

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
PROGRAM PROFILE CODING INSTRUCTIONS

PROGRAM PROFILE CODES

The Program Profile codes allow the Office of Children and Family Services to produce reports based on the problem/need addressed, the target population served and/or the service methods utilized by a program. Such reports are frequently requested by the Governor’s Office, State Legislators, local officials, other State agencies, and community-based agencies. It is therefore important that this section be completed. Please give careful consideration when selecting codes to ensure that your program is accurately represented.

Do not include a description of your entire program or agency – only code the Problem/Need, Target Population, and Service Method(s) to be addressed and funded through this Individual Program Application. The Application provides two grids in the “Program Profile” section to allow for the identification of both a Primary and Secondary Program Service Component.

A Primary Service Component devotes a significant commitment (approximately 50% or more) of a program’s resources to addressing a particular problem or problem area. A Secondary Program Component devotes a less significant, yet sizable portion (more than 20%) of the program’s resources to addressing a distinctly different problem or need. It is not necessary to include Secondary codes if it is not appropriate to your program. However, Primary codes must be provided for Problem/Need, Target Population, and at least one Service Method.

INSTRUCTIONS

Complete the Program Narrative and Program Summary sections of the Individual Program Application. Completing these sections first will assist to identify the Problem/Need, Target Population, and Service Methods for your program.

For the Primary Program Component, select from the attached lists the appropriate codes for the Problem/Need to be addressed, the Target Population to be serviced, and the Service Method(s) to be used in the program and enter in the appropriate boxes. For example:

The Problem/Need your program will address is **Lack of Work Experience**. Enter **310** in the grid.
 The Target Population is **Unemployed Youth**. Enter **313** in the grid.
 The Service Method to be used by your program is primarily **Job Placement**. Enter **325** in the grid.
 Additionally, your program provides **Vocational Training**. Enter **316** in the Grid.

	Problem/Need	Target Population	Service Methods	
PRIMARY	310	313	325	316
SECONDARY				

YOUTH PROBLEM/NEED CODES**LEISURE TIME**

Limited Opportunities to:

- 110 Develop Athletic Skills
- 113 Develop Artistic Skills
- 116 Participate in Cultural Activities
- 119 Participate in Recreational Activities

EDUCATION

- 210 Failing Grades in School
- 213 Performing Below Grade Level
- 216 Learning Disabilities
- 219 Behavior Problem in School
- 222 School Suspensions
- 225 High School Dropout Rate
- 228 Youth Out of School Excessively
- 229 Lack of Cultural Awareness

EMPLOYMENT

- 310 Lack of Work Experience
- 313 Limited Jobs Available for Youth
- 314 Lack of Job Placement Services
- 316 Lack of Pre-employment Competencies
- 319 Lack of Work Maturity Competencies
- 322 Lack of Job Specific Competencies

HEALTH

- 410 Health Services Inaccessible to Youth
- 413 Limited Knowledge of Nutrition
- 416 Lack of Information About Sexuality Issues
- 417 Lack of Information About HIV/AIDS
- 419 Lack of Information About Pregnancy
- 422 Teenage Pregnancy
- 425 Teenage Birth Rate
- 428 Suicide

FAMILY LIFE AND YOUTH DEVELOPMENT

- 510 Family Conflict
- 513 Family Violence
- 514 Abuse/Neglect
- 515 At Risk of Gang Involvement/Gang Involvement
- 516 Lack of Supervision in Home
- 519 Behavior Problems in Home
- 522 Depression
- 523 Low Self-esteem
- 528 Lack of Knowledge of Independent Living Skills
- 531 Lack of Opportunities to Participate in Decision Making
- 532 Lack of Leadership Training
- 534 Lack of Parenting Skills
- 537 Single Parent Families
- 538 Limited Contact with Positive Role Models
- 540 Youth/Family on Public Assistance
- 545 Lack of Community Awareness and Involvement (Volunteerism)

ALCOHOL/SUBSTANCE ABUSE

- 610 Ready Availability of Alcohol or Illegal Substances
- 611 Lack of Substance Abuse Education
- 613 Alcohol Abuse
- 616 Alcohol Dependency
- 619 Parental Alcohol Abuse
- 622 Substance Abuse
- 625 Substance Addiction
- 628 Parental Substance Abuse
- 631 Multiple Substance Abuse by Youth

RUNAWAY AND HOMELESS

- 710 Lack of Safe Housing
- 711 Lack of Affordable Housing
- 713 Thrown or Pushed Out of Own Home
- 716 Refusal to Return Home
- 719 Emergency Shelter
- 722 Running Away from Home

JUVENILE/ADULT JUSTICE

- 810 Risk of Placement Due to Status Offense
- 813 Risk of Placement Due to Delinquency Offense
- 816 Risk of Jail Due to Criminal Allegation
- 819 Rate of Youth Crime
- 822 Loss of Property Due to Juvenile Delinquency
- 825 Return to Community After Institutional Placement

COORDINATION/TRAINING/ADVOCACY

- 910 Lack of Information About Available Services
- 913 Need for Service Coordination
- 916 Limited Capability of Groups to Meet Needs of Youth
- 919 Limited Knowledge by Community of Youth Needs and Problems
- 922 Limited Resources to Address Youth Needs and Problems
- 925 Administrative Services (Youth Bureaus Only)

TARGET POPULATION CODES

*100 GENERAL YOUTH POPULATION

YOUTH AND LEISURE TIME

- *110 In Need of Athletic Skills
- *113 In Need of Socialization Skills
- *116 In Need of Leadership Training
- *119 In Need of Leisure Time Skills

YOUTH IN EDUCATION

- 210 Performing Below Grade Level
- 211 At Risk of Failing
- 213 Reading Below Grade Level
- 214 Math Below Grade Level
- 216 Functionally Illiterate
- 219 Behavior Problem in School
- 222 School-related Problem Youth
- 225 Illegally Absent from School
- 228 Dropouts
- *231 Learning Disabled
- 234 Limited English Speaking

UNDER/UNEMPLOYED YOUTH

- 310 Underemployed
- 313 Unemployed
- 316 Unskilled
- 319 Unemployed Dropouts
- 322 Unemployed in Juvenile/Adult Justice System
- 325 Unemployed Runaway/Homeless
- 328 Unemployed Teenage Parents
- 331 Unemployed Alcohol/Substance Abusers
- 334 Unemployed Limited English Speaking

YOUTH WITH HEALTH PROBLEMS

- *410 Physical Problems
- *413 Undernourished
- 416 Exhibiting Self-destructive Behavior
- 417 At Risk of HIV/AIDS

YOUTH IN FAMILIES IN NEED

- 510 Preschool Child(ren) Lacking Adequate Parental Support
- 512 School Age Child(ren) Lacking Adequate Parental Support
- 514 Single Parent Families
- 516 Domestic Violence
- 518 Multi-problem Families
- 520 Families Involved with the Human Service System
- 521 Children of Parents with HIV/AIDS
- 522 Economically Disadvantaged Youth/Families
- 524 Abused
- 526 Sexually Abused
- 528 Emotionally Abused
- 530 Neglected
- 532 Maltreated
- 534 Youth Prostitution
- 536 Involved with Criminal Adults
- 538 Involved with Gangs
- 540 Involved with Criminal Peers

NOTE: An asterisk (*) denotes those codes that are unacceptable Primary Codes for SDPP.

YOUTH IN FAMILIES IN NEED (continued)

- 542 Victimized
- 544 Gay and Lesbian
- 546 Pregnant Teenager
- 548 Teenage Mother
- 550 Teenage Father
- 552 Teenage Mother and Father
- 554 Pregnant and Parenting Teen
- 556 Children of Teenage Parents
- 558 Immigrant Youth
- 560 Limited English Speaking
- 562 Non-English Speaking
- *564 Physically Handicapped
- *566 Developmentally Disabled
- *568 Dyslexic
- *570 Mentally Retarded
- 572 Mental Problems
- 574 Emotional Problems
- 576 Children of Mentally, Emotionally, and/or Physically Ill Parents

ALCOHOL AND/OR SUBSTANCE ABUSE

- 610 Alcohol Abusers
- 613 Alcohol Dependent
- 616 Substance Abusers
- 619 Substance Addicted
- 622 Multiple Substance Abusers
- 625 Children of Alcohol/Substance Abusers

RUNAWAY AND HOMELESS YOUTH

- 710 Risk of Running Away/Becoming Homeless
- 713 Runaway
- 716 Throwaway
- 719 Homeless
- 722 In Emergency Shelter
- 725 Residing with Family in a Shelter

YOUTH AND THE JUVENILE JUSTICE SYSTEM

- 810 PINS Diversion
- 813 Involved with the Juvenile Justice System
- 816 Adjudicated
- 819 PINS
- 822 Juvenile Delinquent (JD)
- 825 Juvenile Offender (JO)
- 828 Adolescent Sex Offender
- 831 Involved in Current Court Case
- 834 Families Involved with Justice System
- 837 Risk of Placement Due to PINS/JD/JO Finding
- 840 History of Involvement with Court/Not Placed
- 843 Currently in Placement
- 846 Current Incarceration
- 849 Discharged into Community from Institutional Care
- 852 Prior Placement
- 855 Past Placement Due to PINS/JD/JO Finding
- 858 Past Placement in Jail
- 861 Prior Incarceration
- 867 History of Probation

900 NO DIRECT SERVICES PROVIDED TO YOUTH

SERVICE METHOD CODES**RECREATION**

110	Athletics (Team and Individual)
113	Martial Arts
116	Aquatics
119	Arts/Crafts
122	Performing Arts (Music, Dance, Drama)
125	Cultural Enrichment (Museums, Field Trips)
128	Games (Group and Individual)
131	Outdoor Experiences (Day Camp, Camping, High Adventure)
134	Community Center
137	Recreation Center
140	Drop-in Lounge

EDUCATION

210	Tutoring
213	Homework Help
216	Remedial Education Classes
219	Supplemental Education Classes
220	Hands-on-Learning
222	Alternative School
225	Learning Disability Diagnosis
228	General Equivalency Diploma
231	Educational Law Training
234	Educational Advocacy
237	Educational Testing
240	School Mediation
243	Cultural Enrichment/Historical Heritage
246	Environmental Education
249	Educational Workshops
252	Training/Workshops on Sexism
255	Training/Workshops on Racism
258	Training/Workshops on Values
259	Cultural Diversity Workshop/Training
261	Adolescent Sexuality Counseling/Workshops
264	Sexuality Education
267	School Outreach

EMPLOYMENT

310	Career Awareness/Counseling
313	Job Readiness Instruction
316	Vocational Training
319	Job Development
322	Employability Assessment
325	Job Placement Services
328	Work Experience
331	On-the-Job Training
334	Post Placement Follow-up

HEALTH

410	Suicide Prevention/Education
413	Health Services Information
416	Health Education, Illness Prevention Education
419	Specific Health Services Provision
422	Health Services Referral
425	Health Services and Individual Case Advocacy
428	Health-related Workshops

HEALTH (Continued)

431	HIV/AIDS Prevention Education
434	Nutrition Education
440	Human Sexuality Counseling/Information
443	Pregnancy Counseling
444	Pregnancy Prevention Education
447	Venereal Disease Prevention
450	Sexually Transmitted Disease Counseling/Workshop
456	Prenatal Health Services
459	First Aid Instruction
462	CPR Instruction
465	Family Health and Safety Counseling

FAMILY LIFE AND YOUTH DEVELOPMENT

502	Day Care for Preschool Children
504	School Age Day Care
506	Parent Skills Training/Parent Education
507	Family Mentoring
508	Big Brothers/Big Sisters
509	Mentoring
510	Child Abuse and Neglect Prevention/Education
512	Child Abuse and Neglect Intervention and Treatment
514	Sexual Abuse Prevention/Education
516	Sexual Abuse Intervention and Treatment
518	Domestic Violence Prevention/Education
520	Domestic Violence Intervention/Treatment
521	Street Work with Gangs
522	Family Counseling/Therapy
524	Individual Counseling
526	Peer Counseling
528	Group Counseling
530	Crisis Intervention Counseling
532	Telephone Counseling
534	Self-esteem Workshops
536	Death and Bereavement Counseling/Workshops
538	Divorce/Single Parenting Counseling/Workshop
540	Stepfamilies Counseling/Workshops
542	Adoption Counseling/Workshops
544	Family Communication Workshops
546	Stress Management Workshops
548	Homosexuality Counseling/Workshops
550	Marriage Counseling/ Workshops
552	Outreach Services
554	Psychological Testing/Diagnosis
556	Youth Mediation
558	Parent/Child Mediation
560	Case Management Services
562	Advocacy
564	Home Visits
566	Independent Living Skills Training
568	Decision-making/Problem Solving Skills

SERVICE METHOD CODES (Continued)**FAMILY LIFE AND YOUTH DEVELOPMENT (Continued)**

570 Food and Clothing Provision
 572 Youth Participation/Empowerment
 574 Youth Council Formation and Operation
 576 Youth Advisory Group Formation and Operation
 578 Youth Community Service Projects
 580 Youth Leadership Development Groups (Scouting, 4H)
 582 Youth Development Programs
 584 Youth Clubs

ALCOHOL/SUBSTANCE ABUSE

610 Alcohol Abuse Prevention Education
 613 Alcohol Abuse Counseling
 616 Alcohol Abuse Support Groups
 619 Substance Abuse Prevention Education
 622 Substance Abuse Counseling
 625 Substance Abuse Support Groups
 626 D.A.R.E Program

RUNAWAY AND HOMELESS YOUTH SERVICES

710 Runaway Prevention/Education
 713 Runaway and Homeless Shelter
 716 Runaway and Homeless Interim Family Network
 717 Respite Shelter/Beds
 719 Transitional Independent Living Group Residential Services
 722 Transitional Independent Living Supported Residence
 723 Transitional Services Case Management
 725 General Emergency Shelter
 728 Short-term Shelter
 731 Other Emergency Placement
 734 Foster Care Services
 737 Detention Services

JUVENILE/ADULT JUSTICE

810 Diversion Services
 813 Community Mediation
 816 Youth Court
 819 Restitution
 822 Legal Advocacy Representation
 825 Crime Prevention Education and Training
 828 Juvenile Aid Bureau
 831 Aftercare Services
 834 Legal Issue Workshops

COORDINATION/TRAINING/ADVOCACY

910 Referral Services/Information Clearinghouse
 913 Training/Staff Development
 916 Services Coordination
 919 Structural Change; Legal/Administrative Reform
 922 Community Organizing
 925 Organizational Development/Capacity Building
 928 Community Education/Awareness
 931 Public Relations/Communication
 934 Fund Raising/Resource Development
 937 Research
 940 Evaluation
 943 Administrative Services (Youth Bureaus only)