



CITY OF COLLEGE PARK, MARYLAND INFORMATION REPORT

Prepared By: Kiaisha L. Barber, LCSW-C
Director
Youth, Family and Senior Services

Agenda Date: 06/03/2024

Originating Department: Youth, Family and Senior Services

Subject: Youth and Family Services (Youth Service Bureau) Annual State Monitoring

Strategic Plan Objective:

OKR 1: Innovate and improve City services to enhance quality, value and accessibility for all our residents.

Reason For Report:

Youth Services Bureaus (YSBs) are a State and local government partnership that provide a safety net of effective prevention services to address the mental health concerns of children and adolescents. College Park Youth and Family Services was established as a Youth Service Bureau in 1974.

Since the creation of YSBs, annually the State Department of Juvenile Services (DJS) and Prince George's County Department of Family Services (PGDFS) perform site visits. The purpose of the visits is to review compliance with program requirements as required by Maryland Statute in COMAR 16.17.01.

No deficiencies were cited during the PGDFS site visit on November 3, 2023, or the annual DJS site monitoring visit conducted on May 8, 2024. The College Park Youth and Family Services site certification has been extended until May 24, 2025.

The following documents were reviewed by the monitors in support of the program's operations and services:

- Random Selection of Active and Closed Case Records
- All Active Personnel Records
- List of Current Board Members and Minutes of College Park Council Meetings
- Policy and Procedure Manual
- Insurance Coverage
- Budgets for Fiscal Years 2023, 2024 and projected 2025
- Organizational Chart/Staff Roster
- Core/Non-Core Services Provided
- Fee for Services Policy
- Substance Abuse Assessments and Referrals
- Information of Services Provided by Program
- Community Referral Services list
- Program's Brochure

College Park's Youth Service Bureau has seen a small increase in state funding in the past two fiscal years, however this small increase came with a requirement to more than double the number of youth and families served in non-core services. There are five Youth Service Bureaus (YSBs) in Prince George's County (College Park, Greenbelt, Bowie, Laurel and District Heights). College Park and Bowie are the only remaining Prince George's County Youth Service Bureaus to be able to meet these increased requirements and continue to receive State funding. Despite these challenges, College Park YFS staff keeps operations continually in compliance with state regulations, such that site visits go smoothly each year.

Council Options:

N/A – This is for informational purposes.

Attachments:

1. State DJS 5/8/2024 Site Visit Letter
2. State DJS 5/8/2024 Site Visit Report

3. Prince George's County Department of Family Services 11/3/2023 Site Visit Letter

Aruna Miller
Lt. GovernorWes Moore
GovernorVincent Schiraldi
Secretary

May 22, 2024

Kiaisha Barber, Director
College Park Youth and Family Services
4912 Nantucket Road
College Park, Maryland 20740

Dear Ms. Barber,

On **May 8, 2024**, the Maryland Department of Juvenile Services' Licensing and Monitoring Unit conducted an announced visit at your program. During the visit there were no deficiencies found. Attached is the monitoring report which provides details regarding the visit.

If you have any questions, feel free to contact me at (443) 500-4285. Thank you for your cooperation.

Sincerely,

Aimee Ayers

Aimee Ayers
Quality Assurance Specialist - Licensing and Monitoring Unit

Cc: Juanita Heaggans, Director of Licensing and Monitoring Unit
File



**Office of the Inspector General (OIG)
Licensing and Monitoring Unit**

**College Park Youth & Family Services Bureau
Annual Report**

Eligibility Review Agency: Department of Juvenile Services

Eligibility Expiration Date:
May 24, 2025

Date of Review:
May 8, 2024

Actual Capacity	Number of DJS Youth by County
44	0

Executive Director	Quality Assurance Specialist
Kiaisha Barber, Director 4912 Nantucket Road College Park, MD 20740 240-487-3550 (Phone) 301-474-0717 (Fax) kbarber@collegeparkmd.gov	Aimee Ayers 217 E. Redwood Street, 15th Floor Baltimore, MD 21202 443-500-4285 (Cell) 410-230-3179 (Fax) Aimee.Ayers@maryland.gov

Aimee Ayers

May 22, 2024

Quality Assurance Specialist

Date

May 22, 2024
Date Report Sent to Program

SUMMARY

On May 8, 2024, Aimee Ayers, Neekia Irving-Fahanmi and Erika Drayton, Quality Assurance Specialists, conducted an announced annual monitoring visit at the College Park Youth & Family Services (YSB). The purpose of the visit was to review compliance with program requirements as indicated in COMAR 16.17.01. The following service areas were monitored: Program Requirements, Monitoring and Evaluation, Information Reporting, Confidentiality and Fees.

The College Park Youth & Family Services is a community based, non-residential program that provides individual, group and family counseling, parenting education, substance abuse assessment, and youth development service.

Monitoring Process

I. Pre-Review

Prior to the announced monitoring visit of College Park Youth & Family Services, a review of COMAR 16.17.01 was conducted to determine program requirements. The Department's Incident Reporting Database was reviewed for all incidents reported by the YSB to the Department. It was determined that the YSB is not listed as a provider on the Department's Incident Reporting Database. Since the YSB is not indicated as a placement vendor in the Department's ASSIST database, the census could not be obtained.

II. Entrance Interview

Upon arrival to the program, Aimee Ayers, Neekia Irving-Fahanmi, and Erika Drayton, conducted an entrance conference with Kiaisha Barber, Director. She was advised that the visit would include the following: a review of youth records, personnel records and documentation related to Core and Non-Core Services.

III. Primary Interviews

Aimee Ayers, Neekia Irving-Fahanmi, and Erika Drayton interviewed Kiaisha Barber, Director, and Jessica Prentice, Clinical Supervisor, regarding different aspects of program operations and services.

IV. Document Review

The following documents were presented by the program staff in support of the program's operations and services:

- Seven Active Case Records
- Four Closed Case Records
- Seven Personnel Records
- List of Current Board Members
- Minutes of College Park Council Meetings
- Policy and Procedure Manual
- Insurance Coverage
- Budgets for Fiscal Years 2023, 2024 and projected 2025

- List of Active Cases
- List of Terminated Cases (Fiscal Year 2024)
- Organizational Chart/Staff Roster
- Core/Non-Core Services Provided
- Fee for Services Policy
- Substance Abuse Assessments and Referrals
- Information of Services Provided by Program
- Community Referral Services list
- Program's Brochure

V. Observations of Program Operations

Observation of the program's operations was limited to the administration site for the College Park Youth & Family Services.

VI. Exit Conference

On May 8, 2024, Aimee Ayers, Neekia Irving-Fahanmi, and Erika Drayton conducted the exit conference with Kiaisha Barber, Director, and Jessica Prentice, Clinical Supervisor. They were advised that there were no deficiencies found during the visit related to COMAR 16.17.01.

Annual Review Note: The Licensing and Monitoring Unit finds that the program is in compliance with COMAR 16.17.01. The program was found to be in compliance with the CAP submitted on April 19, 2023.

Juanita Heaggans

Supervisory Review

5/22/2024

Date



**Prince George's County Department of Family Services
Children, Youth and Families Division**

Site Monitoring Visit Follow up Letter

Provider:

Kiaisha L. Barber
College Park Youth, Family and Services
4912 Nantucket,
College Park MD, 20740

Date: 12/19/2023

Dear Mrs. Barber

A site-monitoring visit was conducted on November 3rd, 2023 for the FY 2024 College Park Project Wellness Program at the College Park Youth, Family and Services at 4912 Nantucket, College Park MD 20740 to review service provision, staffing, standards of performance, reporting, record maintenance, and data collection.

FINDINGS

Service Provision

Project Wellness Program provides quarterly nutritional and budgeting program, and connecting parents to food resources.

Case Review

3/3 files reviewed, Participants enrollment forms and all other standard information i.e. Client-participant name; Address/Zip Code/ School; FARM/SNAP; Enrollment Date and Attendance Log were included on each file. Furthermore, provider was able to show participant Date of Birth; Phone number/e-mail; Referral Source; Referral Date; Intake Date and Participant case notes and/or session material.

Staffing

From the 3/3 Files reviewed Position description; License and certification; Drug-Free Workplace Statement; Criminal Background check; CPS Check/Sex offender check; Date of Hire; Highest Degree; Staff Evaluation; and training were on file.

Standards of Performance

The program Policy and Procedure Manual are provided to the Department of Family Services met all requirements.

Data Collection:

College Park Youth, Family and Services collects data from program coordinator for their monthly reports. Program coordinator sends data to Mrs. Barber and she compiles the data to produce monthly and all other fiscal year reports.

Deliverables:

The Policy and Procedure Manual is submitted to the Department.

Monthly statistical reporting forms are submitted to the Department of Family Services on time.

Demographic of participants in the monthly reports were filed on time.

Monthly fiscal reports are submitted to the Department of Family Services on time.

Record Maintenance:

Records are kept in a safe place due to confidentiality. Mrs. Barber and staff keeps case files away from the public eye.

Request - Recommendations:

Employee Files:

1. Met all requirements.

Employee File Structure:

1. Met all requirements.

Participant Files:

1. Met all requirements.

Participant Files Structure:

1. Met all requirements.

Reporting Forms:

1. Met all requirements.

Deliverables Due Date: Provider met all requirements.

Sincerely,



JONATHAN KWAKU BAIDEN

Program Monitor

Department of Family Services

Children, Youth and Families Division

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(301) 248-0719 **Fax**

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