**Youth Navigator Network**

Site Application 2022





***Thank you for your interest in becoming a Youth Navigator Network site!*** *This introductory section provides an overview of the application process and what happens after you submit your application here. If you have any questions about this process, you can visit our Overview page here:*[**https://kinnectohio.org/youth-navigator-network/**](https://kinnectohio.org/youth-navigator-network/)



# Overview of the YNN Program

**The State of Ohio is launching a brand-new Youth Navigator Network (YNN) this fall for youth and young adults up to 21 years of age who are currently in foster care and/or are transitioning out, who have had an open case with children services within 24 months, or those who have emancipated from care.** Similar to the State’s OhioKAN program operated by Kinnect, the new Youth Navigator Network will provide 1:1 navigation services to youth, providing information, referral, and resource linkage services.What does it mean to be a YNN site?

Interested community-based, public, and private agencies should complete the application below to be considered to be a Youth Navigator Network site. Selected applicants will employ a full time Youth Navigator. Using our Youth Navigator Network program model, Youth Navigators will work with youth and young adults up to 21 years of age who are currently in foster care and/or are transitioning out, who have had an open case with children services within 24 months, or those who have emancipated from care, by providing informational and referral services designed to support stability. Selected Youth Navigator Network sites will receive training, coaching, program materials, technical assistance, and on-going quality improvement support provided by Kinnect staff to offer the Youth Navigator Network model statewide. Sites will deliver the Youth Navigator Network model consistently with the program model. Interested applicants should review the “Affirmations” page at the end of this application to see the full extent of what becoming a YNN site entails.

# How do I submit our application?

Once you have completed your application, you can submit your application electronically by visiting our YNN Application portal here: https://kinnectohio.org/youth-navigator-network/

# What happens after I submit?

Kinnect staff will review all submitted applications for completeness, making sure full applications move forward in the review process. Kinnect may contact an applicant with missing information to ensure applications are complete.

A review committee of stakeholders from around the state will be formed to review submitted applications. Reviewers will score the application using a rubric noting alignment with YNP values and goals, and overall agency and program structure. This review committee will remain anonymous.

The review committee will submit scored applications to Kinnect for final review and decision for YNN sites.

* Site application is due 7/14
* Site applications will be reviewed by the end of July
* Sites will be notified of acceptance to the YNN by the end of July

# How else will my application be used?

Applications will be used to inform Kinnect and their partners to identify and inform training needs, coaching supports, and technical assistance opportunities to selected sites. Kinnect will support selected sites to build capacity of implementing organizations to successfully offer the YNN program model at their sites.

# Where can I go if I have additional questions?

If you have questions for how to complete this application, please email Roxana Bell, YNN Statewide Trainer, Kinnect, at [roxana.bell@kinnectohio.org](mailto:roxana.bell@kinnectohio.org) or visit our YNN Application Portal: https://kinnectohio.org/youth-navigator-network/

*The Application Begins on the Next Page*

# Step 1: Agency Information

|  |  |
| --- | --- |
| Organization Name: |  |
| Organization Point-of-Contact: |  |
| Point-of-Contact phone number and email: |  |
| Organization address: |  |
| County: |  |
| Collaborating Organization(s), *if Any*:  *If your application includes formally collaborating with other organization(s)* |  |
| Year Organization was founded: |  |
| Agency\* Budget: |  |
| Agency\* Staff Size: |  |
| Total young people up to 21 years old served last program year: |  |
| Does your site currently provide services to transition age youth? |  |

\* *if the applying agency is part of a larger organization, please answer these questions as the local site, rather than the larger organization.*

# Step 2: Agency Overview

Provide a brief overview of your agency. If your agency is part of a larger state or National organization, share an overview of the entire agency. Include: Mission, values, organizational culture, population served, services provided, etc. (500 word maximum)

# Step 3: Program Level

1. Why is your organization applying for the YNN program at this time? (300 word maximum)
2. Why do you think the YNN program is a good fit for your organization? What about the YNN program is in alignment with your organization’s mission, values? (300 word maximum)
3. Please review the attached YNN values: Which of the Kinnect values aligns most with your organization/program? (300 word maximum)
4. If your agency provides similar service to young people up to age 21 who have a history of child welfare involvement, describe the types of services provided and how long your organization has been serving this population? (500 word maximum)

* How might the YNN complement the services you already provide?
* If your agency does not currently provide services to young people up to age 21 with a history of child welfare involvement, how might the YNN complement current services offered by your agency?

1. Where will the YNN Navigator work on a daily basis? Please provide details of the office space they would have, the team they will work with (if applicable), access to internet , supplies, and other necessary work items. If working from home, will the navigator be required to come in to pick up supplies, staff meetings, etc.? (300 word maximum)
2. Tell us about your strategy for filling the role of the YNN Navigator. At the request of agency, Kinnect may participate in the interview process for youth navigators. What would this collaboration look like? What strengths, challenges and/or opportunities will you encounter in your effort to recruit someone to fill the role of the YNN Navigator within 45 days of posting? (e.g. union regulations, HR strengths or challenges) (300 word maximum)
3. Would your organization consider hiring a Youth Navigator with lived child welfare and kinship experience? If so, what supports would you provide?

# Agency Level

1. Describe your agency’s general approach to supervision and performance management. How would the YNN’s Navigator position fit within your agency’s approach to supervision? Is a supervisor currently in place to support a Youth Navigator at your agency? (300 word maximum)
2. Navigators are expected to maintain all records exclusively within the YNN database. Administratively, the data in the records can be used for evaluation, CQI and quality assurance, which is based on a continuous learning and growth mindset of the YNN.

Describe any previous experience your agency has collecting standardized data, continuous quality improvement, or quality assurance activities. (300 word maximum)

1. What internal challenges and barriers do you anticipate should your agency be selected as a YNN site? What strategies can be employed to address these challenges? (300 word maximum)
2. Does your agency train staff on trauma informed care? If so, please describe which staff receive training, if there is specific model that is trained, how frequently the training is offered, and any other information regarding trauma informed care in the organization? (300 word maximum)
3. The YNN strives to be welcoming and inclusive for all staff and families. To achieve this, we are committed to ongoing Inclusion, Diversity, Equity and Access efforts (IDEA, see attachment) Describe your organization’s equity efforts, policies and/or activities. In what ways does your organization acknowledge and celebrate diversity, equity, inclusion and promote access for all?
4. What salary range would your agency request for your full-time YNN navigator? What will the starting salary be for a navigator at your organization? What is the basis for the minimum salary: what factors and qualifications impact this decision? What type of benefits would your agency provide? (100 word maximum)
5. What does a successful partnership look like for your organization? What elements would need to be present? (300 word minimum)
6. We are excited about having you as a potential partner and would love to know more about your organization! If you have them, please provide the links to your organization website, any articles/publications or social media sites.

Community Level

1. In what ways does your organization partner or collaborate with other community and/or governmental organizations (i.e. committee meetings, collaborative projects, MOU’s, shared spaces)? (300 word maximum)
2. Give an example of a program or service that your organization provides that requires collaboration with another organization. (300 word maximum)
3. Describe how you anticipate collaborating with other selected YNN site locations throughout Ohio to ensure equal access to services for transition age youth? (500 word maximum)

Final Comments

Is there anything else you would like us to know? (300 word maximum)

# *For Additional Reference*

Please find additional information about our program at:

https://kinnectohio.org/youth-navigator-network/

# Affirmations

By signing this page, you are affirming your understanding of the minimum requirements an agency must maintain to be in good standing as a YNN site. *All YNN sites understand and agree to:*

* All of the tenants of the Kinnect Values.
* Maintain a full time Navigator who will follow the YNN program model and have no other responsibilities in the agency.
* Adhere to the principles in the YNN’s Inclusion, Diversity, Equity and Access framework
* Youth Navigators work an eight-hour shift that will fall within the planned program operating hours of 8:30am to 6:30pm, Monday through Friday. Any and all overtime will be discussed with YNN regional staff prior to approval.
* Youth Navigator(s) will maintain all records in SACWIS, and other data systems as needed, and will not require maintenance of YNN records elsewhere at the agency.
* Allow Youth Navigator(s) and their Site Supervisor to participate in all required YNN trainings and Learning Communities.
* Youth Navigator salary and benefits be paid at the typical rate of other employees in the agency, and that Kinnect will provide a reimbursement payment upon timely receipt of invoice (As noted in the MOU, invoices are due the 5th business day of each month).
* Assume responsibility of all human resources activities of the Youth Navigator, but any disciplinary actions, resignations, and salary adjustments must be communicated to your state YNN leadership.
* Willingly participate in continuous quality improvement activities, including timely data entry and provision of reports as needed.

By signing below, I agree that my agency will be able to meet these minimum requirements, and that further requirements will be addressed through a contract process if chosen as an YNN site.

Signature Date

Name and Title: