**Section 334.15 Review and Monitoring of Community Youth Service Plans**

a) The Department shall establish a data repository which will organize the data by county to assist local boards and local service systems in profiling the problems and needs of youth in their service areas.

b) The Department shall analyze available data for trends and correlations in order to prepare a statewide youth profile which shall become part of the state wide annual plan for youth services.

c) The Department shall review all community youth service plans to assure compliance with all requirements and the potential for achievement of all objectives.

d) The final decision on the approval of all plans and the award of all contracts shall be made by the Secretary of the Department.

e) The Department shall perform on-site monitoring with each designated local board or local service system at least semi-annually. Each monitoring visit shall consist of meetings with local board or local service system representatives in order to:

1) View progress toward objectives and compliance with all provisions of the contract with the Department.

2) Discuss problems encountered and steps taken to remedy them.

3) Development of corrective action plans to ensure attainment of objectives and compliance with requirements.

4) View a sample of account records, time sheets and contract files.

5) Review a sample of case files.

f) At least once per year the Department shall contact a sample of police, county and Department regional offices in each service area to assess these parties' satisfaction with the services being delivered.

g) The Department shall provide periodic workshops to clarify requirements for designation, review elements of the community youth service plan, assist in the definition of youth needs and problems, clarify possible objectives and discuss service options.

h) Programs will be required to comply with 89 Ill. Adm. Code 434, Audits, Reviews, and Investigations.