

AGENCY SERVICE OUTLINE FORM

Complete one form per service for which funding is requested. For "ASSET Service Name" and "ASSET Service Code #", please refer to the ASSET Service Code Description (Pages 5-7 of this document) and select the Name and Code that most closely aligns with your agency's program/service. You may select the ASSET Service Name and Service Code that is listed as "Active" or "Not Active".

Agency Name:

Date:

Name of Program/Service:

ASSET Service Name:

ASSET Service Code:

Service Need

What is the community need(s) or issue(s) the service is addressing?

How do you determine community need for this service?

Who is being served?

Please explain how your agency coordinates with other agencies that offer a similar service.

Why is it appropriate to use ASSET funds for this service?

Service Availability

How do you determine who needs this service, and what size is this target population?

Considering the locale of the service, how are transportation and/or building accessibility addressed?

Program Emphasis

How does this service prevent, eliminate, or reduce the issue? OR How does this service educate, rehabilitate or maintain a client/patient/community member?

Responsiveness to Need and Planning

How is the agency responding to changing community needs, client needs, and advances in the area of service?

How does this affect the agency's long-range plans?

Agency Administration

What is the agency's current staff turnover rate? How does this affect services and how is the turnover rate being addressed, if applicable?

Fiscal Management

Please describe the other sources of revenue (e.g., client fees, grants, etc.) for this service and how it is allocated within the service.

What percentage of the total service budget would ASSET funds support?

SERVICE CODE DESCRIPTIONS

Complete descriptions of each service code are in the [ASSET Reference Manual](#).

Service Code Name	Code #	Unit of Service	Panel	Status
Supported Employment for Mental Health or Developmentally Disabled	1.01	1 Staff Hour	Education	Active
Individualized services associated with preparing, obtaining, and maintaining competitive paid employment for individuals. Activities include but are not limited to, educational and vocational assessment, job development, skill development, job coaching, work-related transportation and consultation. Job placements shall be made in an integrated setting in the general workforce.				
Advocacy for Social Development	1.02	1 Staff Hour	Education	Active
Advocacy is a service designed to support or defend a cause and to assist individuals with improving the quality of their lives. In addition, advocacy work includes empowering others to advocate for themselves by teaching skills with which they can achieve their goals.				
Resource Development	1.03	1 Staff Hour	Education	Not Active
Resource Development is designed to develop material resources to deliver program service services pertaining to a specialized need.				
Informal Education for Self-Improvement and Self-Enrichment	1.04	1 Client Contact	Education	Not Active
Informal Education provides opportunities for self-improvement, enjoyment, and self-enrichment for those who wish to take advantage of them. Examples of courses offered are arts activities; physical fitness; cooking; and gardening				
Enclave Services	1.05	15 Minutes	Education	Not Active
Employment services associated with sustaining individuals in an employment team of no more than eight individuals with disabilities to work in an integrated, community-based job setting where most coworkers are persons without disabilities.				
Preschool	1.06	1 Day	Education	Active
Services provide educational experiences and activities and foster intellectual stimulation and development of children, ages 3 to 5. This service is provided in partnership with local school districts.				
Youth Development and Social Adjustment	1.07	1 Client Contact/Day	Education	Active
The service is designed to help improve self-worth through mentoring and/or group interaction/participation.				
Employment Assistance for Youth	1.08	1 Staff Hour	Education	Active
This service is designed to optimize employment opportunities for youth through an assessment of the individual and the employment opportunities in the community. Provides youth with on-the-job training.				
Out of School Program	1.09	1 Partial Day	Education	Active
Out of School Program (not licensed childcare centers) occurs at various times when school is not in session (i.e., before and after school, school breaks, snow days, summer).				
Family Development / Education	1.10	1 Client Hour	Education	Active
These services focus on needs relating to the social functioning of families and individuals. Services include providing parenting skills and are designed to strengthen family life that can lead to economic self-sufficiency.				
Volunteer Management	1.11	1 Staff Hour	Education	Active
Volunteer Management is designed to recruit, train, and coordinate volunteer resources to promote the public good. This service classification is meant only for agencies that have volunteer recruitment, placement, and utilization as their major primary focus.				

Service Code Name	Code #	Unit of Service	Panel	Status
Public Education and Awareness	1.12	1 Staff Hour	Education	Active
Public Education and Awareness is a service to provide information to the public about a particular social issue or need. Community response may be sought to mobilize people to seek solutions to the issue.				
Emergency Assistance for Basic Material Needs	2.01	1 Client Contact	Financial Stability	Active
Emergency Assistance service is designed to provide the minimum necessities of life on a limited, short-term basis to individuals and families, pending formulation of long-term solutions. Examples of services include food vouchers, rent assistance, utility assistance and food pantry.				
Day Care - Infant	2.02	1 Full Day	Financial Stability	Active
Day Care-Infant services are designed to provide infants, 0-24 months, with care in a group setting during a portion of a 24-hour day. The service is designed to provide supervision, care, and developmental experiences.				
Day Care - Children	2.03	1 Full Day	Financial Stability	Active
Day Care-Children are services designed to provide children, 24 months to 5 years, with care in a group setting during a portion of a 24-hour day. The service is designed to provide supervision, care, and developmental experiences.				
Day Care - School Age	2.04	1 Partial Day	Financial Stability	Active
School Age daycare is a service designed to provide children with care in a group setting for a part of the day. Care may be offered before school, after school, or a combination of these options. Provision is usually made for a full-day service at such times during the school year when school is not in session.				
Childcare for Mildly Ill Children	2.05	1 Partial Day	Financial Stability	Not Active
Services designed to provide children ages 6 months to 11 years with support and nursing oversight when mildly ill and unable to participate in their typical well-childcare arrangements or school.				
Separated Families	2.06	1 Client Contact	Financial Stability	Not Active
Separated families unite military families to local resources and support services. This may include emergency communications, family follow-up and financial assistance.				
Transitional Living Services	2.07	1 Day	Financial Stability	Active
Transitional housing involves a temporary residence of up to 24 months with wrap-around services to help people stabilize their lives.				
Emergency Shelter	2.08	1 24-Hour Period of Shelter and Food	Financial Stability	Active
Emergency shelter is designed to provide safe, temporary housing for youth, adults and/or families while more permanent solutions are determined. Length of stay will be determined when the service is first approved for consideration for ASSET funding.				
Correctional Services	2.09	1 Client Hour	Financial Stability	Active
Correctional services are to help individuals remain in the community by providing pre-trial release, probation services, and deferred prosecution under the supervision and order of the court.				
Legal Aid - Civil	2.10	1 Staff Hour	Financial Stability	Active
Legal Aid - Civil provides legal assistance to persons with low-incomes in civil matters (e.g., Family Law, Bankruptcy, Landlord-Tenant Law).				
Clothing, Furnishing and Other Assistance	2.11	1 Client Contact	Financial Stability	Active
This is a supportive service to provide clothing, home furnishings, and other assistance on a limited or one-time basis.				
Disaster Services	2.12	1 Staff Hour	Financial Stability	Active
Disaster Services is designed to maintain a preparedness to meet emergency needs of individuals who are victims of disaster. Services may include cooperation with governmental and local agencies in disaster planning and operations.				
Transportation	2.13	One Way Trip	Financial Stability	Active
Provide safe and reliable transportation to and from essential services, employment, education, and other activities.				

Service Code Name	Code #	Unit of Service	Panel	Status
Budget / Credit Counseling	2.14	1 Client Contact	Financial Stability	Active
Budget and Credit Counseling is a service designed to maximize the use of income for individuals in need of financial management and financial literacy, to ensure shelter, food, medical care, clothing, and education.				
Supportive Housing	2.15	1 Day	Financial Stability	Active
Provides long term housing and support services to help people with physical disabilities, mental impairment or substance use to secure and keep housing that is safe, affordable, and integrated into the community. Individuals and families to be served are chronically homeless and continue to be at imminent risk of becoming homeless.				
Community Clinics	3.01	1 Clinic Hour	Health	Active
Community Clinics are designed to provide health services to persons in need of preventive or health maintenance care. Services are provided outside the auspices of a hospital.				
Day Care - Adults	3.02	1 Client Day	Health	Active
Supportive care is available to adults who need supervision and/or assistance during some portion of a 24-hour day. These services may include rehabilitation, preventative services, nutrition, personal care, and social activities. Day care is designed to enable the individual to continue to live independently and may also provide temporary relief for the primary caregiver.				
In-Home Health Monitoring	3.03	1 Person Monitored per Month	Health	Not Active
In-Home Health monitoring offers services to adults who live in a home situation and are alone for most or all day.				
Homemaker / Home Health Assistance	3.04	1 Hour	Health	Active
Homemaker/Home Health Assistance provides services to individuals who need assistance with basic housekeeping, food preparation, and self-care. Services are provided under the direction of a nurse.				
Home Delivered Meals	3.05	1 Meal	Health	Active
Nutritious meals are delivered to the client's home. This service is designed to enable individuals to continue living independently.				
Congregate Meals	3.06	1 Meal	Health	Active
Congregate Meals is a nutritional service available to senior citizens aged 60 or older. Meals are provided at a central location.				
Domestic Abuse Crisis and Support	3.07	1 Staff Hour	Health	Active
Domestic Abuse Crisis and Support is designed to provide crisis response and ongoing support and counseling to individuals impacted by domestic abuse.				
Sexual Abuse Crisis and Support	3.08	1 Staff Hour	Health	Active
Sexual Abuse Crisis and Support is designed to provide crisis response and ongoing support and counseling to individuals impacted by sexual abuse.				
Crisis Intervention	3.09	1 Contact	Health	Active
Crisis Intervention provides confidential services to persons in crisis by matching their needs with available community resources.				
Court Watch	3.10	1 Staff Hour	Health	Active
Court Watch is designed to gather information on the procedures and court orders in domestic violence and sexual assault cases. Advocates then relay this information to the victims of these crimes. Advocates are available for other court systems advocacy and liaison work as needed.				
Respite Care	3.11	1 Client Hour of Service	Health	Not Active
Respite care is the temporary and periodic provision of oversight and supervision which relieve caregivers from the duties of providing continuous support and care to a dependent individual.				
In Home Nursing	3.12	1 Visit	Health	Active

Service Code Name	Code #	Unit of Service	Panel	Status
In Home Nursing provides professional nursing services to assist individuals having medical needs which can be met in the home. Services include injections, medication, vital signs monitoring, dressing changes and any other service ordered by a physician that can be safely and performed in the home.				
Service Coordination	3.13	1 Client Hour	Health	Active
Assess needs, coordinate services to meet needs, and monitor service delivery to ensure client needs are met. Examples include but are not limited to budgeting, employment, housing, and referrals to medical, mental health and respite care.				
Activity and Resource Center	3.14	1 Client Hour	Health	Active
An Activity and Resource Center is where individuals come to engage in activities that reflect their experience and skills. The center staff may also link participants with resources offered outside the center.				
In Home Hospice	3.15	1 Day (24 hour)	Health	Active
Hospice is a comprehensive service of care and support for the patient/family with a terminal illness continuing through the bereavement period.				
Substance Use Disorder Outpatient Treatment	3.16	1 Client Hour	Health	Active
Treatment for substance use disorders may include supervision and counseling in a structured setting, individual counseling, family counseling, and/or group therapy on an outpatient basis.				
Mental Health Outpatient Treatment	3.17	1 Client Hour	Health	Active
Mental Health Outpatient Treatment services provide immediate short-term episodic treatment for mental health needs. Treatment may include supervision and counseling in a structured setting, individual counseling, family counseling, and/or group therapy on an outpatient basis.				
Supported Community Living Services	3.18	15 Minutes or up to 1 24-Hour Day	Health	Not Active
Services provided to assist individuals in maintaining suitable residential arrangements in the community. These include, but are not limited to, budgeting assistance, medication monitoring, self-care, cleaning, and shopping needs. These activities may be provided in a variety of settings ranging from minimum supervision up to 24-hour care.				
Special Recreation	3.19	1 Participant per Hour	Health	Active
Special recreation for persons with physical, intellectual, or developmental disabilities designed to meet leisure, social and fitness needs of individuals. Instruction and organization are designed to accommodate a variety of ability levels.				
Day Habilitation Services	3.20	15 Minutes or 1 Day	Health	Not Active
Services to assist or support individuals in community integration with skill development or maintenance. Services must help or enhance an individual's intellectual functioning, physical and emotional health, language and communication skills, and behavior management.				
Peer Support Services	3.21	1 Client Contact	Health	Not Active
Mental Health service is designed to provide advocacy and support as people recover from mental illness. Components of Peer Support Services include but are not limited to developing supportive relationships, teaching problem solving techniques and modeling effective coping techniques. Services are to be provided by trained peer support specialists.				