**Nebraska Children**

**Central Navigation Requirements**

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| **Function** | **CYI Requirement** | **CWB Requirements** |
| **REFERRALS/ FORMS** | * Receive referrals from multiple community partners * Assist youth in completing forms if they are not connected to agency. * Assure forms are completed properly * Screen referral for eligibility * If not eligible assist applicant in finding other resources. | * Receive referrals from multiple community partners * Assure forms are completed properly including the Pre Protective Factor survey attached to the referral form. * Screen referral for eligibility * If not eligible assist applicant in finding other resources. |
| **ALLOCATE SERVICES** | * Respond to multiple levels of resource needs. * Respond to and resolve all emergent requests in a timely manner. * If youth does not have a coach, allocate coaching assignments based on youth preference and regional decision tree. * Process requests for Needs Based Funds * Process requests for Flex Funds * If a Brief Contact requests funds twice in six months refer to a coach before processing request. * Where required organize multi agency teams to meet needs of the youth. | * Respond to multiple levels of resource needs. * Respond to and resolve all emergent requests in a timely manner. * If family does not have a coach, allocate coaching assignments based on youth preference and regional decision tree. * Process requests for Flex Funds * If a Brief Contact requests funds twice in six months refer to a coach before processing request. * Where required organize multi agency teams to meet goals of the family. |
| **DATA COLLECTION** | * Forward all completed referrals to the evaluator * Maintain a current unduplicated count of all youth in the system – including those not receiving CYI resources. * Maintain a data collection process which tracks youth and resource needs (until full HMIS) on an annual basis. * Work in partnership with the local evaluator twice per year to conduct the youth surveys ( see protocol) * Assure that all required forms are sent to the evaluator * Track service utilization * Track brief contact, active or inactive. | * Forward all completed referrals to the evaluator * Maintain a data collection process which tracks families and resource needs (until full HMIS) on an annual basis. * Work in partnership with the local evaluator to assure that all data is collective. * Assure that all required forms are sent to the evaluator * Track service utilization * Track brief contact, active or inactive. * Collect and report required RBA Data. |

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| **MANAGE RESOURCE CAPACITY** | * Access an up to date accounting of Needs Based Funds and Flex Funds to before approving additional resources. * Manage the local “coaching” resources – assuring that agencies that are funded to serve certain populations do so. And to assist in identifying the need for additional coaches. * Establish and process and maintain an up to date list of services and resources in each county served. | * Access an up to date accounting Flex Funds to before approving additional resources. * Manage the local “coaching” resources – assuring that agencies that are funded to serve certain populations do so. And to assist in identifying the need for additional coaches. * Establish and process and maintain an up to date list of services and resources in each county served. |
| **CONTINUOUS QUALITY IMPROVEMENT** | * Provide monthly service utilization data reports to the partners. * Participate in the CQI process to assist in clarifying | * Provide monthly service utilization data reports to the partners. * Participate in the CQI process to assist in clarifying |
| **SURVEYS and EVALUATION** | * Serve as a single point of contact for all data and CN information for the project. * Assure utilization of required surveys and forms through dissemination of information. | * Assure that the Post Protective Factor Survey is completed and forwarded to the evaluator. * Assure that the Satisfaction Survey is completed and forwarded to the evaluator. |
| **INTER- SYSTEM/ REGION REFERRALS** | * Establish fidelity with common statewide practices for all Central Navigation requirements * Have knowledge of other CN’s for CYI and CWB and make referrals as required. | * Establish fidelity with common statewide practices for all Central Navigation requirements * Have knowledge of other CN’s for CYI and CWB and make referrals as required. |