

January 17, 2025



Re: Implementing Partner Incentive Program

Dear Cara Paoli,

Thank you for submitting your staff recruitment and retention plan and one-time capacity support request to Youth Villages. We have reviewed your plan/request and are pleased to approve your participation in this year's Implementing Partner Incentive Program, currently set to terminate on June 30th, 2025.

Based on your submission of the staff recruitment and retention plan, your LifeSet program will receive a one-time Staffing Support Payment of \$2,500. Based on your submission of the one-time Capacity Support Payment request, you will receive an additional \$2,500.

- These funds will be disbursed within 30 days of acknowledgment of this letter by an authorized agency representative and are intended to be used as outlined in your submitted/approved plan.
- Please note your support payment requires a monthly progress report submission via this form: <https://redcapsp.youthvillages.org/surveys/?s=CTRFWJ3KKTRLNA8>.
- This form is due by the 5th day of the month for the previous month.

In addition, you are eligible to receive New Staff Incentives and Monthly Capacity Incentives. These require submission of the incentive form accessed via the link above for months when you wish to receive the incentive.

Funds will be disbursed as outlined below per the incentive program:

- You will be paid by the end of the month following the close of the quarter (January 31 for October-December, April 30 for January-March, and July 31 for April-June).
- Payouts will be based on enrollment and staff data in GuideTree by the 5th of the month following each quarter. This data will be used to verify the submitted monthly reports.
- For the first quarter, please submit the associated reports no later than 10 days after signature date of this letter in order to process first quarter incentives timely.
- "New Staff Incentives" can be requested after the specific milestones below are met:
 1. If a new staff is hired to replace a leaver and starts within 30 days of the vacancy occurring on the team, the partner can request \$500.
This includes staff hired and placed into specialist and supervisor positions.
 2. If a new staff, either to replace a leaver or a new staff on a new team, is retained for six (6) months, the partner can request \$500. This includes staff hired and placed

into specialist and supervisor positions.

3. These incentives apply to any positions and vacancies on or after October 1, 2024, the start date of this incentive program.
- Partners are eligible to request the Monthly Capacity Incentives based on monthly average daily census per enrollment data in GuideTree:
 1. Upon reaching minimum monthly average daily census for the first time during any month within the incentive period, the partner is eligible to receive \$4,000. For programs operating with multiple teams, the combined monthly average daily census across all teams must meet 100% of minimum capacity.
 2. Each month beyond the first month maintained at or above minimum capacity, the partner is eligible to receive \$2,000.
 3. If a partner maintains at minimum capacity and shows month over month increases for the duration of the quarter (October-December, January-March, April-June), the partner is eligible to receive \$10,000 in total for that quarter.
 4. Upon reaching 110% of minimum monthly average daily census for the first time during any month within the incentive period, the partner is eligible to receive \$5,000. For programs operating with multiple teams, the combined monthly average daily census across all teams must meet 110% of minimum capacity.
 5. If a partner maintains at or above 110% of minimum capacity for the duration of a quarter (October-December, January-March, April-June), the partner is eligible to receive \$15,000 in total for that quarter.
 6. A partner shall not receive more than \$15,000 in total capacity incentive funds for any one quarter during the incentive period.

The following provisions set out the roles of the parties, establish common aligned requirements and expectations and outline the reporting requirements.

What Youth Villages will do:

1. Provide a point of contact (Regional Network Lead) to collaborate in brainstorming ongoing interventions and providing support regarding staff recruitment, retention, census and referral management
2. Review KPIs monthly related to staffing and census trends
3. Review monthly with LifeSet leadership at your organization status of increasing and maximizing service capacity and interventions in place
4. Disburse one-time staffing and census support payment and quarterly payments for the monthly incentive program as indicated



5. Support any strategic planning and implementation of additional teams and discuss potential eligibility for program expansion support payments
6. Highlight organization with “Exemplary Partner” status on website and send notification to funder, if such status is achieved

What Washoe County will do:

1. Reinvest all incentive funds into the program, providing resources to retain the team, maintain quality services and supports for young people, promote ongoing young adult engagement, and expand programming.
2. Collaborate with the Youth Villages support team on meeting staffing and census goals.
3. Submit ongoing monthly progress reports on staff recruitment and retention plan and capacity support plan via the linked reporting form.
4. Submit ongoing incentive requests (monthly capacity incentive and/or new staff incentive) via the linked reporting form.
5. Discuss progress report submission during the monthly data review calls.
6. Ensure GuideTree youth enrollment data is accurate and complete by the end of each month (to ensure monthly average daily census KPI calculates accurately).
7. Report on use of incentive funds at least quarterly, after receipt, during the data call.
8. Share effective strategies for utilizing incentive funds in monthly network calls and/or other communications with Youth Villages and the national partner network as a way to share best practices among partners.
9. Maintain model fidelity with caseloads, i.e. specialists cannot average more than 10 cases during the month.
10. Consistently collaborate with the Licensed Program Expert to make clinically appropriate program admission and discharge decisions, i.e. young adults enrolled should meet eligibility criteria and young adults should not be exited prior to achieving appropriate therapeutic benefits from the program. Young people should not remain in LifeSet when maximum therapeutic benefits have been achieved.
11. Remain in good standing as a LifeSet partner with Youth Villages based on the legal agreement and recertification, indicating model fidelity, or submitting a program improvement plan timely and making appropriate progress on any items listed on such program improvement plan.

We thank you for your service to young people and the positive impact LifeSet is making on their lives. We are hopeful these funds will continue to strengthen your program and look forward to continuing our strong partnership with Washoe County.

Sincerely,

Katja Russell
Executive Director of Strategic Partnerships

Acknowledge and agree to participate in the LifeSet Partner Incentive Program and agree to the foregoing terms and conditions of this letter as an authorized representative:

On behalf of: _____

Signature:

Name: _____

Title: _____

Date: _____

Acknowledge to provide eligible incentive program payments as outlined above as Youth Villages' Authorized Representative.

Signature:

Name: _____

Title: _____

Date: _____

