**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.
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| **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.
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| **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.
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| **CONTINUOUS QUALITY IMPROVEMENT** | * Provide monthly service utilization data reports to the partners.
* Participate in the CQI process to assist in clarifying
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* Participate in the CQI process to assist in clarifying
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| **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.
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| **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.
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* Have knowledge of other CN’s for CYI and CWB and make referrals as required.
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