



Children and Youth Planning Boards Toolkit

*Louisiana Children's Cabinet
Office of the Governor*

Models for Change

This Children and Youth Planning Board (CYPB) Toolkit publication is made possible through the generous and ongoing support of the MacArthur Foundation through the *Models for Change: Systems Reform in Juvenile Justice* initiative.

Act 555: CYPBs Act

- CYPBs are to assist in the development, implementation, and operation of services which encourage:
 - positive development,
 - diversion of youth from the criminal justice and foster care systems,
 - reduction in the commitments of youth to state institutions, and
 - provision of community responses to juvenile delinquency.

Act 555: CYPBs Act *(continued)*

- The coordination and implementation of services are to include:
 - prevention,
 - early intervention,
 - diversion and alternatives to home displacement, and
 - alternatives to incarceration and treatment services.

Purpose of the CYPB Toolkit

The Children and Youth Planning Board Toolkit, inclusive of its 11 toolkit items and 5 appendix documents was developed from the work of parishes throughout the state that have formed functioning CYPBs. The toolkit is intended to augment guidance that is provided through Act 555. The toolkit provides examples and additional tools and resources to further assist Louisiana parishes in the effective mobilization and organization for Act 555.

Toolkit Item #1: Mission Statement Development

- Mission statement should:
 - express purpose in a way that inspires support and ongoing commitment;
 - motivate those who are connected to the organization;
 - be articulated in a way that is convincing and easy to grasp;
 - use proactive verbs to describe what you do;
 - be free of jargon; and
 - be concise.

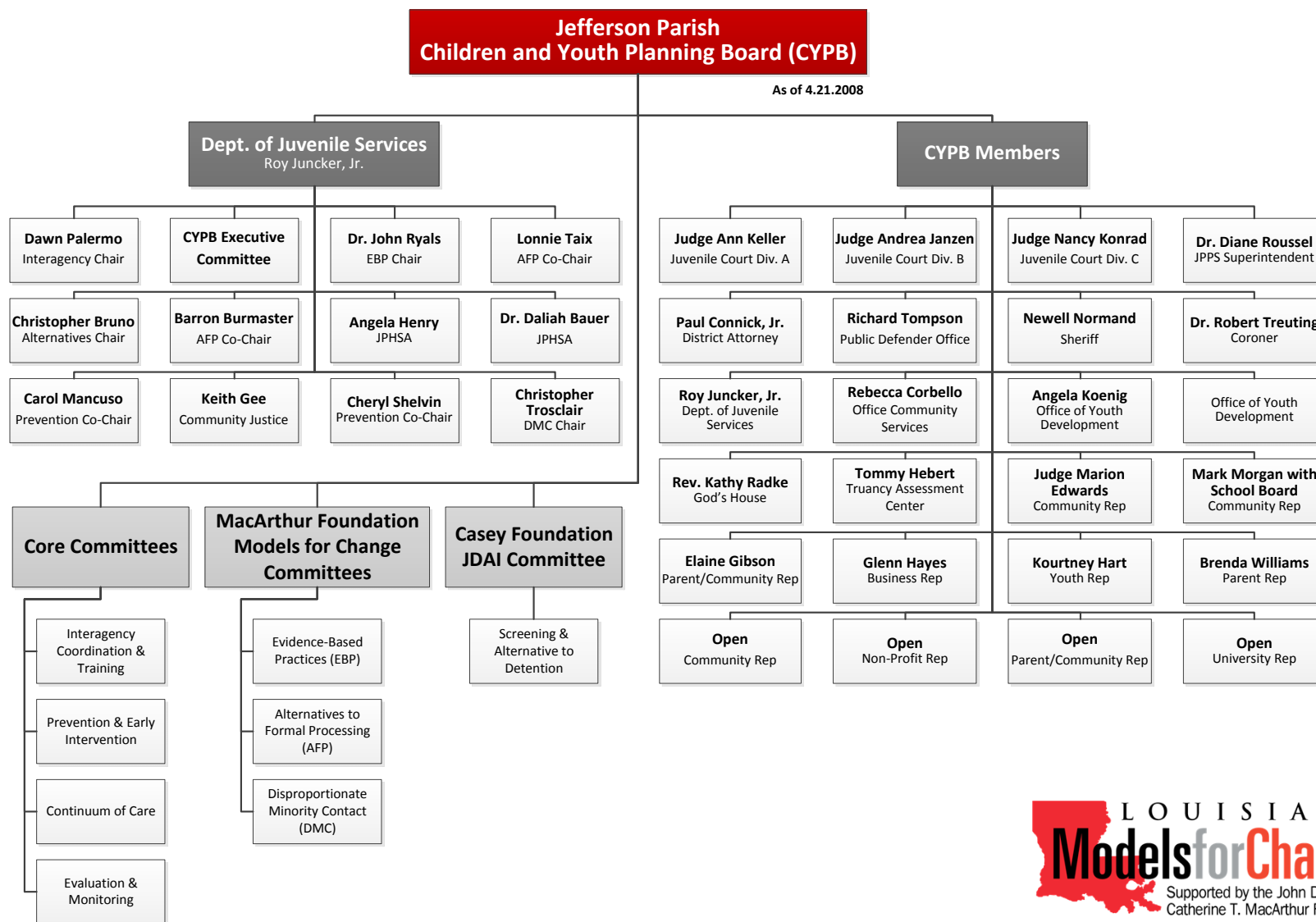
Toolkit Item #1: Mission Statement Development *(continued)*

- Mission statement should answer three key questions:
 - What are the opportunities or needs that we exist to address? (the purpose of the organization)
 - What are we doing to address these needs? (the business of the organization)
 - What principles or beliefs guide our work? (the values of the organization)

Toolkit Item #2: CYPB Retreat Potential Board Ends/Outcomes

- CYPB Team Membership and Goals
 - Governance/Structure Issues
 - Community Engagement
 - Marketing Strategy
 - Target Population Clarity
 - Identification of Focus Areas
- Child and Family Outcomes
 - System Outcomes
 - Performance Measurement Indices
 - Meeting Schedule
 - Conduct of Meetings

Toolkit Item #3: Development of an CYPB Organizational/Management Structure



Toolkit Item #4: BY-LAWS

BY-LAWS of CALCASIEU PARISH Children and Youth Services Planning Board *(Adopted 5.1.08)*

- ARTICLE I – Mission
- ARTICLE II – Membership
- ARTICLE III – Structure
- ARTICLE IV – Committees
- ARTICLE V – Fiscal Matters
- ARTICLE VI – Board Procedures
- ARTICLE VII – Rules of Order
- ARTICLE VIII – Amendment to By-Laws

Toolkit #5: Time Limited Agenda Covering Issues and Action Items

CALCASIEU PARISH – CYPB AGENDA

Thursday, May 1, 2008

12:00 Noon @ Magnolia Building

- I. WELCOME and ROLL CALL
- II. UPDATE ON JUVENILE JUSTICE REFORM INITIATIVES
- III. REPORT ON PLANNING PROCESS
- IV. OLD BUSINESS
- V. NEW BUSINESS
- VI. PUBLIC COMMENTS
- VII. ANNOUNCEMENTS

Toolkit Item # 6: Record/Documentation of Proceedings of CYPB Minutes

CHILDREN & YOUTH PLANNING BOARD MINUTES

Meeting Location

Tuesday, March 25, 2008, 1:30 PM

- I. Roll Call (*list of names*)
- II. Approval of Minutes from the February 26, 2008 Meeting (*narrative*)
- III. Reporting Out by Master Plan Sub-Committees (*narrative*)
- IV. Reporting Out by Targeted Areas of Improvement Sub-Committees
 - (MacArthur Foundation MfC Initiative) (*narrative*)
- V. Reporting Out by JDAI Sub-Committee
 - (Annie E. Casey Foundation Initiative) (*narrative*)
- VI. Other Business (*narrative*)
- VII. Next Meeting Date

Toolkit Item #7: CYPB Comprehensive Master Plan Outline

- Introduction
- Background
- Parish Profile
- Juvenile Justice System and Court Profile
- Subcommittee Study and Analysis –
Incorporation of Findings
- Recommendations
- Sustainability Plan and Strategy

Toolkit Item #8: CYPB Comprehensive Master Plan – Executive Summary

Vision 2008 and Beyond:

Jefferson Parish Children & Youth Planning Board
Comprehensive Plan Executive Summary

- Key Goals:
 - Identification of collaborative partners
 - Ease of public consumption (brief, 2-5 pages)
 - Marketing tool
 - Highlight of key findings and recommendations
 - Articulation of action steps

Toolkit Item #9: Web Site Development

- Goal: Community Engagement, Information Dissemination, and Updates
- Summary of CYPB
- Site Features/Pages:
 - Index Page
 - Agency Spotlight Page
 - Board Information
 - Board members: Board member listing
 - By-Laws: Copy that has been adopted
 - Board Meeting Minutes/Agenda
 - News/Events: Page to list events on a calendar
 - Service Directory: Searchable directory
 - Feedback/Contact
 - Email form: Feedback to Chairman
 - Survey: Ability for the Board to present surveys to the public
 - Teen Page
 - Volunteer Directory

Toolkit Item #9: Web Site Development *(continued)*

- Examples of CYPB websites:
 - St. Landry Parish: <http://www.stlandrykids.org>
 - Calcasieu Parish: <http://www.calcypb.org>
 - Morehouse and Ouachita Parishes:
<http://www.childrenscoalition.org/yspb.asp>

Toolkit Item #10: Mapping Process Methodology

Key Decision Points and Resources

- The purpose of the mapping process was:
 - to provide information needed by the CYPB with a clear description of the operation of its juvenile justice and other relevant youth serving systems

Toolkit Item #10: Mapping Process Methodology *(continued)*

Key Decision Points and Resources

- The content of the mapping process was designed to clearly document:
 - the most common and important decision points and how they are made on behalf of youth who come in contact with the youth serving systems and to identify what data are available and shared related to these decisions

Toolkit Item #10: Mapping Process Methodology *(continued)*

Key Decision Points and Resources

- The methods for the mapping process included:
 - an initial survey of key decision points in the parish,
 - dissemination of a summary of the initial survey results,
 - extensive follow-up interviews to collect more in-depth information,
 - dissemination of a summary of the survey results, and
 - determination of additional needed data collection.

Toolkit Item #11: Board Development – Special Topics

- As work developed in several Louisiana parishes, it became apparent that the CYPB members could benefit from training in special topic areas that directly impact the development of the key components of Act 555. The following topics are offered in the Toolkit through a brief PowerPoint presentation:
 - Risk and Protective Factor Tutorial
 - Evidence-Based Tutorial
 - Performance-Based Measurement and Contracting Tutorial
 - Structured Diversion Discussion Tool

QUESTIONS?

For more information, please contact:

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