



One Minnesota Budget Implementation MMB Department of Children, Youth, and Families Implementation Office

Erin Bailey

MMB Assistant Commissioner and Executive Director of the Governor's Children's Cabinet

Vision – Placing Children at the Center of Government

The Department of Children, Youth, and Families puts children at the center of state government by creating a permanent state agency and commissioner focused on elevating children and families in policy and budget decisions.

The creation of a new Department of Children, Youth, and Families (DCYF) will:

- Align outcomes and policy and pursue equity for children, youth, and families across state government.
- Elevate the priorities and funding needs of children, youth, and families.
- Focus local partners on improving the front door for services, with a goal to ease access and navigation for families and improve service.

Report to the Legislature

TRANSITION REPORT TO THE LEGISLATURE.

By March 1, 2024, the commissioner of management and budget must report to the legislature on the status of work related to establishing and setting up the Department of Children, Youth, and Families. The report must address, at a minimum:

- the completed, ongoing, and anticipated work, including plans and timelines, related to the transfer;
- the development of interagency agreements, including any agreements related to access or sharing of not public data;
- efforts to secure needed federal approvals for the transfer of programs; and
- summary of engagement from stakeholders and individuals impacted by programs to be transferred.

MMB DCYF Implementation Office

As directed by law, the Implementation Office was established on July 1, 2023:

- The two-year transition office consists of staff at Minnesota Management and Budget (MMB) charged with the planning, leadership, and launch of the new Department.
 - **Planning and Implementation Leads:** Responsible for planning, project management and leadership of cross-agency workstreams.
 - **Engagement Leads:** Responsible for outreach and engagement, including with Tribes, counties, employees, labor partners, service providers and community organizations, and families.
- The implementation office provides weekly updates and reporting to a **Steering Committee** co-chaired by MMB Assistant Commissioner and Children's Cabinet Executive Director Erin Bailey and DHS Children and Family Services Division Assistant Commissioner Tikki Brown, offering leadership and decision-making prior to the selection of a Commissioner.

Implementation Team

Implementation Planning Workstreams:

- **Organizational Planning**
- **Staffing and Labor Relations Planning**
- **Budget and Finance Planning**
- **IT and Data Planning**
- **Legal and Compliance Planning**
- **Visioning for the New Agency**

Workstreams are made up of members representing DHS, MDE, DPS, MDH, and MNIT. Members develop recommendations for infrastructure, policies, systems, legal, compliance, HR and IT recommendations for launch, and implementation strategies.

The workstreams meet regularly to plan for and implement key steps for continuity of service through the transition.

Workstreams make recommendations to the Steering Committee for decision-making.

Engagement and Outreach

The Implementation Office is committed to ongoing engagement to get input on organizational planning, vision, and goals from those with lived experiences and integrate into ongoing work recommendations to DCYF leadership.

Engagement and outreach include:

- Families and Community
- Early Care and Education
- Agency Leaders and Staff
- Labor Partners
- Tribal Governments
- Counties
- School Communities and Educators
- Families with Children who have Disabilities

Full details and summaries of engagement and outreach can be found on pages 9-28 in the report



Recommendation for Engagement Structures for Tribes and Counties at DCYF

- 1. Ensure Tribal consultation.** DCYF has a responsibility to consult with each of the 11 Tribal nations and partner with Tribal human services, education, and related agencies.
- 2. Establish an intergovernmental advisory committee (IAC).** The office recommends establishing an intergovernmental advisory committee for the Commissioner to meet regularly with counties and Tribal Nations (as desired by each individual Tribe) for advice, consultation, and recommendations on children, youth and family programs they administer.
- 3. Invest in ongoing county engagement.** The Implementation Office recommends leadership devoted to actively engage the 87 counties and their nearly 80 county human services agencies around the nearly 90 county-administered programs and grants planned to transfer to DCYF.

Recommendations for Improved Service for Families with Children Who Have Disabilities

Between July and December 2023, Implementation Office staff held meetings with more than 700 early childhood special education professionals; members of state advisory boards and councils; leaders and staff from disability and mental health organizations.

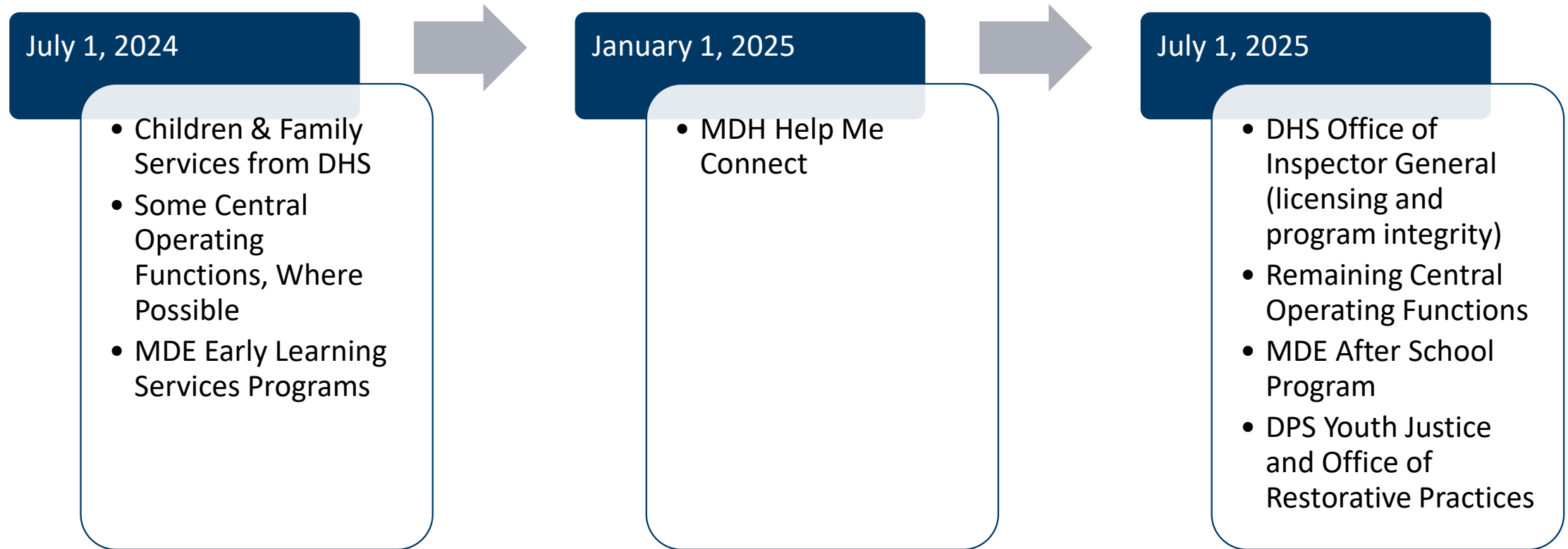
Recommendations include:

1. DCYF leaders dedicated to elevating the needs of children who have disabilities and coordinating within and across agencies, including specific role assigned.
2. Families face challenges navigating state-level programs and systems with limited knowledge of the resources available to them; need greater visibility at the state level for families with children who have disabilities and mental health needs.
3. Enhanced investments in special education teachers to strengthen a diverse, professionalized, highly trained workforce.
4. Proactive, intentional communication with parents and families about early intervention services available to them.
5. A clear plan at DCYF for integrating disability services across agencies and systems that service them including child protection, early education, and children's mental health.

Implementation Office Planning and Action Steps

- Programs to Transfer with Timeline
- DCYF Organizational Planning
- Leadership and Staffing
- Organizational Budget and Finance
- Federal Approval Process
- IT and Data Planning
- DCYF Communications
- Next Steps

DCYF Program Transfer Timeline - Announced 10.26.23



Planned program transfers may be delayed or cancelled to prevent service disruption, ensure adequate infrastructure is in place for program success, or to accommodate federal approval timelines

Programs Identified to Transfer – Updated 10.26.23

Children and Family Services at the Department of Human Services:

- Management Operations and Business Integration
- Child Care Services
- Child Safety and Permanency
- Child Support
- Economic Assistance and Employment Supports Division
- Office of Economic Opportunity

Office of Inspector General & Department of Human Services Operations

- Licensing functions for family child care, child care centers, certificated child care centers, and child foster care.
- Program integrity units for related Child and Family Service (CFS) programs
- DHS Central Operations functions - Human Resources, Finance, General Counsel, Compliance, and Management Services, etc.

Programs from the Office of Teaching and Learning at the Department of Education

- Early Learning Services division (except Part B 619)
- After-School Community Learning Grant Program

Programs from the Department of Public Safety:

- Juvenile Justice Advisory Committee
- Youth Intervention Program grant
- Youth Justice Office
- Office of Restorative Practices

Program from the Child and Family Health Division at Minnesota Department of Health:

- Help Me Connect

Organizational Planning

When the Department of Children, Youth, and Families is established on July 1, 2024, the new agency will temporarily be housed in 444 Lafayette Rd.

The organizational workstream developed a high-level organizational structure based on an extensive input process including a series of individual interviews.

Proposed program areas include:

- **Family Well-Being** (Economic Assistance and Employment Supports Division, Child Support)
- **Early Childhood** (Child Care Services, Early Learning Services, Help Me Connect)
- **Child Safety and Permanency** (Child Safety and Permanency)
- **Youth Services and Economic Opportunity** (Youth Justice Office, Office of Restorative Practices, Office of Economic Opportunity, After School Community Learning Grant)

Additional Themes From Engagement

Engagement themes also included requests for additional DCYF organizational capacity, including through:

- Leaders in coordination around mental health, children with disabilities, Black children and youth, and family and community navigation of state programs.
- Equity Office
- Tribal Policy Office
- Office of Innovation including data, evaluation, research, strategic planning, integration of work, collaboration and coordination across the agency

DCYF Leadership and Staffing Development

The Implementation Office, in partnership with agencies, has created a comprehensive staffing and labor relations plan and working through these key next steps:

- **DHS Knowledge Transfers.** Positions to help facilitate the transfer of complex roles and tasks to the new agency while maintaining that institutional knowledge at DHS when the transition is complete.
- **Executive Staffing Plans.** DCYF executive positions funded in legislation will be posted to Minnesota Careers on a rolling basis beginning in Spring 2024.
- **Staff Transition.** Staff transition planning, including an onboarding plan for employees and leadership. All employees identified to transfer to DCYF will receive *at least* 30 days notice.

DCYF Budget Development and Transition

- MMB Officials and agency partners have provided information to help inform the design of central operating functional structures and staffing models for the DCYF budget.
 - MMB analyze other state agency central operating structures.
 - Implementation Office opened dialogue with agency operational leaders to leverage their expertise in building central operations structures for DCYF and create considerations related to transfers.
- MMB and partner agencies have also finalized a detailed inventory and analysis of all current agency financial systems and created an implementation plan to ensure continuity of service.

DCYF Federal Approval Process

The Implementation Office and partner agencies have been actively working with federal agencies to notify them of federally funded programs transferring to DCYF, and to designate DCYF as the responsible agency.

- Letter sent February 2024 to federal agencies to provide notice and outline the programs transferring to DCYF's administration .
- Program offices are actively working on state plan amendments, notice requirements and other approval requirements.

DCYF IT and Data Planning

Implementation efforts to create streamlined access to IT systems:

- Setting up the IT infrastructure and readiness for DCYF on July 2024
- Establishing a governance structure to prioritize, align, and sequence IT work
- Developing the new IT and systems architecture
- Review of existing data agreements
- Planning and coordinating systems transformation

DCYF Communications

- The Implementation Office maintains a public webpage at mn.gov/mmb/dcyf-implementation with background, frequently asked questions, and opportunities to connect. In 2023, the webpage was visited 8,613 times by 5,498 unique visitors.
- Biweekly employee update (15 updates since July) to employees, with announcements, opportunities for feedback, and resources related to the transition.
- Regular email updates have also been sent monthly to a list of over 1,600 subscribers via GovDelivery and to legislators and legislative staff involved in the implementation of DCYF.
- The Implementation Office has contracted with Electric Citizen to build the new DCYF Website which will launch July 1, 2024.

The Implementation Office will proceed with key planning and action steps including:

- Finalizing organizational structure and charts
- Finalizing central operating functions for transfer July 1, 2024
- Moving forward on hiring process for executive leadership
- Finalizing federal communications and steps to finalize program transfer timelines
- Finalizing staffing transition plan for July 1, 2024; Posting 30-day notice to employees that are transferring
- Finalizing DCYF website development
- Commissioner selection and launching DCYF July 1, 2024
- Engagement and consultation – including updates and communications with the legislature

For Additional Information

- [DCYF Implementation Office Webpage](#)
- [Frequently Asked Questions](#)
- [Building the Department of Children, Youth, and Families](#)