

**CONTRACT BETWEEN  
COUNTY OF GLOUCESTER  
AND  
HOPELOFT, INC.**

**THIS CONTRACT** is made effective the 12 day of March, 2022, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **HOPELOFT, INC.**, with offices at 40 E. Commerce Street, P.O. Box 9, Bridgeton, New Jersey 08302, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, there is a need to provide to the youth of Gloucester County who are under the supervision of Gloucester County Family Court and/or Juvenile Probation, ages 12 – 18, with educational support measures, assistance in finding employment and case management for education and employment support; and

**WHEREAS**, Contractor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this Contract.

**NOW, THEREFORE**, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

**TERMS OF AGREEMENT**

1. **TERM.** The term of this Contract is for the period of one year, from January 1, 2022 to December 31, 2022.
2. **COMPENSATION.** The County agrees to compensate the Contractor in an amount not to exceed \$17,400.00, pursuant to Contractor's proposal, attached hereto as Attachment A.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be as set forth in Attachment A, which is incorporated in its entirety and made a part of this Contract. Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of any specifications.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of the bid documents and/or in the request for proposals, if any, as the case may be.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. The Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract,

then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

6. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Contractor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County,

except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

11. **SET-OFF.** Should Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is

prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

14. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

18. **GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

19. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent Contractor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.



21. **CONFIDENTIALITY.** Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

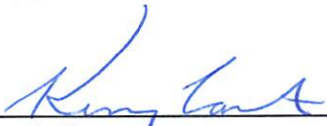
22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** This contract shall consist of this document and the Contractor's proposal, attached hereto as Attachment A. If there is a conflict between this Contract or the Attachment A documents, then this Contract shall control.


**IN WITNESS WHEREOF**, pursuant to N.J.S.A. 40A:11-3, and authorized by Resolution, the County has caused this instrument to be signed by its Chief Financial Officer, and attested by its Purchasing Agent, and Contractor has caused this instrument to be signed and attested by its properly authorized representatives.

**THIS CONTRACT** is dated this 27 day of March, 2022.

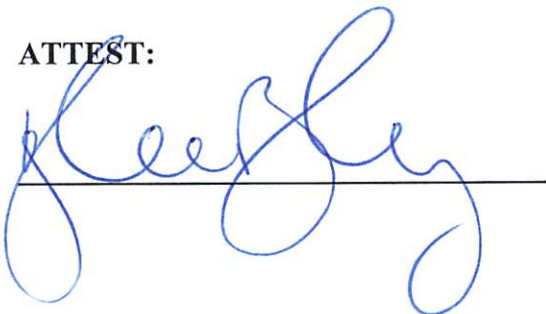
**ATTEST:**

  
\_\_\_\_\_  
**Kimberly Larter,**  
**Qualified Purchasing Agent**


**COUNTY OF GLOUCESTER**

  
\_\_\_\_\_  
**Tracey N. Giordano,**  
**Treasurer/CFO**

**ATTEST:**

  
\_\_\_\_\_

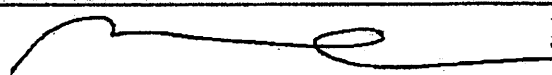
**HOPELOFT, INC.**

  
\_\_\_\_\_  
**Name:** Melissa Helmbrecht  
**Title:** President

## **ATTACHMENT A**

**COUNTY OF GLOUCESTER 2022**

**YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES**

Service Category Applying For	Prevention Programming		
Incorporate Name of Applicant	Hopeloft, Inc.		
Type:	<input type="checkbox"/> Public School	<input type="checkbox"/> Local government	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:	84-3927042		
Address of Applicant:	40 E Commerce Street		
	Bridgeton, NJ 08302		
Address of Service(s):	Gloucester County, NJ		
Contact Person and Phone #:	Riccina Cabezas 856-431-3050		
Total Dollar Amount Requested:	\$17,400		
Total Number of Unduplicated	15		
Email address of contact person (required): riccina@hopeloft.com			
Brief Description of Proposed Services: programming.			
Youth under the supervision of Gloucester County Family Court/Juvenile Probation, age 12-18, in need of education/employment advocacy will be connected with a			
Accomplish necessary court/personal goals.			
Authorized Voucher Signature: Name/Title	Melissa Helmbrecht, Hopeloft President		
Signature:			



### **PROGRAM DESCRIPTION**

Please complete the Program Description Section by answering each of the questions listed below. While answering the questions please keep in mind the document will be reviewed by the funding oversight committee and questions may be asked to provide clarity. Please be specific. Add additional sheets as needed.

#### **I PROJECT/PROGRAM DESCRIPTION:**

##### **A.) Overview**

1. Describe the agency's experience working and staff's knowledge with juveniles at risk of involvement in Family Court and/or programs to prevent delinquency and promote compliance.

CASA: (Court Appointed Special Advocates)  
serving over 400 children in Gloucester, Cumberland Salem counties  
South Jersey First Star Initiative: College Readiness and Mentoring Program for Foster Youth/Children of Incarcerated Parents  
Give Back: providing scholarships and case management/mentoring to at-risk youth  
All Hopeloft programming utilizes one-to-one advocacy to improve ACEs for at-risk juveniles. This is accomplished by building social capital around juveniles at risk, providing positive community exposure, job development and educational opportunities.

##### **B) Specific Project/Program**

Describe the specific service component for requested funds.

Each referred youth will receive culturally relevant intensive case management for an average of 4-6 months. This will be achieved by regular 2 hour meetings. (virtual or in person based on COVID19 restrictions) for an average of 4-6 months. Individual meetings will consist of one on one sessions with their assigned Family Advocate (FA) a minimum of 2 times per month. Weekly contact will be maintained via text, email and/or phone calls to provide resources, referrals, and assistance to navigate across sectors to prevent gaps in service. Advocacy component also includes identification and removal of barriers to successful access of secondary education and/or employment. Advocacy serves as accountability to youth AND other agencies involved in the Action Plan. This includes followup on referred resources, events and target dates and cross-agency collaboration to improve employment/education for youth in disposition. Intensive case management Level of Service will ensure a minimum of 70% of youth enrolled create a resume, have at least one job interview, set and accomplish at least 2 self-determined employment/education goals utilizing the SMART model for goal setting. 70% of enrolled youth will experience a job training and/or secondary education tour during service time. Each family member in the household will be included in the Action Plan and upon Discharge can voluntarily access continued services through the greater Hopeloft network, collaborations and initiatives. Individualized planning will include intake, baseline assessment and outcome tracking. All referrals and client contact will be recorded in Hopeloft database, for the purpose of quarterly reporting and fiscal reporting deadlines as set by DHDS and compliance with JAMS reporting.

**C) Rationale/Mission of Project/Program**

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets the need(s) of its identified target.

The Hopeloft Youth Mentoring Program is designed to address the need for trauma-informed care to Family Court and/or Juvenile Justice connected youth as it correlates to systemic, institutional victimization, polyvictimization and juvenile offending.

<https://www.courts.mn.gov/cjs/traff/default.aspx?categories=/victims/2009/Juvenile-offending.pdf>

GC Family Court and/or Juvenile Probation ages 12-18 in need of education and employment advocacy require holistic, intensive case management to properly assess their comprehensive needs and improve outcomes at the point of entry into the court system.

Once assessment is complete, identifying and connecting youth and their families to relevant support, resources and advocacy to successfully access those services is a key factor to improving outcomes around employment and education. First, in home/virtual visits remove scheduling and transportation issues. Intensive advocacy and mentoring by a culturally sensitive community worker removes stigma court connected youth may have against the systems they have encountered. For youth ages 12-18 under the supervision of GC Family Court and/or Juvenile Probation, possible polyvictimization that frequently remains unreported and/or untracked across sectors have created bias and resistance to supportive services for these youth. Building rapport and trust with a trusted, credible, culturally relevant community worker mentoring youth and their families requires consistent mentoring from a trained professional with lived experience in the resources of that county. The identification of barriers to education and employment are addressed through intentional, intensive coaching and individualized Action Planning. The Hopeloft Youth Mentoring Program is designed to assess individual needs, address polyvictimization and racial/systemic injustices for juvenile offenders and/or Family court connected youth through intensive case management. Partnership and collaboration with involved stakeholders and multiple agencies will increase access to employment and education opportunities.

**D) Cultural issues in the program design**

Describe your agency's capability to meet the cultural needs of clients to be served.

Each Family Advocate at the Hopeloft is hired, trained and assigned to work in the community niche where they have lived experience and an intimate working knowledge of the hyper local resources and support available to each youth. Monthly trainings and supervision include professional development training on racial equity through the US Dept of Justice Office for Victims of Crime, Dibble Institute, and as a community partner of the Ascend the Aspen Institute to assist in the continual evaluation and assurance of cultural sensitivity within the program.

**E) Goals, Objectives and Program Evaluation.**

Using information from the description of services requested, outline the purpose of the project/program design and identify quantifiable goals, objectives, outcomes and an internal evaluation method.

1. What are the short-term goals and outcomes of this program and how will they be measured?

goal: Intake 15 youth upon referral through Family Court and/Probation.  
outcome: 15 youth will be served for at least 4 months  
measurement: through JAMS intake/ input and data collection in Hopeloft intake, case management and program completion reporting parameters

2. What are the intermediate goals and outcomes of this program and how will they be measured?

goal: to improve employment and education opportunities for justice/family court involved youth  
outcome: 70% of enrolled youth will create a resume and have at least one job interview  
70% of enrolled youth will accomplish at least 2 set education/employment goals  
measurement: all goals are recorded in individualized Action Plan; number of contacts, resources, referrals, target dates, and successful goal completion according to the Hopeloft Logic Model and quarterly outcome tracking reporting

3. What are the long-term goals and outcomes of this program and how will they be measured?

goal: to increase long-term self-sufficiency for referred youth while decreasing court involvement for at-risk youth ages 12-18  
outcome: 70% of youth enrolled will experience either a job training and/or one secondary education tour during service time  
measurement: all goals are recorded in individualized Action Plan; number of contacts,

resources, referrals, target dates, and successful goal completion according to the Hopeloft Logic Model and quarterly outcome tracking reporting

## **II. PROJECT/PROGRAM ADMINISTRATION / STAFFING**

A) Detail the supervision lines (chain of command) of this project/program in relationship to overall agency operation.

Melissa Helmbrecht-Executive Director  
Riccina Cabezas-Program Director-reports to ED  
Family Advocate-To be assigned upon contract -reports to Program Director

B) Identify dedicated staff and their respective functions to implement this program. Specifically identify staff supervision as well as staff that will be responsible for program reporting and ensuring the Gloucester County Youth Service oversight needs are met.

Melissa Helmbrecht: Administration and Implementation  
Riccina Cabezas: Program Implementation, Reporting, Monitoring, Evaluation; FA Supervision  
Coordination with Stakeholders; Reporting to GC YSC, JAMS  
Family Advocate: all direct service to youth as outlined in this Contract; client service coordination, advocacy; recording and reporting with collateral contacts relevant to youth Action Plans and goal achievement; documentation of interventions and referrals

C) Provide job descriptions and resumes of staff, working under the potential grant funding indicating their qualifications to complete the requested goals.

see Attached resumes

D) Describe policy for staff training and development in addition to evaluation of staff performance.

All Hopeloft Staff are required to complete 20 hours of onboarding and Family Advocate training, complete a minimum of 20 hours per year of Dept. of Justice Office of Victim's Assistance Academy Training and Technical Assistance online training; Report directly to Supervisor weekly, bi-monthly Case Reviews, monthly staff meeting, monthly professional development training, monthly and bi-annual Employee Performance Review. Feedback from serviced clients is also collected via survey at discharge and up to twelve months after program completion.

E) Is your staff required to undergo a criminal background check prior to employment?

Yes. Fingerprint and CARI

**III. TARGET POPULATION/ELIGIBILITY:**

A) Discuss the specific targeted population that will be serviced by the potential funding.

court connected youth ages 12-18 in Gloucester County

**V. ADMISSION CRITERIA:**

A) Describe referral/intake process, using time parameters, and discuss any client initial financial obligation, as well as explaining how youth are selected to receive potential funded service.

Family Court intake and/or Probation will refer youth directly to Program Director using referral form provided by Hopeloft

Family Advocate is assigned within 24 hours of referral.

Intake into Youth Mentoring Program occurs within 48 hours of referral.

First meeting with FA-scheduled within 72 hours and occurs within 10 days of referral.

Assessment, Action Planning/goal setting begin at this meeting

Target Dates for Goal Achievement are individually recorded and tracked in youth file

Youth are selected to receive service through screening and referral by Family Court intake worker and/or Probation.

There is no initial client financial obligation.

Additional funding is being pursued to continue providing long-term supportive services for discharged youth.

B) What is the anticipated length of time from referral to acceptance/admission or denial?

Family Advocate is assigned within 24 hours of referral for all accepted referrals.

Intake/Admission into Youth Mentoring Program occurs within 48 hours of referral.

First meeting with FA-scheduled within 72 hours and occurs within 10 days of referral.

C) Attach all reporting forms for reporting, referrals, admission, denial, discharge and all other additional reporting documents used during service - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use.

Polyvictimization Screening tool:

<https://childwelfare.gov/sites/default/files/2019/04/2019-04-19%20Polyvictimization%20Screening%20Tool.pdf>

-this tool will be utilized to track victimizations among referred court connected youth

See Attached-intake, admission, outcome tracking forms

**VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:**

- A) Specify location(s) of program, days and hours of service.

Location and hours of service will vary based on individual youth circumstances and assigned FA. FA will coordinate scheduling and location directly with youth and their family.

- B) Describe agencies policy on accommodating persons with disabilities.

In home visits and virtual meetings will assist staff in making accommodations under the ADA.

**VII. LEVEL OF SERVICE:**

- A) What is the definition of Unit of Service?

Unit of Service within the Youth Mentoring Program is defined monthly. Youth Mentoring Program Unit of Service includes 12 hours of intensive case management per youth per month.

Level of Service will consist of a minimum of two one on one meetings, a total of at least 8 hours of meeting time and/or accompaniment to appointments, 4 hours of advocacy related research, referrals, Action Planning and documentation monthly.

- B) What is the expected annual Level of Service?

The expected annual Level of Service is a total maximum of 15 youth ages 12-18 under the supervision of GC Family Court and/or Juvenile Probation receiving a total of direct service hours of mentoring/advocacy.

**VIII. DATA COLLECTION**

- A) Describe client record keeping system and the agency staff that would be responsible. (During program audits, youth files will be reviewed to assess service provided and youth participation.)

All client record keeping is completed electronically on Penelope database platform. FA is responsible for youth files for weekly, monthly and quarterly review by Program Director. Program Director is responsible for JAMS intake, reporting and quarterly report outs, narrative submission and program monitoring in coordination with JJC.



B) Describe client data to be recorded, the use of the data by the applicant, the means of maintaining confidentiality of client records and the retention schedule of service documents.

All client data reported, including demographics, family engagement and assessment, court status/updates are recorded at intake and updated within 48 hours. Individualized Action Plan, with SMART goals, target dates, steps required, Family Advocate interventions, collateral contacts, referrals, inter-agency collaborations and goal completion dates are recorded. All data will be recorded and stored in Hopeloft database with secured server to maintain confidentiality. All hard-copy intake paperwork is stored in a secure location in accordance with Hopeloft confidentiality policies.

C) Describe how your agency will address the mandatory requirements of the Juvenile Automated Management System (JAMS) and identify the staff responsible for online reporting including intake/discharge, quarterly narrative and FISCAL reporting.

Hopeloft, Inc. will be registered on JAMS. Program Director will be responsible for all online intake/discharge reporting in JAMS, quarterly narrative and FISCAL reporting.

#### **IX. CLIENT SERVICE PLANNING:**

A) Describe the overall treatment/service plan developed to meet needs of youth from time of admission to discharge.

Create a written Action Plan during one on one meeting with target completion dates  
Receive resource referrals from FA  
Identify and address any barriers and adjust Action Plan accordingly  
2 goals in education/employment at intake; Accomplish those goals prior to discharge  
Create a resume and attend one job interview prior to discharge  
Attend a job training and or one secondary education tour prior to discharge  
Consistent communication with collateral contacts ensures service delivery from admission until discharge.

B) What are the timeframes for evaluating the status of a service/treatment plan?

Evaluation of service plan occurs weekly, monthly and quarterly.

C) Specify staff responsible for the plan.

FA is primarily responsible for the plan, with direct supervision by Program Director and oversight by JJC.

D) Describe applicants established linkages with community resources that include juvenile justice, family court, children's mental health services, adolescent substance abuse treatment, child welfare, and law enforcement in Gloucester County.

Established linkages advocating for over 200 youth in the last 8 years include CMO, Performcare, 25 houses of worship, Gateway, Hisp. Family Center, Center for People in Transition, DVR, Workforce Development, Rowan University immersion programming, RCSJ Student Services, Social Services, Family Court Intake, SERV, private mental health and substance abuse providers, DCPD East and West Regional Supervisors and Resource Specialists.

E) Provide detailed information on any services requested under the consultant line item in the budget section.

n/a

**X. DISCHARGE PLANNING/PROGRAM COMPLETION:**

A) Describe the procedure for discharge/program completion.

Once all identified goals are met, youth will be considered a Positive Discharge and be categorized as 'closed/completed' from JJC-Family Court Funding Youth Mentoring Program. Youth and family may voluntarily enroll in other Hopeloft initiatives for additional areas of focus, at sole cost and discretion of Hopeloft, Inc. Hopeloft, Inc. agrees to voluntarily share data on continued Family Engagement efforts with Discharged youth.

B) Specify the criteria for a positive discharge/program completion.

Positive Discharge/Program completion will occur when all goals have been met.

C) Specify the criteria for a negative and neutral program discharge.

Negative discharge due to non-compliance with court orders or violations and/or refusal to schedule meetings after 60 days.  
Neutral discharge would be result of relocation, detention or charges unrelated to current court standing.

D) Identify the staff responsible for discharge planning and any follow up for youth that have participated in the program.

Assigned FA and Program Director are responsible for discharge planning and followup.

**XI. AFTERCARE / TRANSITIONAL SERVICES / TRACKING / FOLLOW UP:**

- A) Describe the project's role in aftercare planning and/or tracking youth after successful discharge that have not graduated. Please specify a timeframe for this follow up and staff responsible.

Each youth will continue to be contacted bi-monthly for aftercare planning, as part of their 'maintenance' care. The assigned FA will continue to offer supportive services, events and opportunities via email and/or text message. Youth Mentoring Program file will be considered 'closed' and a new Transitional Youth file will be opened to track youth voluntarily remaining engaged in Hopeloft service planning after successful discharge.

- B) Will follow-up data be used in program evaluation by your agency? If, yes, how will this information be used?

Followup data will be used to track youth court involvement as part of Hopeloft's Transitional Youth Initiative. Anonymous demographic info, crime info, interventions, and outcomes will be reported to the Office of Victims of Crime to assist in data collection at the state and national levels to influence policy change around juvenile offenders.

**GLOUCESTER COUNTY \* YOUTH SERVICES COMMISSION  
DEPARTMENT OF HUMAN & DISABILITY SERVICES  
CALENDAR OF SERVICE DAYS**

Service will be provided as follows: (fill in times)

Site

Location \_\_\_\_\_

SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_  
WEDNESDAY \_\_\_\_\_ THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_  
SATURDAY \_\_\_\_\_

**Emergency Provisions:**

Holiday Schedule - Service will not be provided on the following day?

**Gloucester County Youth Services Commission /**  
**Division of Human and Disability Services**

**I. BUDGET EXPENSE SUMMARY**

**AGENCY NAME:** \_\_\_\_\_

<b>BUDGET CATEGORY</b>	<b>COMBINE D TOTAL</b>
<b>PERSONNEL</b>	<b>15138</b>
A. Salary	
B. Consultant / Professional Fees	n/a
C. Materials / Supplies	n/a
Fringe 13%	2262
D. Other	
E. Total Operating Costs	17400

\*If the category does not apply please respond with a N/A

**II. BUDGET JUSTIFICATION**

**A) Personnel**

Program Director; Direct Services

**B) Consultant**

**C) Material / Supplies**

**D) Other**

Fringe: Employee admin costs (payroll, FICA, UI, etc)