**Section 334.13 Community Youth Service Plan**

a) Bodies designated by the Department as local boards or local service systems shall, within 90 days of notification of such designation, submit a community youth service plan to the Department and the appropriate regional youth planning committee.

b) Each community youth service plan shall incorporate the previously submitted competitive application and also include the local board's or local service system's documentation of the following requirements.

1) Service constellation which contains an in-depth discussion of the services to be provided in accordance with 89 Ill. Adm. Code 310 (Delivery of Youth Services Funded by the Department of Human Services).

2) Demonstration of how services will be organized into an integrated youth service system characterized by a continuum of care. Documentation shall be developed as to how the services will achieve the program goals and objectives in accord with the needs assessment and available resources.

3) Procedures which describe how the following functions will be carried out:

A) Crisis intervention

B) Intake/case planning

C) Service linkages

D) Case management and review

E) Provision of follow-up services

4) Plan which details a time line for implementation.

5) Staffing patterns and job descriptions.

6) Personnel policies

7) Procedures for development, award and monitoring of subcontracts.

8) Fiscal record keeping.

9) Reporting and documentation of programs towards goals and objectives.

10) Plan for the monitoring of working agreements.

11) Policy and procedures to protect the confidentiality of clients.

12) Appeal procedures for clients and subcontractors.

13) Financial development plan which ensures that attempts are made to generate resources to youth from potential public and private resources.

14) Affirmative action plan.

(Source: Amended at 13 Ill. Reg. 6986, effective May 15, 1989)