and SIS Session 3 for MSH 1st grade classroom. On March 13, schools closed for the remainder of the school year. Services were unable to be completed and as a result, the SIS Fidelity Adherence Checklist, the Post Student and Teacher evaluations were unable to be completed.

The level of care and quality that is provided to every family that receives services is evident in the file. The documentation is clear, thorough and intentional. We are able to obtain a good working knowledge of the dynamics involved with each family served.