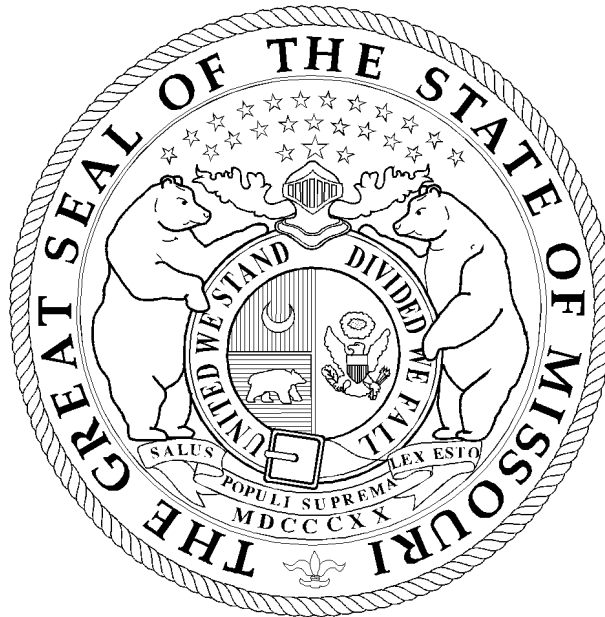


**SOCIAL SERVICES BLOCK GRANT
PRE-EXPENDITURE REPORT
07/01/17 – 06/30/18**



**MISSOURI
DEPARTMENT OF SOCIAL SERVICES
JEFFERSON CITY, MISSOURI**

Missouri's Social Services Block Grant (SSBG) Pre-expenditure Report
July 2018

I. State Fiscal Year Covered: SFY 2018, July 1, 2017 – June 30, 2018

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IV. Public Inspection of Pre-expenditure Report:

The SSBG plan for SFY 2018, at the time of the budget process was a continuation of the SFY 2017 plan. The State used the SFY 2017 State Legislature's public notice and public hearing process for review and input on the proposed Administration goals, objectives and outcomes priorities, budget priorities, spending and financial plan for SFY 2018 mission essential functions, including means of financing. Legislative and public input included the transfer of Temporary Assistance for Needy Families (TANF) funds into SSBG for SSBG use. The budget process is outlined in State Statute, available at the following link: <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex033.html>. The schedule for legislative hearings on budget actions can be found at the following link: <http://www.house.mo.gov/sitemap.aspx?pid=15>.

The SFY 2018 Pre-Expenditure Report will be posted on the DSS website for public review.

SSBG funds are for the provision of social services directed toward:

- Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse, or the exploitation of children and adults; preserving, rehabilitating or reuniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based, home-based care, or other forms of less intensive care; and
- Securing referral or admission for institutional care, when other forms of care are not appropriate or providing services to individuals in institutions.

SSBG funds, through a public notice and input process and with prior approval from the Federal oversight agency, can be flexibly used for a range of social services to attain any of these broad goals and targeted outcomes. Another funding flexibility, under Federal law, is the allowed transfer of up to 10% of Temporary Assistance for Needy Families (TANF) allotment to SSBG. The law stipulates that any TANF funds transferred into SSBG must be used for families with income no higher than 200% of the Federal poverty guidelines.

V. Pre-expenditure Report Narrative

A. Administrative Operations

1. State Administrative Agency

The DSS is the designated agency to administer the State's SSBG program. The DSS is responsible for coordinating programs to provide public assistance to children and their parents, access to health care, child support and enforcement assistance and to provide specialized assistance to troubled youth. While many programs give needed financial assistance and services, other units work toward reducing financial dependency of the citizens on government.

The DSS has four program divisions and two administrative divisions:

- Children's Division (CD);
- Family Support Division;
- MO HealthNet Division;
- Division of Youth Services (DYS);
- Division of Finance and Administrative Services; and
- Division of Legal Services.

2. State Entities Allocated SSBG Funds:

The Department of Health and Senior Services (DHSS) Division of Senior and Disability Services for:

- Investigation of Reports of Abuse, Neglect and Exploitation;
- In-home Services;
- Counseling;
- Information and Referral;
- Placement;
- Congregate Meals;
- Home Delivered Meals; and
- Transportation.

B. Fiscal Operations

1. Criteria for Distribution/Allocation of SSBG funds to State Entities

Annually the DSS reviews its programmatic and budgetary plans for the upcoming year and its financing strategy for implementing mission essential functions and the State Administration's priorities for improvement and sustainability. SSBG is one of the funding sources utilized in the financing strategy.

2. Description of Planning Process for Determining the State's Use of SSBG Funds

In the process of setting program and budget priorities, the DSS Director reviews the program and budget plans of his administration, consults with and gathers input from stakeholders, and formulates decisions on allocating resources for goal/outcomes achievement.

3. Description of Financial Operations System

The DSS is assigned the responsibility of administering the SSBG grant based on the priorities established by the DSS Director. The DFAS formulates the annual expenditure plan for state fiscal year based on the DSS priorities established for the use of SSBG funds. This expenditure plan is sent to each State Entity responsible for implementing the SSBG-funded programs/services and for monitoring/overseeing spending in accordance with the plan.

Staff of the DSS Division of Finance and Administrative Services monitors and reports on SSBG expenditures through two annual reports to the Federal Oversight Agency: (1) the electronically transmitted Form 425, which reports expenditures by Federal Grant Award and (2) the SSBG Post Expenditure Report, which reports actual expenditures against the SFY plan and in relation to program information on clients actually served.

Missouri's Single Audit report is found at:

C. Program Operations

1. Children's Division

The Children's Division of the DSS provides services under the SSBG to families and children. SSBG funds are used for staff salaries, training and payments to providers for purchased services. SSBG funds allocated to children's services programs will be used for staff that prepare service plans, provide direct services, make referrals for purchased services, and monitor service delivery.

The Missouri Children's Division is legally responsible for the provision of child welfare services to abused and neglected children. Often it is necessary for the state to take custody of these children and provide alternative care services. Growing out of the state's responsibility for children in alternative care is the goal to provide children with permanent families, either through successful return to their homes, or through adoption or guardianship placements. Simply stated, it is the goal of the Children's Division to provide treatment services to abused and neglected children and their families. Temporary alternative care and permanency planning services are utilized when necessary.

The Children's Division will deliver five social service programs under the block grant. All of the service programs are available on a statewide basis. Children and their families are eligible for these programs based on a report of child abuse or neglect, order of the juvenile court (in the instance of certain treatment service programs), or when the family is identified as needing preventive services through a voluntary referral by themselves or others.

Delivery of program services will be documented in the appropriate social service case records and other records maintained by the Division.

Investigation of Abuse, Neglect or Exploitation, or Family Assessment

The purpose of investigation of abuse, neglect or exploitation is to determine the possible existence of these conditions and to determine if there is a need for protection.

The Division investigates reports of abuse, neglect and/or exploitation to ascertain if these conditions exist and if the presenting situation and conditions warrant intervention with the provision of services for the protection of children. In addition, state legislation was passed in 1998

that gives the Division the statewide option of responding to some reports via a family assessment, as opposed to a child abuse or neglect investigation. The family assessment is completed for reports that do not allege criminal acts have occurred.

Treatment Services

The purpose of family-centered treatment services is to assist individuals and families to resolve problems and alleviate stresses which are significantly impairing their personal and/or social functions, while capitalizing on the family's strengths

Counseling is utilized as a method of providing guidance, instruction and/or information through the interaction between the counselor and one or more individuals. The process involves an assessment of the elements of the presenting problem, an examination and redefinition of the elements of the problem and the definition of the individual's options for problem solution. Counseling is directed toward a reduction or elimination of the disrupting stress and/or creation of adaptive change by the individual. The use of counseling services is expected to result in the reduction of risk for continued abuse or neglect to the child. Basic counseling activities include purposeful and goal-directed verbal and non-verbal communication such as listening, talking, interviewing, discussing and observing.

Alternative Care Placement

The purpose of placement is to secure an alternative setting for those children whose best interests are no longer served in their present living arrangements.

Placement involves those activities undertaken on behalf of a child in order to identify, locate and secure an alternative living arrangement and to integrate the child into the appropriate setting. The Division strives to place children in the least restrictive environment that meets the treatment needs of the child.

Information and Referral

The purpose of information and referral services is to assist individuals in gaining access to resources appropriate for their needs. Service resources may be available within the SSBG-funded State agency or through other community agencies. Information and referral is the acquiring of facts by the worker about individuals and resources and then making the most appropriate connection between the two. Service activity includes a brief assessment of needs, provision of information, referral to suitable

resources, and liaison function with those resources. To assure effective access, follow-up activities will be included when necessary.

Purchasing Services for Treatment of Child Abuse/Neglect

It is the job of the children's services worker to develop, with the client, a family treatment plan to prevent or remedy child abuse or neglect. The worker will make suitable referrals to other practitioners and social services agencies to provide a full range of needed services based on the family treatment plan. These services would include non therapeutic/non counseling types of services such as family assistance, parent education, resource coordination, etc. aimed at providing supports to a family.

2. Family Support Division

The Family Support Division of the Department of Social Services provides services under the Social Services Block Grant (SSBG) to families and children. SSBG funds are used to partner with Missouri Community Partnerships to plan, develop, finance and monitor strategies to achieve Core Results, including but not limited to:

- Children & Families Safe
- Children & Families Healthy
- Children Ready to Enter School
- Children & Youth Succeeding in School
- Youth Ready to Enter the Workforce & Become Productive Citizens
- Parents Working

3. Division of Youth Services

The Missouri Division of Youth Services is legally responsible for the provision of services to juvenile offenders who are committed and placed in the custody of the DYS. The mission of the DYS is to prepare committed youth to live in a responsible and socially acceptable manner.

The DYS, under this plan, will deliver eight social service programs. All of the services are available on a statewide basis and all of the youth are eligible based on their commitment to the DYS. Evidence of eligibility will be a copy of the commitment order in the youth's file. Services delivered will be documented by entry into the appropriate social service file and other records maintained by the division.

Group Homes and Moderate Residential

This service is defined as placement of youth up to 18 years of age and, in some cases, up to 21 years of age in a residential community group treatment facility in order to reduce inappropriate institutionalization by

providing alternative arrangements for care. The service is designed to provide supervision, education, counseling and therapy, in addition to meeting the physical needs of the youth. Room and board has historically been considered an integral but subordinate part of the group care services.

Short-Term Residential

This service is for youth up to 18 years of age and, in some cases, up to 21 years of age. It will provide a short-term intensive residential treatment program for selected youth and will emphasize group physical and emotional treatment. The service will be utilized to treat youth who have not responded to the division's established treatment programs and are not in need of long-term institutionalization. This service will increase the ability of youth to relate to others and increase the youth's own self-image.

Service Plan Development

This service has a dual focus. First, it will divert youth from inappropriate institutionalization, and second, it will allow for referral of youth to an institution if this is deemed in the best interest of the youth and community. A DYS staff trained to assess youth with the aid of court personnel, the youth and his parents, and a review of the case record will determine at the time of commitment which program the Division of Youth Services offers will best suit the individual needs of the youth.

DYS staff continues to provide oversight of the plan throughout the youth's stay with the division. This service is for youth up to 18 years of age and in some cases up to 21 years of age who have been committed to DYS.

Aftercare

This service is defined as the supervision of youth up to 18 years of age and, in some cases, up to 21 years of age in a community environment. The focus is to reduce inappropriate institutionalization of a youth by providing community-based supervision service. This service includes counseling with the youth's family as well as working with the school and the community to insure the youth's placement in the community will be successful. In addition to family therapy services, youth may be assigned a Community Mentor (Social Services aide) to provide more extensive one-on-one services.

Interstate Compact

This service will deal with youth who are wards of the DYS and runaways to other states from the State of Missouri. This service will also supervise

those runaways in the process of being returned. Interstate Compact services also prevent the abuse or exploitation of children harmed or threatened with harm by virtue of their status as a runaway.

Secure Care Residential

This service is designed for youth up to 18 years of age and, in some cases, up to 21 years of age who are institutionalized in a highly structured environment. This service will provide a functional group treatment program aimed at providing the youth with sufficient tools to cope and deal with problems in the institution and to manage problems upon release from the facility.

Evaluation and Diagnosis

This service provides psychiatric or psychological testing if needed and a risk/needs assessment for youth committed to the DYS for the purpose of determining the youth's emotional, educational and social development to develop and implement an individual treatment plan.

Testing includes the administration of a variety of psychological and educational achievement tests and structured psychiatric consultations. All testing produces written results in the form of reports or scored tests. Tests results are used to determine appropriate program placement of youth within the division either at the time of commitment or at some point in the treatment application when a change in the treatment plan seems indicated.

Day Treatment

This service is an alternative to placement in residential care. Youth attend the day treatment program while living in the community and receive both education and treatment services.

Dual Jurisdiction

The DYS provides residential services to youth under 17 who have been certified as adults by juvenile courts and tried, convicted and sentenced as adult offenders. The execution of the adult sentence is suspended and the youth is sentenced under a juvenile jurisdiction. Youth may receive these services up to age 21. Staff continues to provide oversight of the plan throughout the youth's stay with the DYS. This service is for youth committed to DYS who are up to 18 years of age and, in some cases, up to 21 years of age.

4. Department of Health and Senior Services

The DHSS Division of Senior and Disability Services provides services using SSBG funding to persons who are 60 years of age or older and to persons with disabilities age 18 to 59. Services for Home and Community Based providers are authorized by the Division's Section for Adult and Protective and Community Services field staff.

Field staff gives priority to the receipt and investigation of reports of abuse, neglect, and exploitation. Staff also performs information and referral tasks as necessary to help meet the needs of individuals, regardless of the need for protective services.

Services provided include the following:

Investigation of Reports of Abuse, Neglect and Exploitation – The purpose of investigating reports is to determine the existence of abuse, neglect or exploitation and to establish the need for protective services.

Upon receipt of a report, field staff conducts a prompt and thorough investigation to determine whether the eligible adult is facing the likelihood of serious physical harm and is in need of protective services. All investigations are completed and the findings entered into a central database within 90 days. Based on investigative findings, protective services for vulnerable adults may include crisis intervention, prosecution, administrative employment disqualification of perpetrators, provision of in-home services, and referral to other agencies.

Eligibility Determinations - Includes a comprehensive assessment of an individual's functional abilities, resources, existing support systems, and unmet needs. A care plan is then developed to meet the participant's needs and to support the participant's ability to remain independent in a community setting. Activities may include the authorization of in-home services and referrals to other agencies. Reauthorization of in-home services occurs annually.

In-Home Services - The authorization of in-home services supports a participant's ability to remain in a home or community setting. Services are authorized by staff to contracted in-home service providers and include the following:

- Personal Care - Basic services to assist with routine personal hygiene, dietary needs, etc.
- Advanced Personal Care - Medically oriented tasks related to altered body function, such as catheters, ostomies, transfer devices, etc. A licensed nurse regularly monitors all such tasks.

- Authorized Nurse Visits - A limited range of activities for participants with specific chronic needs, such as nail care for participants with medically contraindicated conditions, medication set-ups, clinical oversight, etc.
- Homemaker - General household activities essential to meet a participant's basic needs.
- Chores - Heavy household tasks essential to a participant's ability to remain independent.
- Adult Day Health Care - Services ranging from active rehabilitation to social and health-related care provided in a licensed Adult Day Care center, outside the participant's home.
- Respite Care - The types of respite care available include Basic, Advanced, and Nurse Respite and are designed to provide supervision, companionship, and direct participant assistance to relieve the caregiver of a dependent adult. These services are provided in the participant's home.
- Information and Referral - The purpose of information and referral is to assist individuals in gaining access to resources appropriate to their needs.
- Service activity includes a brief assessment of needs, providing available information, referral to suitable resources, and serving a liaison function to those resources. Follow-up activities are included when necessary.
- Placement - The Section's field staff assist individuals in securing alternative living arrangements when their best interests can no longer be served in their current living arrangement. Activities include assisting the individual to identify, locate, and secure alternative living arrangements and to integrate the individual into the appropriate setting.

The DHSS also contracts through the Area Agencies on Aging to provide the following services:

- Congregate Meals – Provide a hot or other appropriate meal to an eligible person at a congregate meal site. Meals must meet the most recent Dietary Guidelines for Americans, published by the Secretaries of Health and Human Services and Agriculture, in compliance with the nutrition standards set forth in the Older American Act.
- Home Delivered Meals – Provides a hot or other appropriate meal delivered to the residence of an eligible homebound person. Meals must meet the most recent Dietary Guidelines for Americans, published by the Secretaries of Health and Human Services and

Agriculture, in compliance with the nutrition standards set forth in the Older American Act.

- Transportation - The purpose of transportation is to assist individuals in accessing essential services and community resources.
- Ombudsman Services- assist LTC facility residents maintain or improve quality of life by assisting residents to gain access to resources appropriate to their needs. Service activity includes a brief assessment of needs, providing available information, referral to suitable resources, and serving a liaison function to those resources. Follow-up activities that include investigating a resident's complaint are conducted when necessary.

VI. Pre-expenditure Reporting Form
See Attachment.

VII. Appendices

- A. Documentation of public hearing
- B. Certifications
 - 1. Anti-lobbying
 - 2. Drug-free work requirements
 - 3. Debarment and suspension
 - 4. Environmental tobacco smoke
- C. Proof of Audit