



Florida Network of Youth and Family Services

Quality Improvement Program Report

Review of Seminole County Sheriff's Office SNAP Program

May 28, 2025

Overview

The Seminole County Sheriff's Office provides a range of prevention and intervention services to the community. The SNAP® Program operates within the Department of Youth Services, overseen by Chief Sharon Bryan, which includes the Juvenile Justice Division, Child Protective Services Division, and School Safety Division. The School Safety Division leads countywide school safety initiatives and supervises all School Resource Deputies. The Child Protective Services Division conducts child protective investigations and houses the Crimes Against Children Unit. The Juvenile Justice Division, led by Director Jerri Weathers, delivers a continuum of services including the Juvenile Assessment Center, Juvenile Detention Center, and the Youth Services Prevention and Enforcement Center. The Youth Intervention Services Unit, housed within this center, provides community-based supervision for high-risk youth and administers the SNAP® Program for at-risk youth.

Day-to-day SNAP® operations are overseen by Youth Intervention Services Supervisor Jessica Bush, with additional oversight from Operations Manager Nancy Lawton. Current SNAP® services include SNAP® for Youth, SNAP® Dually-Served, SNAP® in Schools and Communities, and SNAP® U12. Quality Improvement Standard 2.10 (Stop Now and Plan) was reviewed using the CINS/FINS Monitoring Tool. The Seminole County Sheriff's Office has also implemented a new internal data system that allows for improved data sharing.

QI Standard 2	2.10 - Stop Now and Plan
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# of OPEN Clinical Group Files Reviewed	4	# of OPEN SNAP in Schools Cycles Reviewed	0
# of CLOSED Clinical Group Files Reviewed	4	# of CLOSED SNAP in Schools Cycles Reviewed	3

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: 06/30/24 Policy #/Title: SNAP/SNAP Fatherhood (6-11) SNAP for Youth Approved By: Jessica Bush
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Youth/Client Name:	FNY1011441 (KA)	FNY1032262 (VM)	FNY1026177 (EB)	FNY1017624 (ES)	FNY1028985 (LW)	FNY1026796 (CG)	FNY1014267 (AP)	FNY1023482 (ZY)	*Enter data in above table
	U12	Dually-Served	Dually-Served	SNAP for Youth	SNAP for Youth	U12	U12	U12	

(Circle One) File Reviewed is 'Open' or 'Closed':	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	Open Closed	
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Date of Admission:	02/12/25	03/14/25	01/14/25	07/31/24	03/24/25	02/07/25	04/11/24	11/19/24	Roll Up TOTALS
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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: 02/23/25	YES or NO Date: 02/14/25	YES or NO Date: 01/15/25	YES or NO Date: 07/31/24	YES or NO Date: 03/24/25	YES or NO Date: 01/28/25	YES or NO Date: 02/20/24	YES or NO Date: 10/30/24	Total # of yes: 8 Total # of No: 0
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2	Eligible youth have a consent signed by the parent/guardian prior to receiving services?	YES or NO Date: 02/12/25	YES or NO Date: 03/14/25	YES or NO Date: 01/15/25	YES or NO Date: 07/31/24	YES or NO Date: 03/24/25	YES or NO Date: 02/07/25	YES or NO Date: 04/02/24	YES or NO Date: 11/19/24	Total # of Yes: 8 Total # of No: 0
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3	NIRVANA initiated at intake? SSIS-Y is completed at intake and uploaded or there is documentation, if unable to complete?	YES or NO Date: 02/13/25	YES or NO Date: 03/14/25	YES or NO Date: 01/15/25	YES or NO Date: 07/31/24	YES or NO Date: 03/24/25	YES or NO Date: 02/07/25	YES or NO Date: 04/11/24	YES or NO Date: 11/19/24	Total # of Yes: 8 Total # of No: 0
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4	Pre - Child Behavior Checklist (CBCL)/ SSIS-C/T (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: 02/12/25	YES or NO Date: 04/02/25	YES or NO Date: 01/15/25	YES or NO Date: 07/31/24	YES or NO Date: 04/02/25	YES or NO Date: 02/27/25	YES or NO Date: 01/30/24	YES or NO Date: 11/19/24	Total # of Yes: 8 Total # of No: 0
5	Pre - Teacher Report Form (TRF) is completed by the teacher or if unable to be completed, there is documentation in the file (OPTIONAL)?	YES or NO Date: N/A	YES or NO Date: 04/02/25	YES or NO Date: N/A	YES or NO Date: 07/31/24	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	Total # of Yes: 2 Total # of No: 0 Total # of N/A: 6
6	TOPSE/HIT assessment is completed at intake and located in the file or there is documentation if unable to complete?	YES or NO Date: 02/12/25	YES or NO Date: 04/02/25	YES or NO Date: 01/22/25	YES or NO Date: 07/31/24	YES or NO Date: 04/02/25	YES or NO Date: 02/07/25	YES or NO Date: 04/11/24	YES or NO Date: 11/22/24	Total # of Yes: 8 Total # of No: 0
7	Post - Child Behavior Checklist (CBCL)/ SSIS-C/T (or printed summary) is completed at discharge by the caregiver and located in the file?	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: 11/14/24	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	Total # of Yes: 1 Total # of No: 0 Total # of N/A: 7
8	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: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: 11/14/24	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	Total # of Yes: 1 Total # of No: 0 Total # of N/A: 7
9	TOPSE/HIT assessment is completed at discharge and located in the file or there is documentation if unable to complete?	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: 11/14/24	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	Total # of Yes: 1 Total # of No: 0 Total # of N/A: 7
10	NIRVANA is initiated at discharge? SSIS-Y is completed at discharge by youth and uploaded or there is documentation, if unable to complete?	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: 11/19/24	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	YES or NO Date: N/A	Total # of Yes: 1 Total # of No: 0 Total # of N/A: 7

11	SNAP Discharge Report Summary	YES or NO Date: N/A 06/20/25	YES or NO Date: N/A 06/20/25	YES or NO Date: 03/14/25	YES or NO Date: 11/21/24	YES or NO N/A Date: 06/20/25	YES or NO N/A Date: 08/15/25	YES or NO N/A Date: 06/04/24	YES or NO N/A Date: 06/05/25	Total # of Yes: 0 Total # of No: 2 Total # of N/A: 6												
SNAP U12 and SNAP For Youth Scoring Summary										TOTAL YES: 46 TOTAL NO: 2 TOTAL N/A: 40 TOTAL: 46/48												
<table border="1"> <tr> <td>Total Possible Items</td> <td>88</td> </tr> <tr> <td>Items Scored N/A</td> <td>40</td> </tr> <tr> <td>Items Applicable (Scored)</td> <td>48</td> </tr> <tr> <td>Items Scored "YES"</td> <td>46</td> </tr> <tr> <td>Items Scored "NO"</td> <td>2</td> </tr> <tr> <td>Compliance Percentage</td> <td>95.8%</td> </tr> </table>										Total Possible Items	88	Items Scored N/A	40	Items Applicable (Scored)	48	Items Scored "YES"	46	Items Scored "NO"	2	Compliance Percentage	95.8%	
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Items Scored N/A	40																					
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Items Scored "YES"	46																					
Items Scored "NO"	2																					
Compliance Percentage	95.8%																					

SNAP in Schools and Communities

SNAP in Schools and Communities					
Class/Group Name:		SISC-1000260 Triplett	SISC-1000187 Double R	SISC-1000180 Top Kids	
Last completed session: <small>(Review one full cycle when available or note if cycle not fully complete)</small>		05/01/25	12/10/24	11/22/24	
		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: 05/01/25	YES or NO Date: 12/10/24	YES or NO Date: 11/22/24	Total # of Yes: 3 Total # of No: 0
2	Class Shoot for Your Goal' sheet is documented and complete?	YES or NO Date: 01/16/25	YES or NO Date: 08/27/24	YES or NO Date: 11/22/24	Total # of Yes: 3 Total # of No: 0
3	Pre and Post evaluations are documented and complete for each youth?	YES or NO Date: 05/01/25	YES or NO Date: 12/10/24	YES or NO Date: 11/22/24	Total # of Yes: 3 Total # of No: 0
4	Pre and Post evaluations are documented and complete for teacher?	YES or NO Date: 05/01/25	YES or NO Date: 12/10/24	YES or NO Date: 11/22/24	Total # of Yes: 3 Total # of No: 0
5	One (1) Fidelity Adherence Checklist is completed per classroom for the 13-week session cycle?	YES or NO Date: 04/10/25	YES or NO Date: 10/15/24	YES or NO Date: 10/18/24	Total # of Yes: 3 Total # of No: 0

SNAP in Schools and Communities Scoring Summary

Total Possible Items	15
Items Scored N/A	0
Items Applicable (Scored)	15
Items Scored "YES"	15
Items Scored "NO"	0
Compliance Percentage	100%

TOTAL YES = 15
 TOTAL NO = 0
 TOTAL NA: 0
 TOTAL = 15/15

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 QI monitoring visit for Seminole County Sheriff’s Office SNAP Program for the FY 2024-2025. 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 Lauren Maldonado, Clinical Director, Ashle Jennings, Fatherhood Initiative Coordinator, and Leigh Kassem, SNAP Program Coordinator from FNYFS. FNYFS staff reviewed the youth files and documents related to SNAP and SNAP in Schools and Communities. The agency representative from Seminole County Sheriff’s Office that participated in the review was Jessica Bush, Nancy Lawton, and Jerri Weathers.

At the time of the review, there are **30** current SNAP Trained Facilitators. The team is comprised of dedicated SNAP Program staff with specific roles that include, but are not limited to, an “Intake Specialist”, “Case Manager”, “Group Leader”, and a “SNAP Coach”. There are also two dedicated case managers specific to SNAP for Youth and two dedicated case managers specifically for SNAP in Schools and communities. The “SNAP Coach” is a new position identified to support the SNAP staff’s learning after attending the SNAP Facilitator training with a focus on fidelity to the SNAP Model, competency skill development, and case staffing support.

The QI review found that Seminole County Sheriff’s Office received an overall compliance rating of **97%** for the 2.10 Stop Now and Plan indicator of the CINS/FINS Monitoring Tool. There are no corrective actions as a result of the monitoring visit. Documentation within youth files provides a clear and comprehensive understanding of family dynamics for each case. Records consistently reflect coordinated teamwork and ongoing support, demonstrating a collaborative and integrated service approach.

2.10 – Stop Now and Plan Indicator Compliance Scores

2.10 – Stop Now and Plan Indicator	Points	Score
SNAP U12 & YOUTH Groups	46/48	95.8%
SNAP In Schools & Communities (SICS)	15/15	100%
TOTAL	61/63	97%

SNAP U12 and SNAP for Youth/Dually-Served

The SNAP Team demonstrated evidence resulting in good compliance related to the Florida Network Policy and Procedure Manual. The eight files that were reviewed indicated some patterns that are relevant to note. While the files had the required SNAP Brief Intake Screening Form completed for SNAP U12 and SNAP for Youth/Dually-Served files, the CINS/FINS Intake Screening Form was missing even though the data is collected at intake and entered into NetMIS. It was observed that scored NIRVANA reports were printed in the file and it will be important to ensure that they are reviewed and signed by supervisors. Some files had the Florida Network Youth ID number missing on documents. Some considerations to explore are the reasons related to the number of families who end services before the 13 weeks of group is completed. Discharge summaries are required for every file even if they don’t complete all 13 weeks of service.

The SNAP Team demonstrated overall good compliance with the Florida Network Policy and Procedure Manual. Review of eight youth files reflected consistent completion of required SNAP Brief Intake Screening Forms for SNAP U12 and SNAP for Youth/Dually-Served participants, indicating adherence to core intake and screening expectations.

Some documentation patterns were identified that present opportunities for quality improvement. While intake data were consistently collected and entered into NetMIS, the corresponding CINS/FINS Intake Screening Form was not consistently present in the physical files. It was also noted that some documents were missing the Florida Network Youth ID number,

underscoring the need for consistent use of NetMIS IDs across all youth files. Ensuring alignment between data entered in NetMIS and documentation maintained in youth records will strengthen audit readiness and documentation completeness.

Additionally, scored NIRVANA reports were present in the files; however, supervisor review and signature were not consistently documented. Formal supervisory sign-off will further support fidelity to assessment review processes and clinical oversight requirements. Discharge summaries are required for all cases, regardless of length of participation, and should be completed consistently to ensure continuity of care, outcome tracking, and compliance with documentation standards.

SNAP In Schools & Communities (SICS):

Review findings indicate strong adherence to documentation and data-collection requirements across SNAP program cycles. All cycles included completed and scored pre- and post-Measures of Classroom Environment, and required documents were consistently organized by individual group/classroom and uploaded to OneDrive. Overall documentation practices reflect a high level of clarity, thoroughness, and intentionality. Continued adherence to the 72-business-hour documentation standard will support data integrity and ensure that program reports accurately reflect the level of care and quality of services provided to youth and families.

Summary:

Overall, the Seminole County Sheriff's Office SNAP Team demonstrated strong program implementation and good compliance with the Florida Network Policy and Procedure Manual across SNAP U12, SNAP for Youth/Dually-Served, and SNAP in Schools & Communities services. Documentation practices reflect a high level of care, intentionality, and commitment to quality service delivery, with consistent completion of required screenings, assessments, and program-specific measures.

The QI review identified several targeted opportunities to further strengthen documentation alignment and audit readiness, including consistent inclusion of CINS/FINS Intake Screening Forms in youth files, supervisory review and signature of scored NIRVANA reports, use of Florida Network Youth ID numbers on all documents, and completion of discharge summaries for all cases regardless of service length. Addressing these areas will enhance data integrity, support clinical oversight, and ensure accurate representation of service quality and outcomes.

The SNAP Team's responsiveness, organized recordkeeping, and overall adherence to program standards reflect a solid foundation for continuous quality improvement. Continued attention to documentation timelines, supervisory review, and service completion processes will further strengthen fidelity, accountability, and the Network's ability to demonstrate the positive impact of SNAP services for youth and families served.