

 **Required Performance and Staffing Deliverables**

 **Mentoring, Peer to Peer (P2P)**

 **EnlightenMENT**

**Effective July 1, 2024**

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**Section I - Summary Program Description:** The Department of Children and Families (DCF), Division of Family and Community Partnerships (FCP), through its Office of Family Preservation and Reunification (FPR) administers the New Jersey Mentoring Peer2Peer Program (NJP2P), also known as EnlightenMENT, which provides young people ages 14-21, in the care of Child Protection and Permanency (CP&P), with peer support through trained professional staff and credible messengers with lived experience in NJ’s child welfare system. The NJP2P program delivers supportive services that offer advice, guidance, and empowerment strategies that support young people to navigate and thrive while involved in NJ’s foster care system.

**Section II - Required Performance and Staffing Deliverables**

**NOTE: After reviewing the required deliverables listed below,** **Contractors must sign the statement at the bottom of this Section II to signify acceptance of all of them. Please submit an executed copy as a PDF document.**

1. **Subject Matter -** **The below describes the needs the contractor must address in this program, the goals it must meet, and its prevention focus.**

1)The Peer2Peer Program will provide young people ages 14 through 21 years old (if CP&P remains open) in the care of Child Protection and Permanency (CP&P) with peer support through trained professional staff and credible messengers with lived experience in NJ’s child welfare system. The Peer2Peer Program will deliver supportive services that will offer advice, guidance and empowerment strategies that will support young people to navigate and thrive while involved in New Jersey’s foster care system.

In addition, DCF’s 2020-2024 Chafee Plan outlines the need to ensure that the needs of youth transitioning out of foster care are being met through programs that align with DCF’s core approaches and considers recent developments in the field regarding adolescent brain development and trauma-informed care. The Peer2Peer Program can fulfill several of the Chafee Plan identified areas of assistance for youth 14 years of age and older. Some of these identified areas include the Peer Navigators assisting youth is training and opportunities to practice daily living skills, achieving meaningful, permanent connections with a caring adult and engaging in age or developmentally appropriate activities and positive youth development.

2)The goal of EnlightenMENT is for Peer Navigators to help increase youth’s ability to articulate and work toward their goals, interact with professionals, and be able to initiate connections to resources on their own. To support youth in achieving their goals and successfully completing the program, a three-phased approach is utilized which includes teaming with youth and the systems they interact with. The three phases are Engagement, Empowerment and Connections.

3)The EnlightenMENT Program was created for young people 14 through 21 years old (if CP&P remains open), who are either in out of home placement or over 18 and receiving an Independent Living stipend. These youth who are aging out of care, some with support systems, but many without, are often at higher risk as adults to re-enter another system of care. The prevention goal for EnlightenMENT is to reduce any recidivism into not only DCF, but any criminal justice, welfare or equivalent system as an adult, so that these young adults can become thriving and resilient members of society. Therefore, EnlightenMENT will be focusing on the prevention of the following:

* + Reduction in the number of youth who age out of the system without permanent connections or support.
	+ Reduction in the length of time that children/youth spend in foster care.
	+ Reduction in the number of moves or disruptions experienced by children in out-of-home care.
1. **Target Population - The below describes the characteristics and demographics the awarded contractor must ensure the program serves.**
2. **Age:** Youth and young adults, from 14 through 21, with the possible of being served up until their 22nd birthday if DCP&P is still open.
3. **Grade:** N/A
4. **Gender:** Youth and young adults who are Male, Female, or Non-Binary
5. **Marital Status**: Youth and young adults of any marital status are to be served inclusive of those single, married, divorced, separated, widowed, or in a civil partnership.
6. **Parenting Status:** Pregnant and parenting youth and young adults must not be disqualified from being served.
7. **Will the program initiative serve children as well as their parent or caregiver?** N/A.
8. **DCF CP&P Status:** CP&P Out of Home Cases, Young Adults 18 through 21 years old (if CP&P remains open) with Independent Living Arrangement or Living on Own
9. **Descriptors of the youth to be served:** Youth and young adults with Substance Use issues must be served and must not be disqualified from being served, except for those whose substance use requires frequent inpatient treatment.
10. **Descriptors of the Family Members/Care Givers/Custodians required to be served by this program initiative:** Sessions are primarily conducted on an individual basis with the young person but may include informal or formal supports when appropriate.
11. **Other populations/descriptors targeted and served by this program initiative:** Youth who have been in placement 18 months or less will be given priority for enrollment into the program. Young Adults who are 18 to 21 years of age (up until their 22nd birthday) and receiving the Independent Living Stipend from CP&P.
12. **Activities - The below describes the activities this program initiative requires of contractors, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, the staff delivering those services.**
13. **The level of service increments for this program initiative:** Providers will be serving 50 unduplicated youth at any given time**.** This level of service will be measured and monitored through the agency’s input of required information into the DCF-specified data tracking system and their own electronic medical record (EMR) system, as applicable, on an ongoing basis throughout each month.
14. **The frequency of these increments to be tracked:** At any given time on an ongoing basis.
15. **Estimated Unduplicated Clients:** 50
16. **Estimated Unduplicated Families:** N/A
17. **Is there a required referral process?** Yes.
18. **The referral process for enabling the target population to obtain the services of this program initiative:** Referrals will primarily be generated by DCP&P in partnership with FPR. Other stakeholders may refer youth, such as Law Guardian, Resource Parent, CASA, CMO, or self-referrals. Eligibility will be assessed by the provider in partnership with DCP&P. Referrals must be initiated prior to the youth’s 21st birthday in order to receive a full year of services. Youth can receive services after age 21 and up until their 22nd birthday, however, CP&P must continue to remain open.

7) **The rejection and termination parameters required for this program initiative:**

Exclusionary criteria include any youth with DD/ID that preclude the youth’s daily functions. Youth in a PCH (Psychiatric Community Home) or Specialty Residential Services (SPEC) are not eligible. All other levels would be options for participation. For youth in any CSOC setting, acuity and setting restrictions are discussed along with discharge/transition timing to make an informed decision about timing/appropriateness of enrollment. The Program should utilize clinical judgement to determine appropriateness.

Unsuccessful discharges from the program include youth requesting to withdraw from program; youth disengaging from program, program moves toward discharge; and referrals to other programs and supports, such as youth requiring higher level of care, which would initiate discharge from EnlightenMENT.

8) **The direct services and activities required for this program initiative:**

The goal of EnlightenMENT is for Peer Navigators to help increase youth’s ability to articulate and work toward their goals, interact with professionals, and be able to initiate connections to resources on their own. To support youth in achieving their goals and successfully completing the program, a three-phased approach is utilized which includes teaming with youth and the systems they interact with.

 Youth will typically experience the three-phased approach over 12 months with a minimum of 2 contacts per month; however, frequency and duration are individualized based on the young person’s developmental stage. The three phases of EnlightenMENT are Engagement, Empowerment, and Connections.

 Activities will include:

* Peer Navigators developing a rapport with the youth by taking time to engage with them in the early phases of EnlightenMENT,
* teaching youth about the roles of each professional in their life,
* experiencing different recreational activities related to their personal and programmatic goals,
* empowering them to understand how to interact with the child welfare system,
* role modeling appropriate behaviors with the youth during and outside of Family Team Meetings, etc,
* offering support and resources to guide youth in pursuing goals,
* exemplifying resiliency over the challenges they may face related to being in the child welfare system,
* connecting them to formal and informal social support systems,
* providing and linking youth to concrete resources and supports within their community,
* empowering every youth to advocate for themselves.

Financial assistance will be provided for recreational activities, meals to support service goals, as well as any concrete supports that are not able to be supported by DCF. Transportation will be provided for all youth who are enrolled in the program by Provider Agency.

 Please see EnlightenMENT Program Manual for all direct services and activities required for service delivery. [EnlightenMENT-Program-Manual.pdf (nj.gov)](https://www.nj.gov/dcf/providers/fcp/EnlightenMENT-Program-Manual.pdf)

9) **The service modalities required for this program initiative are:**

1. **Evidence Based practice service modalities:** None.
2. **DCF Program Service Names:** Mentoring, Peer to Peer (P2P): EnlightenMENT
3. **Other/Non-evidence-based practice service modalities:** EnlightenMENT was adapted from the evidence-informed practice, BraveLife Intervention. It is built on the tenets of near-peer support service models.
4. **The type of treatment sessions required for this program initiative are:** Face to Face, Individual, In Community, In-Home, Group
5. **The frequency of the treatment sessions required for this program initiative are:** Youth will typically experience the three-phased approach over 12 months with a minimum of two (2) contacts per month; frequency and duration are individualized based on the young person’s developmental stage. Expectation is that there will be a minimum of one (1) face to face visit a month and the second visit can be face to face, virtual or phone contact.
6. **Providers are required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** Yes; Engaging people with lived experience represents one key way that agencies gather important information, shape programming and policy, and help improve outcomes for those served.

14) **The professional development through staff training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are**:

**Professional Development Training:**

* EnlightenMENT Program Model Training– introduces new EnlightenMENT staff to the theory and application of the model. Program staff are trained and coached to develop the skills and competencies to perform their role effectively prior to working with youth.
* EnlightenMENT Supervisor’s Training- introduces new EnlightenMENT supervisors to the theory and application of the model. In addition, supervisors are trained in how to coach and supervise Peer Navigators through professional and personal development goals. Supervisory roles will be clarified and refreshers related to trauma, countertransference and strategic sharing will be reviewed.
* Youth Thrive Training- Content is organized around the five Youth Thrive Protective and Promotive factors: Knowledge of adolescent development, social connections, cognitive & social/emotional competence, Concrete supports in times of need & Resilience. This training teaches practical techniques to work with young people who have been affected by the child welfare system.
* Got Adolescents Training- is designed to orient all EnlightenMENT staff to the Department of Children & Families adolescent policies and practice. The training will include information about healing centered engagement, youth leadership & advocacy, and other youth related topics.
* Adolescent Legal System Overview- The pre-recorded webinar provides participants an overview of child welfare court proceedings in New Jersey.

**Meetings/Supervisions:**

* Operations Calls- Monthly calls for all involved parties to discuss relevant topics regarding EnlightenMENT implementation. Such topics may include ramp up, data collection, other operational needs, agency relationships, referral and intake processes, provider strengths, successes and areas for growth.
* Partnership Meetings- Quarterly calls for all involved parties to discuss relevant topics regarding EnlightenMENT statewide implementation. Such topics may include state/provider updates, data review, provider bright spots and high-level operational needs. Best practices of continuous quality improvement and data trends will be discussed regularly.
* Case Consultation- High-risk cases to be discussed with DCP&P regularly to include OFPR, as needed.
* Program Development/CQI- Monthly calls, or as needed, for all involved parties to develop CQI dashboards, KPIs, fidelity tools and advise on evaluation analysis and findings. Refine program manual and model training, as needed.
* Program staff will be required to meet with the Model Developer and/or any other relevant entity for consultation throughout FY24.
* Program staff will also meet with assigned OFPR Program Lead for technical assistance related to program development, implementation and/or contracting deliverables.
* The Clinical Coordinator provides daily operational oversight to the program, as well as clinical intervention for any Peer Navigator experiencing counter transference or other related triggers. The Clinical Coordinator supervises the Coach Supervisor; clinical consultation and supervision is provided at least monthly or more often, as needed. Group consultative support is provided to the Peer2Peer Team at least monthly.
* The Coach Supervisor provides daily coaching and guidance to Peer Navigators, as well as weekly supervision to the Peer Navigators.
1. **Resources - The below describes the resources required of contractors to ensure the service delivery area, management, and assessment of this program.**
2. **The program initiative’s physical service site is required to be located in:** Agencies must have a presence in each of the counties within their region.
3. **The geographic area the program initiative is required to serve is:**

Region 1 – Northern: Essex, Hudson & Union Counties;

Region 2 – Central: Mercer, Monmouth, Middlesex & Ocean Counties;

Region 3 – Southern: Atlantic, Burlington & Camden Counties

3) **The program initiative’s required service delivery setting is:** Services are to be provided where the young person feels comfortable and/or is available to meet which can include their resource home, family home, school, or locations within the community.

1. **The hours, days of week, and months of year this program initiative is required to operate:** Due to the varying schedules of the young adults being served, EnlightenMENT staff will sometimes need to work flexible hours to meet those needs. Supervisors should ensure that staff are scheduling their week to meet the needs of the youth. This will require the staff to work non-traditional work hours which could include weekends.
2. **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?**

No on call procedure required.

1. **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** Yes.
2. **The language services (if other than English) this program initiative is required to provide:** Providers should have the capacity to effectively communicate with youth which may require employing staff that meet the language needs of the youth in the local community. Providers should also utilize Language Line or a translator to engage or communicate with clients. All providers delivering DCF purchased services will make concerted efforts to understand the linguistic diversity of the program's target population. Providers make reasonable efforts to anticipate and meet the needs of the non-English speakers when delivering services, including hiring multilingual staff members that reflect the population(s).
3. **The transportation this program initiative is required to provide:** Peer Navigators and other program staff have access to vehicles intended to alleviate transportation barriers for youth served by the program. Providers should implement strategies to ensure that agency policy, procedures and service delivery practices promote equitable access and minimize barriers to service, as much as possible. Providers will assess and address any access obstacles related to transportation.
4. **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of staff to clients, shift requirements, supervision requirements, education, content knowledge, staff credentials, and certifications:**

|  |  |  |
| --- | --- | --- |
| **Title** | **Qualifications** | **Responsibilities** |
| Program Director (1 part time position) | * Candidate must be a licensed clinical professional (e.g., licensed social worker)
 | * Responsible for overall oversight of the program to ensure quality program delivery, team development, management and successful program outcomes.
 |
| Clinical Coordinator (1 full time position) | * Candidate must be a licensed clinical professional (e.g., licensed social worker) and have at least 3 years working the youth/young adults in out-of-home placement
* May or may not have lived experience in child welfare.
* Must have at least 2 years of coaching/leadership experience or at least four years of working experience within the community-based services field, and significant experience engaging and empowering young people.
 | * Provides oversight of day-to-day operations, in addition to providing guidance, structure, supervision and coaching to the Coach Supervisor;
* Responsible for providing and/or ensuring training and coaching is provided to all newly hired program staff;
* Supports the Coach Supervisor by providing additional individual support to Peer Navigators, as needed. Group clinical support is provided at least monthly, to include but not limited to; discussing and identifying triggers, mindfulness, and self-care.
 |
| Coach Supervisor (1 full time position) | * Graduation from an accredited college or university with a Bachelor’s degree. Preference for individuals with lived experience.
* Must have at least 2 years of experience in working in the community-based services field.

  | * Provides daily guidance and coaching, and weekly supervision to Peer Navigators;
* Responsible for providing training, coaching and modeling to all newly hired program staff;
* Assists Clinical Coordinator with administrative duties related to daily operations.
 |
| Peer Navigator (5 full time positions) | * Must have at least a GED or High School Diploma with lived experience in the child welfare system.
* P2P navigators are considered “near peers” and are required to be relatable to the youth.
* License: Required to possess a valid driver's license in good standing or willingness to obtain a driver’s license.
 | * Young adults that can harness their lived experiences in navigating foster care goals to engage, empower and connect with youth currently involved with the child welfare system;
* Serve as credible messengers that may be better positioned to authentically and meaningfully engage with youth experiencing a range of feelings as they enter the foster care system;
* Mentor and support 10 young people ages 14-21 in foster care during their preparation for adulthood by helping them to increase their ability to articulate themselves with professionals and informal supports and work toward achieving their
 |

1. **The legislation and regulations relevant to this specific program, including any licensing regulations:** N/A
2. **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Peer Navigators should have face to face contact with the youth. Peer Navigators are required to have two contacts a month with the youth – one being face to face and the other contact being face to face, virtual, or by phone. Program staff will also need to have the ability to communicate with youth via telephone and electronic methods that include texting, email, and video calling. In addition, staff will need laptops and Wi-Fi capabilities while in the field.

12)**The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** Providers will work toward building collaborative relationships and partnerships across other agencies and programs in the community that provide quality services to the same program participants. Providers will act as resource brokers for youth, they should connect with local community-based service providers. This will add in the recommendations during the service intervention, as well as referrals for after-care services.

Providers will utilize a youth-driven approach to service delivery. As the program is based on the foundation of staff having and sharing their lived experience, it is imperative that the program and agency are prioritizing youth voice in shaping service delivery. Providers will develop mechanisms to include youth voice to inform and advise program and agency policy, practice and operations. This may be in the form of surveys, focus groups, youth advisory boards, etc. In addition, feedback loops should be created that effectively translate the information gathered.

Agencies will partner with DCF’s Child Protection and Permanency staff, the Office of Family Preservation & Reunification Services, and other service providers working with the youth. Agencies will partner with the Evaluator. In addition, agencies will partner with any consultants, model purveyor, or anyone designated by DCF to gain knowledge and concrete ways to build upon the model, and to deliver continuously improved services to the target population of youth in the program.

1. **The data collection systems this program initiative requires:** All data collection systems are provided by DCF and is no cost to the agency. These include NJ SpiritExtension for NYTD Data Collection, Tableau, MS Excel, Survey Monkey and myNewJersey Document Library for data collection, reporting and evaluation purposes.

14) **The assessment and evaluation tools this program initiative require:**

**Fidelity Tool**: Supervisors/Coaches observe contacts between the Peer Navigators and youth and utilize a fidelity checklist to ensure that fidelity to the model.

**Outcomes Surveys**: Youth receiving P2P services complete assessment surveys at baseline, 3 months, 6 months, 12 months, and 3 months post-completion. These surveys are listed below:

• BraveLife Intervention 15-item Screen

• BraveLife Intervention Engagement Interaction Instrument

• Multidimensional Scale of Perceived Social Support

• Youth Efficacy/Empowerment Scale – Self Subscale

• Understanding of System Network/Staff

• Self-Advocacy Scale

• Rosenberg’s Self Esteem Scale

• UCLA Loneliness Scale

• Brief Resilience Scale

• Family Team Meeting Rating Form

• Fidelity Checklist

• Modified Mentoring Processes Scales

**Post-evaluation Screening**: After the evaluation phase is completed for P2P, the program will continue utilizing the following post evaluation screening tools as part of a continued service delivery and CQI process:

• BraveLife Intervention 15-item Screen

• BraveLife Intervention Engagement Interaction Instrument

• Understanding of System Network/Staff

• Family Team Meeting Rating Form

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of contractors for this program.**

1) **The evaluations required for this program initiative**:

DCF will conduct a mixed-method approach to measure the outcomes and impact of this program initiative the EnlightenMENT Program. Quantitative data provided by the provider contractors via the Program Workbook monthly status reports, etc., will be included in the evaluation to examine the characteristics of youth who enroll/decline the program, how many youth complete the program and others. Interviews will be included in the qualitative portion of the evaluation. The evaluation will commence at the time of program implementation, beginning with the baseline assessment of youth as they enroll. Surveys will be given to youth at baseline, 3-month, 6-month, and 12-month intervals, as well as three months post-completion via a DCF-licensed Survey Monkey account. Surveys will also be administered to Navigators at baseline and 6-month timepoints to assess for changes in Navigator's psychological and emotional wellbeing. Additionally, youth and Navigators will be asked to complete a survey that assesses the quality of the youth-navigator relationship after six months of working together. Also, evaluations will include interviews from both Navigators (individually) and youth (group format) to attain an in-depth understanding of the program.

2) **The outcomes required of this program:**

**a)** **Short Term Outcomes**:

75% of youth enrolled in the program will:

-build trusting relationships with their Peer Navigator,

-identify age-appropriate goals,

-increase or maintain perceived empowerment,

-increase or maintain their knowledge about what advocacy is,

-increase or maintain their understanding of the in-care system network/staff,

-increase or maintain perceived support from family/friends, and

-increase or maintain their perceived level of participation in Family Team Meetings or related aftercare meetings.

In addition, 75% of Peer Navigators will have developed a positive rapport with youth and set appropriate boundaries with them.

**b)** **Mid Term Outcomes:**

75% of youth enrolled in the program will:

-increase or maintain their support network connections and their capacity to work with and relate to peers and professionals,

-increase or maintain their preparedness to address their goals,

-increase or maintain their self-efficacy,

-increase or maintain their ability to effectively communicate,

-increase or maintain their knowledge about formal/informal assistance,

-increase or maintain their support network connections, and

-increase or maintain the engagement between youth and professionals at Family Team Meetings.

In addition, 75% of Peer Navigators will have processed their experiences in working with youth and possible triggers when working with those with whom they share similar lived experiences.

1. **Long Term Outcomes:**

75% of youth enrolled in the program will:

-increase or maintain their perceived social connectedness,

-increase or maintain the achievement of an immediate goal,

-increase or maintain their perceived self-esteem,

-increase or maintain their confidence to advocate for their future care,

-increaser or maintain their ability to maintain formal and informal assistance,

-increase or maintain resiliency, and

-increase or maintain their perceived level of collaboration with Family Team Meetings toward youth-driven goals.

In addition, 75% of Peer Navigator will have an increased perceived self-awareness, social support, empowerment, self-advocacy, self-esteem, resiliency, and social connectedness.

3) **Required use of databases:** Contractors shall organize, collect, and maintain their data in their own database system or have the capacity to track and keep confidential data and narrative reports through another process that they outline.

Contractors also will utilize NJSPIRIT Extension, Tableau, MS Excel, Survey Monkey (web-based, DCF-licensed account, no user account required), and the MyNJ Document Library.

1. **Reporting requirements:**

**Describe the documents and reports required for data collection, reporting, and ongoing quality improvement for this program initiative:**

 **Monthly Data:** Data will be collected via the Program Data Workbook, also called the NJP2P Client Tracking Form. Providers will be responsible to maintain this data on a HIPPA compliant computer and submit the workbook monthly to DCF, to capture real-time information. These will be submitted through the myNewJersey Portal, or designated location as per DCF ARE (Applied Research & Evaluation) Staff.

**Monthly Program Report:** Providers will be required to submit P2P Program Report to OFPR Program Lead monthly that will capture staffing updates, trainings, programmatic successes and challenges, as well as any recruitment efforts and justification of extra funds spent on youth and/or Navigators.

**Case Notes:** Providers will be responsible to maintain documentation from any case consultations with DCP&P staff regarding potential referrals of youth, as well as consultations with enrolled youth. All enrollment packets and intake information related to the youth will be kept in the youth’s file. All service plans and goal setting documents shall be maintained in the agency’s electronic system, in addition to all case notes related to interactions with youth and Program Staff. Any critical incidents during the program that involve enrolled youth will be documented and kept in the youth’s file. At any time, these documents can be requested by DCF for review.

Providers shall organize, collect, and maintain their data in their own database system or have capacity to track and keep confidential data and narrative reports through another process that they outline. There may be other data systems that contractors will need to report into, this will be further clarified by DCF. This could also include agreeing to data sharing with a third party and/or reporting into the Department’s data management systems if requested by DCF.

**Satisfaction Surveys:** Providers will complete and maintain satisfaction surveys to assess satisfaction with services and allow for the Coach Supervisor to follow up with any dissatisfaction a young adult may have. Satisfaction surveys should be completed minimally at the time of discharge and maintained in the youth’s case record.

**NYTD Reporting** - To comply with federal reporting requirements, the contracted EnlightenMENT agency will report on NYTD Independent Living Services funded by the Department of Children and Families. It is the contractor’s responsibility to identify one NYTD user per program and an agency-wide liaison who are responsible for inputting the information below. The agency-wide liaison is also responsible for notifying the NJS helpdesk and their program lead of any changes to the designated NYTD users based on staff leaving the programs or new staff being hired. There are two components of reporting, which are outlined below:

1. The mechanism for electronic reporting is done by utilizing the NJ SPIRIT (NJS) Extension Application. The NJ SPIRIT Extension Application is accessed via the myNewJersey Portal (www.nj.gov), login instructions will be provided to each agency user by DCF. The NJS Extension will be used to enter and submit the NYTD Independent Living services provided to youth. Monthly summary data will be entered electronically on the NJS Extension Application. Submission dates for entering NYTD Services into the NJS Extension will be anytime during the last week of the month until the Friday of the 1st full week of the following month. Each reporting period will capture data from the previous month’s activities.

2. Supporting documentation (i.e., a case notes summary) of the activities and work that was completed, for the previous month with the specific adolescent, are submitted to the assigned DCP&P caseworker for each adolescent. For youth who are not open with DCP&P, ensure such documentation exists in the youths’ program record.

1. **Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

Name of the region to be served:

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address: