



DIVISION OF SOCIAL SERVICES

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FY 2016 Second Quarter Report
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I. EXECUTIVE SUMMARY

On September 14, 1989, the Navajo Nation Council passed Resolution No. CS-57-89, to formally establish the Navajo Division of Social Services (NDSS) to plan, develop and administer social services for the needs of Navajo families and children. Prior to September 14, 1989, the NDSS was known as the Division of Social Welfare. Before establishment and an executed Bureau of Indian Affairs (BIA) PL 93-638 Contract, BIA on Navajo lands provided social services. After resolution no. CS-57-89, the Navajo Nation government became responsible for administering services to children, elderly and families living on the Navajo Nation.

On June 30, 2009, the former Navajo Nation Council - Government Services Committee amended the Division's Plan of Operation and approved the NDSS Master Plan of operation through resolution GSCJN-17-09 and again on June 27, 2012 the Health, Education and Human Services Committee of the 22nd Council amended and approved the Plan of Operation for the Division by establishing the Navajo Development Disabilities Program and the Department of Family Services and rescinding the Plan of operation for the Block Grants and Special Projects Department and PL 93-638 Contract Administration Department and the Navajo Title 19 (Medicaid) Office in order to implement the Navajo Nation policies to ensure that essential human services are available to needy families and individuals living on or near the Navajo Nation and to others, where mandated by statutes and regulations.

On the 18th of December in 2013, Resolution No. HEHSCD-044-13 was passed to correct typing errors and maintain consistency such as use of official titles. Under this Resolution, the DSS programs were formally identified and named. The DSS Executive Administration was established to "implement the Navajo Nation's policies to ensure that essential social services are available to needy families and individuals living on or near the Navajo Nation and to others, where mandated by statutes and regulations". The overall mission of DSS is: NDSS will advocate for change to empower and strengthen our families and communities by providing quality, holistic, cultural and value-based services. And its vision: Our Vision is to have strong families and communities through cultural identity, wellness and self-sufficiency.

The Division of Social Services through its seven (7) programs provides an array of human services program to assistance families, individuals and children by assisting and/or empowering individuals and families to prevent, alleviate or better cope with crisis to enable them to function more effectively in meeting their daily living needs influenced by Navajo traditional values. This includes services and programs from protective services to financial assistance.

The Division of Social Services' current organizational structure includes an appointed official as the Division Director. The Division has four administrative sections to provide support and assistance to seven direct service programs.

The DSS Programs are:

1. Navajo School Clothing and Special Projects
2. Navajo Children and Family Services

3. Navajo Treatment Center for Children and their Families
4. Child Care and Development Funds Program
5. Developmental Disabilities Program

And the DSS Departments are:

6. Department for Self-Reliance
7. Department of Family Services

The Division consists of four sections that serve as support to the seven programs. The four sections are:

1. Executive Support Section
2. Financial Management Section
3. Contract Compliance Section
4. Management Technology Section

The Division's primary goal is to ensure essential social services are available to eligible families and individuals living on or near the Navajo Nation and to others, where mandated by statutes and regulations. The outcome projected is strong families that are self-sufficient through an understanding of their cultural identity and holistic wellness.

NDSS program and departments continue to provide services despite the many challenges they face. Although issues arise every day, NDSS staff continue to assist and support families, children and elderly in need. The NDSS Executive will continue to provide as much support to the programs and departments by advocating on their behalf at the highest level to give them the tools and resources needed to adequately perform their duties.

II. CRITICAL ISSUES

1. One of the most critical issues facing DSS and its programs and departments continues to be the lack of safe and adequate office space for departments and programs across the Navajo Nation.
 - a. Since 2015 we have had 3 field offices closed or shut down due to unsafe working conditions, several Departments and Program Offices continue to be displaced due to environmental health concerns. These offices were closed by the order of Navajo OSHA or Indian Health Services (IHS) Office of Environmental Health. When a program faces field office closures due to safety concerns, many issues begin to build up this includes: staff's health, additional hardship on clients, limited program services and program liability. Many of the buildings are in need of repairs and major renovation which are Navajo Nation owned, however when requests are made to Facilities Maintenance many times FMD state that they only provide the labor and the program must pay for the building supplies, but due to limited funding or restrictions, the programs are unable to purchase the material.
 - b. Because of the lack of Navajo Nation buildings, office space must be leased (rented) from a private owner or company who charge significantly high rental fees causing programs to have a lower operating budget.

2. DSS Programs and Departments continue to experience delays with the Office of Background Investigations (OBI) in completing new employee background checks, including current employees. As of March 18, 2016, OBI does not have an adjudicator and have informed programs background check services will be delayed, this will create a bigger problem to an issue already in existence.
 - a. When departments and programs recruit and attempt to hire highly qualified and licensed applicants, the applicant is required to have a background check completed by OBI, this process can take as long as three months, but even longer now that there is no longer an adjudicator at the office. This lengthy process discourages and frustrates applicants and most of the time they will withdrawal their application. This has happen twice during the month of March. One for a Family therapist position at NTCCF and one for the NSCSP.
 - b. The request from OBI is for the programs and departments to provide funding for OBI staff so they can sped up the background check process. However, programs and departments are already experiencing budget cuts and shortfalls.
3. For the past year, there has been national focus on the Indian Child Welfare Act (ICWA). One issue is there is a lawsuit questioning its constitutionality. The ICWA law has helped to keep our Navajo children in homes of relatives or other Native families placed in State child protective services, has been under scrutiny by a well-funded and conservative “think-tank” known as the Goldwater Institute located in Phoenix, Arizona. Goldwater Institute has launched the most vicious attack on the ICWA by posing “the most significant challenge to the Indian Child Welfare Act since its passage, saying it creates a separate, unequal class for Indian children and is therefore unconstitutional.” The Navajo Nation uses this law under the DSS’ Navajo and Children Family Services Program who is responsible for monitoring and ensuring State Child Welfare Agencies follow ICWA rules and preference placements. Without this law, our Navajo Nation social workers will be unable to push for proper placement in the State systems for our Navajo children living off the reservation. Continued support in favor of ICWA is needed from leaders of the Navajo Nation.
4. DSS program and departments continue to experience inconsistence technical support from the Office of Management and Budget (OMB) and Office of the Controller (OOC). NDSS continues to experience the lack of consistent financial processing function by OMB and OOC which hinders financial services because communications are not streamline between both departments. OMB and OOC need to establish a process that is consistent because it affects the financial operations of the departments and programs that result in confusion, waiting for extended period of time or mixing of information between OMB and OOC. There also is no update policy that complies with the new Uniform Administrative Requirements for Federal Grant compliance that took effect on December 26, 2014.
 - a. DFS has received reimbursement for their Title IV-E Program (foster care, guardianship and adoption) in the amount of \$1.3 million, however these funds have not been drawn down because of conflicting opinions from OMB and OOC

on how to establish accounts for these monies. DFS has been meeting OMB and OOC on these matters for years, but still no resolution. DFS is against a timeline on drawing down these funds.

III. PROJECT(S) STATUS

The following are ongoing projects specific to each DSS Program and Department:

1. CHILD CARE AND DEVELOPMENT FUND PROGRAM (CCDF):
 - a. CCDF has been working on their Tribal Plan which is due by June 30. They are working with the U.S. Department of Health and Human Services – Administration for Children and Families, Region 9 on updates and technical assistance in meeting all required changes.
 - b. The CCDF grant was selected for the Navajo Nation Single Audit process for FY 2015. They are participating and providing requested documentation. However, due to the auditor becoming sick, their audit has been delayed and they are awaiting further instructions.

2. DEPARTMENT FOR SELF-RELIANCE
 - a. DSR's staff development curriculum has been revamped and is now known as DSR Pathway to Quality Services (PQS) to replace the previous "Cycle Training" method which was not conducive to meeting the needs of staff development in accordance to their primary duties and responsibilities. The new PQS was developed and implemented for the purpose of increasing and maintaining staff proficiency in areas related to their position. It is based on a higher educational setting beginning with Prerequisites (Level 099) to Introductory for New Employees (Level 100), to Intermediate for Direct Service Staff and Support Staff (Level 200) to Specialty Training (Level 300) and to Advance for Supervisors and Administrative Staff (Level 400).
 - b. DSR has started their Subsidized Summer Youth Employment Program, this is an project where employers pays for youth to work within in their organization and DSR reimburses the employer 100% of the youth wages, fringe benefits and other related costs such as supervision and training expenses. Subsidized employment is an allowable activity and cost under Tribal TANF regulations found under 45 CFR part 286.10(b) (2) and 45 CFR part 286.100. Targeted youth are ages 14-16 and the TANF program is serving their family.

3. DEPARTMENT OF FAMILY SERVICES
 - a. The child fatality review team was established to review child death so that prevention recommendation can be made. DFS currently leads this project.
 - b. Completion of the Financial Assistance in Justware and first general assistance payments has been submitted to FMIS. The old system was officially shut down on March 8, 2016, all cases are now entered into the Justware Case Management System.

- c. DFS continues to work with Navajo Housing Authority (NHA) to secure buildings for a Youth Home and Elderly Services in Shiprock, Tolani Lake and Birdsprings. Also working with Natural Resources to secure a building in Tohatchi to be used a youth home for boys and girls. This will keep children in DFS custody from being placed off the reservation.

4. NAVAJO SCHOOL CLOTHING PROGRAM

- a. NSCP released its RFP for school year 2016-2017 for purchasing school clothing and received only one bid. The evaluation has been completed and a contract will soon be done with the vendor.
- b. NSCSP has completed all orders for the current school year and served approximately 22,300 students from 514 schools on and off the reservation.
- c. Emergency assistance request for school clothing for children continues to be accepted.

5. NAVAJO TREATMENT CENTER FOR CHILDREN AND THEIR FAMILIES

- a. NTCCF continues to participate in the OPVPs Building Communities of Hope Suicide Prevention. Staff have been attending interdisciplinary team meetings and collaborating with other Navajo Nation Programs in planning and addressing suicide on the reservation.

6. DEVELOPMENTAL DISABILITIES PROGRAM

- a. DDP continues to participate in tribal consultations with the Arizona Department of Economic Security and their Arizona Health Care Cost Containment System (AHCCCS) Program. And attend quarterly meetings and trainings.

The following are overall Division Projects to support all programs and departments:

7. INFORMATION TECHNOLOGY:

- a. Backup Recovery Site: The colocation of the NDSS/NDIT Disaster Recovery site at Administration Building #2 has halted due to a \$600K short fall according to NDIT. Upon request of Harold Skow with NDIT, Navajo nation programs have asked to help cover the cost. No initial agreements have been put in place between NDIT and DSS but it critical that our back up recovery site be completed as soon as possible.
- b. Updating and reorganizing the DSS Website and make it better for users (i.e. clients, consumers, other agencies, staff, etc.)
- c. A Service Level Agreement between DSS and NDIT is ongoing. The agreement includes:
 - i. Use of a DIT staff member
 - ii. Network infrastructure

8. PARTNERSHIP WITH THE CASEY FOUNDATION:

- a. NDSS and Casey Foundation will continue to meet their five years agreement that are:

- i. develop and implement a data collection system,
 - ii. explore developing the Navajo Gold Rule Curriculum,
 - iii. increase knowledge of all child welfare partners with on-going orientation and training on Title IV-E and other child welfare initiatives,
 - iv. increase Navajo leadership knowledge on Navajo, state, and national child welfare initiative and strategies, and
 - v. Increase the role of Navajo birth parents and caretakers in program development and improvement projects. A strategic planning session for 5 years will be developed.
- b. NDSS will work to update this agreement for 2016.

9. DSS STRATEGIC PLANNING 2016:

- a. DSS will begin working on a strategic plan for the Executive sections and for overall DSS to improve services and support.

IV. BUDGET STATUS

Division of Social Services General Funds/External Funds
Financial Report
December 4, 2015

	Revised Budget	Personnel Exp	Operating Exp	Assistance	Encumbrance	Balance	% used
1 General Funds	\$4,170,356.31	\$986,967.16	\$254,854.92	50.00	\$105,326.25	\$2,823,207.98	32.30%
2 State Title XX	\$1,758,775.00	\$450,341.97	\$166,901.19	50.00	\$5,963.00	\$1,135,568.84	35.43%
3 State Title XIX - ALTCS	\$2,959,679.00	\$945,991.42	\$317,275.82	50.00	\$36,888.00	\$1,659,523.76	43.93%
4 State Title XIX - Developmental Disabilities	\$337,082.00	\$172,457.58	\$12,665.88	50.00	50.00	\$151,958.54	54.92%
5 Title IV-B, SPI, STJ Child Welfare Services	\$1,117,271.00	\$294,777.81	\$423,424.63	\$64,050.00	\$19,928.61	\$315,089.95	71.80%
6 Title IV-B, SPII Promoting Safe & Stable Families	\$1,627,835.00	\$310,195.31	\$51,376.81	\$14,632.00	\$22,285.99	\$1,229,344.89	24.48%
7 Family Violence Prevention & Services Act	\$1,472,005.00	\$20,638.81	\$44,701.35	50.00	\$3,863.00	\$1,402,801.84	4.70%
8 Low Income Home Energy Assistance Program	\$1,385,240.00	\$2,971.04	-\$1,333,651.90	\$1,330,680.86	50.00	\$1,385,240.00	0.00%
9 Community Service Block Grant	\$442,403.00	\$40,746.60	\$41,534.65	\$327,400.26	50.00	\$32,721.49	92.60%
10 BIA- P.L. 93-638 Social Services Contract	\$28,076,592.60	\$4,568,998.95	\$11,359,433.57	\$11,905,331.53	50.00	\$242,828.55	99.14%
11 I.H.S. Navajo Trmt Center for Children & Their Families	\$2,241,384.97	\$545,604.60	\$574,216.93	50.00	\$22,262.92	\$1,099,300.52	50.95%
12 Navajo Child Care Development Fund	\$27,388,490.00	\$13,147,246.69	\$5,904,330.95	\$557,593.83	\$973,154.60	\$6,806,163.93	75.15%
13 Navajo Program for Self-Reliance	\$195,830,712.54	\$19,016,821.49	\$24,459,488.32	\$52,450,618.66	\$4,881,747.46	\$95,022,036.61	51.48%
14 I.C.W.A Navajo Children & Family Services Program	\$4,964,804.00	\$1,641,055.50	\$689,999.32	\$36,796.58	\$53,779.65	\$2,543,172.95	48.78%
15 AZ Parenting Skills	50.00	50.00	50.00	50.00	50.00	50.00	50.00
16 First Things First	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Overall Grand Total	\$273,772,630.42	\$42,144,814.93	\$42,966,552.44	\$66,687,103.72	\$6,125,199.48	\$115,848,959.05	57.68%

Division of Social Services General Funds/External Funds
Financial Report
December 4, 2015

	Funding Source/BU	PROGRAMS	Revised Budget	Personnel Exp	Operating Exp	Assistance	Encumbrance	Balance	% Used
1	General Funds								
Exec	117001	Executive Administration	\$1,555,613.55	\$469,341.32	\$111,206.21	50.00	\$33,112.88	\$941,953.14	39.45%
SCSP	117008	Navajo School Clothing Program	\$1,173,151.26	\$101,829.20	\$20,285.75	50.00	\$11,181.20	\$1,039,855.11	11.36%
CCDF	117010	Chinle Day Care	\$55,000.00	\$	\$4,219.97	50.00	\$34,210.00	\$16,570.03	69.87%
CCDF	117011	Ft. Defiance Day Care	\$70,000.00	\$ 18,046.66	\$12,011.47	50.00	\$266.82	\$39,675.05	43.32%
CCDF	117012	Shiprock Day Care	\$15,000.00	\$	\$5,958.42	50.00	50.00	\$9,041.58	39.72%
DFS	117022	Department of Family Services	\$1,301,591.50	\$397,749.98	\$101,173.10	50.00	\$ 26,555.35	\$776,113.07	40.37%
		Total	\$4,170,356.31	\$986,967.16	\$254,854.92	50.00	\$105,326.25	\$2,823,207.98	32.30%
2	State Title XX								
DFS	K162003	Arizona	\$1,134,933.00	\$308,838.56	\$104,896.62	50.00	\$	\$721,197.82	36.45%
DFS	K162004	Arizona - Parenting Skills	\$30,240.00	\$	50.00	50.00	\$	\$30,240.00	0.00%
DFS	K163001	New Mexico	\$446,277.00	\$87,308.51	\$49,897.50	50.00	\$ 5,963.00	\$303,107.99	32.08%
DFS	K164001	Utah	\$147,325.00	\$54,194.90	\$12,107.07	50.00	\$	\$81,023.03	45.00%
		Total	\$1,758,775.00	\$450,341.97	\$166,901.19	50.00	\$5,963.00	\$1,135,568.84	35.43%
3	State Title XIX - AZ Long Term Care Services								
DFS	K162005	ALTCS	\$2,959,679.00	\$945,991.42	\$317,275.82	50.00	\$ 36,888.00	\$1,659,523.76	43.93%
		Total	\$2,959,679.00	\$945,991.42	\$317,275.82	50.00	\$36,888.00	\$1,659,523.76	43.93%
4	State Title XIX - Developmental Disabilities								
DD	K162009	WR	\$337,082.00	\$172,457.58	\$12,665.88	50.00	50.00	\$151,958.54	54.92%
		Total	\$337,082.00	\$172,457.58	\$12,665.88	50.00	\$50.00	\$151,958.54	54.92%
5	Title IV-B, SPI, Stephanie Tubbs Jones Child Welfare Services								
DFS	K160501	Title IV-B SPI- Administration	\$147,325.00	\$74,940.97	\$25,131.37	50.00	\$	\$47,252.66	67.93%
DFS	K160502	Title IV-B SPI- Direct	\$969,946.00	\$ 219,836.84	\$398,293.26	\$64,050.00	\$ 19,928.61	\$267,837.29	72.39%
		Total	\$1,117,271.00	\$294,777.81	\$423,424.63	\$64,050.00	\$19,928.61	\$315,089.95	71.80%
6	Title IV-B, SPII Promoting Safe & Stable Families								
DFS	K160504	Title IV-B, SP II-Admin DFS	\$96,188.00	50.00	\$6,655.81	\$	\$ 65.99	\$89,466.20	6.99%
DFS	K160505	Title IV-B, SP II-Direct DFS	\$961,890.00	\$233,221.31	\$35,663.00	\$14,500.00	\$ 22,220.00	\$656,285.69	31.77%
DFS	K160506	Title IV-B, SP II-Direct NCF5	\$295,956.00	\$67,624.00	\$7,222.00	\$66.00	\$	\$221,044.00	25.31%
DFS	K160507	Title IV-B, SP II-Admin NCF5	\$29,595.00	\$9,350.00	\$1,836.00	\$66.00	\$	\$18,343.00	38.02%
NTCCF	K160508	Title IV-B SPII-Direct NTCCF	\$244,206.00	50.00	50.00	50.00	\$	\$244,206.00	0.00%
		Total	\$1,627,835.00	\$310,195.31	\$51,376.81	\$14,632.00	\$22,285.99	\$1,229,344.89	24.48%
7	Family Violence Prevention & Services Act								
DFS	K160510	Family Violence Prevention - Admin	\$73,600.00	50.00	\$23,685.61	50.00	50.00	\$49,914.39	32.18%
DFS	K160511	Family Violence Prevention - Direct	\$368,000.00	\$20,638.81	\$21,015.74	50.00	\$3,863.00	\$322,482.45	12.37%
DFS	K160512	Family Violence Prevention-Others	\$1,030,405.00	50.00	50.00	50.00	50.00	\$1,030,405.00	0.00%
		Total	\$1,472,005.00	\$20,638.81	\$44,701.35	50.00	\$3,863.00	\$1,402,801.84	4.70%
8	Low Income Home Energy Assistance Program								
DFS	K160516	FY 16 Administration	\$138,524.00	\$ 2,971.04	-\$2,971.04	50.00	\$	\$138,524.00	0.00%
DFS	K160517	FY 16 Direct	\$1,246,716.00	\$	-\$1,333,680.86	\$1,330,680.86	\$	\$1,246,716.00	0.00%
		Total	\$1,385,240.00	\$2,971.04	-\$1,333,651.90	\$1,330,680.86	50.00	\$1,385,240.00	0.00%

Division of Social Services General Funds/External Funds
Financial Report
December 4, 2015

	Source/BU	PROGRAMS	Revised Budget	Personnel Exp	Operating Exp	Assistance	Encumbrance	Balance	% Used
13	Navajo Program for Self-Reliance								
DSR	K100506	TANF-Admin FY 04	\$3,206,817.00	\$1,338,246.47	\$1,853,932.65	\$0.00	\$1,894.71	\$12,743.17	99.60%
DSR	K100507	TANF-Direct FY04	\$4,129,508.00	\$210,211.49	\$3,919,344.51	-\$48.00	\$0.00	\$0.00	100.00%
DSR	K100508	TANF-Admin FY 05	\$1,406,927.65	\$29,448.10	\$1,178,835.46	\$0.00	\$24,550.41	\$174,093.68	87.63%
DSR	K100509	TANF-Direct FY 05	\$5,311,203.35	\$36,801.67	\$4,596,729.60	\$200,551.89	\$200,551.89	\$276,568.30	94.79%
DSR	K100511	TANF-Direct FY 06	\$15,283,935.00	\$0.00	\$164,755.77	\$15,025,645.93	\$11,176.20	\$82,357.10	99.46%
DSR	K1005111	PSR-Admin FY 07	\$1,615,582.58	\$107,908.57	\$1,140,520.99	\$0.00	\$12,666.97	\$354,486.05	78.06%
DSR	K1005112	PSR-Direct FY07	\$12,716,843.48	\$64,350.64	\$2,742,743.21	\$8,837,251.43	\$800,947.20	\$271,551.00	97.86%
DSR	K110590	TANF-Admin FY 08	\$1,422,719.45	\$891,711.45	\$245,156.37	\$0.00	\$1,190.55	\$284,661.08	79.99%
DSR	K110591	TANF-Direct FY 08	\$9,827,137.08	\$2,929,369.24	\$1,332,487.80	\$5,210,240.29	\$89,165.50	\$265,874.25	97.29%
DSR	K130516	TANF-Admin FY09	\$2,435,355.02	\$497,032.21	\$75,751.81	\$0.00	\$0.00	\$1,862,571.00	23.52%
DSR	K130517	TANF-Direct FY09	\$2,108,063.74	\$0.00	\$975,503.76	\$0.00	\$919,389.09	\$213,170.89	89.89%
DSR	K130518	TANF-Admin FY10	\$2,531,401.80	\$20,445.04	\$345,682.79	\$0.00	\$672,867.57	\$1,492,406.40	41.04%
DSR	K130519	TANF-Direct FY10	\$7,871,037.57	\$1,159,676.90	\$3,048,354.82	\$2,347,307.00	\$534,471.35	\$781,227.50	90.07%
DSR	K140530	PSR-Admin FY 14	\$4,892,244.00	\$1,648,762.63	\$318,487.05	\$0.00	\$0.00	\$2,924,994.32	40.21%
DSR	K140529	PSR-Direct FY 14	\$26,281,782.00	\$3,179,820.35	\$497,401.72	\$7,307,603.46	\$0.00	\$15,296,956.47	41.80%
DSR	K150508	TANF-Direct FY11 CO	\$2,144,337.00	\$180,363.11	\$590,073.41	\$775,801.00	\$30,056.88	\$568,042.60	73.51%
DSR	K150509	TANF-Admin FY11 CO	\$1,083,671.00	\$65,158.52	\$11,118.24	\$0.00	\$0.00	\$1,007,394.24	7.04%
DSR	K150511	TANF-Admin Services FY12 CO	\$927,832.60	\$0.00	\$0.00	\$0.00	\$0.00	\$927,832.60	0.00%
DSR	K150512	TANF-Direct Services FY12 CO	\$6,350,490.63	\$0.00	\$613,198.94	\$878,075.00	\$1,409,748.88	\$3,449,467.81	45.68%
DSR	K150519	TANF-Direct Services FY15 CO	\$26,497,922.00	\$3,954,642.47	\$15,800.53	\$0.00	\$0.00	\$22,527,479.00	14.99%
DSR	K150520	TANF-Admin FY15 CO	\$4,676,104.00	\$1,915,001.36	\$328,997.24	\$0.00	\$0.00	\$2,432,105.40	47.99%
DSR	K152024	IGS AZ Economic Security PSR	\$2,097,972.00	\$0.00	\$0.00	\$2,097,972.00	\$0.00	\$0.00	100.00%
DSR	K150550	TANF-Direct Services FY15 CO	\$16,218,027.59	\$0.00	\$457,785.16	\$8,299,432.66	\$0.00	\$7,460,809.77	54.00%
DSR	K150549	TANF-Admin Services FY13 CO	\$1,100,000.00	\$0.00	\$3.95	\$0.00	\$0.00	\$1,099,996.05	0.00%
DSR	K153028	DSR NM GSA FY15	\$210,900.00	\$0.00	\$0.00	\$210,900.00	\$0.00	\$0.00	100.00%
DSR	K160513	TANF-Admin Services FY16 CO	\$4,364,364.00	\$38,474.05	\$6,822.54	\$0.00	\$0.00	\$4,319,067.41	1.04%
DSR	K160514	TANF-Direct Services FY16 CO	\$26,809,662.00	\$749,397.22	\$0.00	\$0.00	\$173,070.26	\$25,887,194.52	3.44%
DSR	K162010	IGS AZ Economic Security PSR	\$2,097,972.00	\$0.00	\$0.00	\$1,048,986.00	\$0.00	\$1,048,986.00	50.00%
DSR	K163004	DSR NM GSA FY16	\$210,900.00	\$0.00	\$0.00	\$210,900.00	\$0.00	\$0.00	100.00%
		Total	\$195,830,712.54	\$19,016,821.49	\$24,459,488.32	\$52,450,618.66	\$4,881,747.46	\$95,022,036.61	51.48%
14	I.C.W.A Navajo Children & Family Services Program								
NCFS	K130709	BIA NCFS/ICWA	\$1,242,704.00	\$403,947.65	\$315,479.22	\$0.00	\$280.00	\$522,997.13	57.91%
NCFS	K140732	BIA NCFS/ICWA	\$1,263,521.00	\$412,185.00	\$175,422.00	\$20,290.00	\$47,426.00	\$608,198.00	51.86%
NCFS	K150722	BIA NCFS/ICWA	\$1,263,521.00	\$824,922.85	\$199,098.10	\$16,506.58	\$6,073.65	\$216,919.82	82.83%
NCFS	K160706	BIA NCFS/ICWA	\$1,195,058.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,195,058.00	0.00%
		Total	\$4,964,804.00	\$1,641,055.50	\$689,999.32	\$36,796.58	\$53,779.65	\$2,543,172.95	48.78%
		Total	\$273,772,630.42	\$42,144,814.93	\$42,966,552.44	\$66,687,103.72	\$6,125,199.48	\$115,848,959.85	57.68%

Division of Social Services General Funds/External Funds
Financial Report
December 4, 2015

	Source/BU	PROGRAMS	Revised Budget	Personnel Exp	Operating Exp	Assistance	Encumbrance	Balance	% Used
9	Community Service Block Grant								
DFS	K150521	C58G-Administration	\$22,119.00	\$ 4,317.11	\$2,366.57	\$0.00	\$ -	\$15,435.32	30.22%
DFS	K150522	C58G-Direct	\$420,284.00	\$ 36,429.49	\$39,168.08	\$327,400.26	\$ -	\$17,286.17	95.89%
DFS	K160539	C58G-Administration	\$11,733.00	\$ -	\$0.00	\$0.00	\$ -	\$11,733.00	0.00%
DFS	K160538	C58G-Direct	\$222,943.00	\$ -	\$0.00	\$0.00	\$ -	\$222,943.00	0.00%
		Total	\$442,403.00	\$40,746.60	\$41,534.65	\$327,400.26	\$0.00	\$32,721.49	92.60%
10	Bureau of Indian Affairs - P.L. 93-638 Social Services Contract								
DFS	K120726	638' Admin Transporting Funds	\$100,000.00	\$ -	\$29,727.20	\$0.00	\$0.00	\$70,272.80	29.73%
DFS	K150715	DFS-Administration	\$3,227,019.97	\$2,746,121.00	\$465,469.83	\$15,668.39	\$0.00	\$-239.25	100.01%
DFS	K150716	DFS- Welfare	\$1,446,333.39	\$1,435,715.66	\$10,617.73	\$0.00	\$0.00	\$0.00	100.00%
DFS	K150717	DFS-Subcontract/Foster Care	\$11,462,058.24	\$0.00	\$10,771,309.66	\$673,668.59	\$0.00	\$17,079.99	99.85%
NTCCF	K150718	638'NTCCF	\$322,336.00	\$ 244,289.64	\$28,573.07	\$0.00	\$0.00	\$49,473.29	84.65%
DFS	K150721	DFS- Welfare	\$11,226,845.00	\$0.00	\$0.00	\$11,215,994.55	\$0.00	\$10,850.45	99.90%
DFS	K150737	Domestic Violence Initiative	\$292,000.00	\$ 142,872.65	\$53,736.08	\$0.00	\$0.00	\$95,391.27	67.33%
DFS	K160707	DFS-Administration	\$4,896,860.00	\$601,727.28	\$9,508.18	\$0.00	\$0.00	\$4,285,624.54	12.48%
DFS	K160708	DFS- Welfare	\$1,424,274.00	\$225,620.61	\$732.28	\$0.00	\$0.00	\$1,197,921.11	15.89%
DFS	K160710	DFS-Subcontract/Foster Care	\$7,676,201.00	\$0.00	\$1,853,609.84	\$150,290.16	\$0.00	\$5,672,301.00	26.11%
NTCCF	K160708	638'NTCCF	\$262,617.00	\$ -	\$88.00	\$0.00	\$0.00	\$262,529.00	0.03%
DFS	K160711	DFS- GA	\$8,469,051.00	\$0.00	\$0.00	\$2,546,901.16	\$0.00	#VALUE!	#VALUE!
DFS	K160712	Domestic Violence Initiative	\$28,718.00	\$ -	\$0.00	\$0.00	\$0.00	\$28,718.00	0.00%
		Total	\$28,076,592.60	\$4,568,998.95	\$11,359,433.57	\$11,905,331.53	\$0.00	\$242,828.55	99.14%
11	Navajo Treatment Center for Children & Their Families								
NTCCF	K130588	MSPI FY 13	\$262,985.68	\$76,419.13	\$178,679.25	\$ -	\$ -	\$7,887.30	97.00%
NTCCF	K140594	MSPI FY 14	\$202,416.00	\$67,622.17	\$134,792.86	\$ -	\$ -	\$0.97	100.00%
NTCCF	K150556	IHS - Headquarters Base FY15	\$588,266.45	\$ 382,273.41	\$71,096.21	\$ -	\$ -	\$134,896.83	77.07%
NTCCF	K150557	IHS - Headquarters Direct FY 15	\$122,670.14	\$ 17,363.67	\$0.00	\$ -	\$ -	\$105,306.47	14.15%
NTCCF	K150558	IHS - Headquarters IDC FY15	\$319,991.89	\$ -	\$80,875.01	\$ -	\$ -	\$239,116.88	25.27%
NTCCF	K150559	IHS - Headquarters Shares FY15	\$745,054.81	\$ 1,926.22	\$108,773.60	\$0.00	\$ 22,262.92	\$612,092.07	17.85%
NTCCF	K160551	IHS - Direct CSC	\$14,708.00	\$ 5,511.46	\$127.42	\$ -	\$ -	\$9,069.12	38.34%
NTCCF	K160531	IHS - Base FY16	\$498,204.00	\$ 139,306.94	\$1,948.43	\$ -	\$ 300.00	\$356,648.63	28.41%
NTCCF	K160552	IHS - Headquarters IDC FY16	\$25,949.00	\$ -	\$10,774.86	\$ -	\$ -	\$15,174.14	41.52%
NTCCF	K160536	IHS - Headquarters Shares FY16	\$130,717.00	\$ 9,119.78	\$12,039.49	\$0.00	\$ 19,337.54	\$90,220.19	30.98%
		Total	\$2,241,384.97	\$545,604.60	\$574,216.93	\$0.00	\$22,262.92	\$1,099,300.52	50.95%
12	Navajo Child Care Development Fund								
CCDF	K130560	Administration Grant 13 (FY14-'15) FINAL	\$1,439,034.00	\$587,998.92	\$804,242.15	\$ -	\$ -	\$46,792.93	96.75%
CCDF	K130561	Direct Grant 13 (FY14-'15) FINAL	\$8,099,689.00	\$4,898,249.25	\$2,873,003.77	\$ -	\$ -	\$328,435.98	95.95%
CCDF	K140595	CCDF-Admin Mandatory Grant 14 (FY15-'16)	\$787,926.00	\$639,263.98	\$127,291.18	\$ -	\$ -	\$21,370.84	97.29%
CCDF	K140596	CCDF Direct Service Mandatory Grant 14 (FY 15-'16)	\$4,464,911.00	\$2,759,730.29	\$797,593.13	\$ 557,593.83	\$ 332,985.39	\$17,008.36	99.62%
CCDF	K140597	CCDF Admin Discretionary Grant 14 (FY15-'16)	\$2,545,553.00	\$0.00	\$343,902.00	\$ -	\$ 76,294.26	\$104,356.74	80.11%
CCDF	K140598	CCDF Direct Service Discretionary Grant 14 (FY15-'16)	\$2,859,134.00	\$2,040,299.51	\$632,782.68	\$ -	\$ 180,720.82	\$5,330.99	99.81%
CCDF	K150576	CCDF-Mandatory Admin Grant 15 (FY16-'17)	\$735,973.00	\$210,604.07	\$36,487.48	\$ -	\$ -	\$488,881.45	33.57%
CCDF	K150577	CCDF-Mandatory Direct Service Grant 15 (FY16-'17)	\$4,170,513.00	\$1,131,774.71	\$179,471.57	\$ -	\$ 233,385.11	\$2,625,881.61	37.04%
CCDF	K150578	CCDF-Discretionary Admin Grant 15 (FY16-'17)	\$663,014.00	\$0.00	\$37,360.56	\$ -	\$ 149,769.02	\$475,884.42	28.22%
CCDF	K150579	CCDF-Discretionary Direct Service Grant 15 (FY16-'17)	\$3,643,743.00	\$879,325.96	\$72,196.43	\$ -	\$ -	\$2,692,220.61	26.11%
		Total	\$27,388,490.00	\$13,147,246.69	\$5,904,330.95	\$557,593.83	\$973,154.60	\$6,806,163.93	75.15%

V. OPERATIONAL & PROCESS IMPROVEMENT INITIATIVE STATUS

Areas of continued improvement for NDSS include the following:

1. POLICY AND PROCEDURES UPDATE:

- a. CCDF will be working on updating their Program Policies and Procedures to meet recent changes to the CCDF legislation.
- b. NSCSP will be working on completing a Program Manual.

2. INFORMATION TO GENERAL PUBLIC:

- a. NDSS strives to keep the general public informed of changes or resources available from all of the program and departments under the Division.
 - i. NDSS will update and improve their website on a quarterly basis.
 - ii. NDSS will continue to conduct public relation campaign to promote services and encourage programs to implement PR campaigns. Currently DSR has begun working on PR and Marketing Plan.

3. INFORMATION TECHNOLOGY – DSS CASE MANAGEMENT SYSTEM:

- a. Since the implementation of the JustWare Case Management System in January 2015, most of the DSS staff have been provided training and are actively using the system to input case information, maintain case data information and are able to navigate through the system. The department and programs have been able to operate more efficiently. The division continues to work on problems encountered when staff are working with the system. The fine tuning will be ongoing.
4. NDSS INTERNAL FINANCIAL MANAGEMENT SYSTEM:
 - a. NDSS reviews the overall financial status of all NDSS programs on a quarterly basis. NDSS will begin using the Micro Information Processing (MIP) Fund accounting software to monitor their book keeping and Asset Manager Software for accountability of Navajo Nation property. The configuration is still in process. Projected completion date is April 30, 2016.
5. ASSET MANAGEMENT:
 - a. NDSS has been working on implementing the Asset Manager Software so that all Navajo Nation property are accounted for, tagged, inventoried, reconciled, reported and safeguarded. This will be an on-going activity.
6. RECORDS MANAGEMENT:
 - a. NDSS has been working on going paperless, this will reduce cost of paper related actions including coping, printing and storing. DSS has been scanning all incoming documents and filing electronically, a software called “Docustore” will be used to store all documents and information.