

STSJP: Completing the Annual Plan Application Form (Webinar)

Course Outline

Course Description:

The *STSJP: Completing the Annual Plan Application Form (Webinar)* course provides an overview of how to complete the OCFS-2121, *Supervision and Treatment Services for Juvenile Program (STSJP) Annual Plan for Program Year October 1 to September 30* form. Discussion of how to complete the OCFS-2121 includes an overview of required changes due to Raise the Age (RTA) and Persons in Need of Supervision (PINS) legislation. This course is intended for staff who work with STSJP providers in their municipality and are responsible for completing Annual Plans. It includes instruction on completing the STSJP Annual Plan Application Form, including addressing the needs of the target population, justifying the STSJP plan, and detailed information regarding the funding and selection of service programs in the submitted STSJP Annual Plan Application Form. The course also reviews changes to the STSJP plan resulting from the new RTA and PINS legislation.

Course Objectives:

By the end of this course, participants will be able to complete the OCFS-2121, *Supervision and Treatment Services for Juvenile Program (STSJP) Annual Plan for Program Year October 1 to September 30* form, including how to:

- Identify the needs of a target population and how the plan will address those needs
- Define the projected performance outcomes of the STSJP Annual Plan
- Describe how collaboration with local agencies assisted in the development of an STSJP Annual Plan
- Determine financial expenses and reimbursements for the current STSJP Annual Plan
- Describe the effects of RTA legislation on the STSJP Annual Plan
- Enter STSJP/RTA program information in the STSJP Annual Plan Application Form
- Describe the new PINS legislation and how it affects the completion of the STSJP Annual Plan Application Form

Time and Format:

One-hour, 30 minute course delivered via the WebEx platform

Note: Lesson breakdown, lesson titles, lesson content, and estimated times are subject to change.

Commented [LG1]: Please let us know if it is clear here that we are referring to the same form (referenced by its first name) in the first sentence of the course description, or if you believe it should be later only referenced as the "OCFS-2121" form. If possible, we would prefer to use the "STSJP Annual Plan Application Form" as a shorter reference, since it is more descriptive than just the form number.

Commented [LG2]: We added the form number here, since it is referenced a few times throughout the course objectives

Agenda:

Topic	Estimated Time
Introduction	10 minutes
Part I—STSJP Programs	25 minutes
Part II—STSJP RTA Programs	20 minutes
Part III—STSJP-RTA Program Analysis	20 minutes
Wrap-Up and Review	5 minutes
Course Evaluation	10 minutes

Curriculum Components:

The following curriculum components will be developed for this course:

- **Instructor Manual** - the Instructor Manual will provide the instructor with the content and steps to facilitate the course.
- **Participant Manual** - the Participant Manual will be available to participants in the training; it will be a resource that will show participants how to complete all of the basic tasks covered in the course.
- **PowerPoint Slides** - PowerPoint slides will be created to supplement application sharing and/or explain features and content, as needed.
- **Level 2 Post-Test** - this test will assess both the knowledge and skills participants have learned as a result of taking the course.

Course Topics:**Introduction**

1. Getting Started
2. Course Overview
3. Introduction by Dr. Nina Aledort
4. Agenda

Commented [LG3]: Topics updated during the course of curriculum development

Part I: STSJP Programs

Note: The order of topics in this lesson may change to align with the section order of the new STSJP Annual Plan.

1. Enter municipality information
2. List programs to be funded
3. Identify the needs of a target population and how the plan will address those needs
4. Define the projected performance outcomes
5. Describe collaboration efforts with local agencies
6. Determine financial expenses and reimbursements for the current STSJP Annual Plan
7. Enter specific program details

Commented [LG4]: Topics updated during the course of curriculum development

Part II—STSJP-RTA Programs

1. Review the RTA changes
2. Enter STSJP/RTA program information in the STSJP Annual Plan Application Form

Commented [LG5]: Topics updated during the course of curriculum development

Part III—STSJP-RTA Program Analysis

1. Completing Section 1—Overall Analysis
2. Completing Section 2—Performance Outcomes
3. Completing Section 3—Collaboration Section
4. Completing Section 4—Cooperative Applications Submitted Jointly by two or more counties
5. Submitting the STSJP Annual Plan Application Form

Commented [LG6]: Topics updated during the course of curriculum development

Commented [LG7]: Please note, the focus of this lesson has changed. See the highlighted additions for the topics covered.

Please also note that OCFS initially requested the PINS reform information and the Family Support Services information be included as a part of this lesson. Due to OCFS request, we have deemphasized these components in the course. OCFS has yet to provide us with the information on the PINS reform proposal or the Family Support Services program, but we still anticipate they will want to include this information in the course. Once we have this information we will update the materials accordingly.