

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2016  
SERVICE SPECIFICATION  
DETENTION ALTERNATIVE PROGRAM  
Service Code 111**

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**SERVICE DEFINITION:**

This service provides short term, preferably 30 days or less, out of home care and supervision as an alternative to detention. Youth considered for placement in the detention alternative program must be currently detained and pending a petition with the court, but who do not present a significant public safety threat.

**STANDARDS/LICENSURE REQUIREMENTS:**

The provider agency must be licensed by the Arizona Department of Health Services Division of Licensing (ADHSL) or licensed by DES OLCR as Child Welfare Agency for Group Home Care meeting the specific requirements of A.A.C. Title R6, Chapter 5, article 74. **The preferred licensure level for this component is either the Arizona Department of Health Services Division of Licensing (ADHSL) Residential Facility or licensed DES OLCR Child Welfare Agency for Group Home Care.**

Treatment services and family reunification services shall be provided by, at a minimum, a Masters degreed professional counselor who is state licensed, unless specific service components are identified in the chosen vendor's proposal which allow a paraprofessional who by training, education and experience, is qualified to deliver such services.

**UNITS OF SERVICE:**

One unit will be considered a residential day and will be considered a billable unit if the client is in placement at 11:59 p.m.

**SERVICE GOAL:**

To provide an alternative to detention for youth who do not require secure custody yet need a short-term living arrangement. Resolve family issues which generally do not include domestic violence, but which may prevent youth from returning home.

**SERVICE TASKS:**

1. Screen the youth for program eligibility criteria.

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2. Actively involve parents in therapeutic services, visitation and reunification unless contraindicated.
3. Provide for the youth participation in educational services as required by the Arizona Department of Education (ADE) standards.
4. Provide for the transportation of the youth from the detention facility to the program site. The provider will transport the youth to and from all court hearings, scheduled medical and dental appointments, school, if necessary, and other appointments as required by the court or probation department.
5. With all parties involved, develop a treatment plan/individual service plan which is culturally appropriate and addresses the needs of the youth and family. The treatment plan must provide for rapid family problem resolution and reunification (except where contraindicated) or alternative living treatment plan and contain recommended follow-up services within three days of placement.
6. Title IV-E: The probation officer may identify a youth as a Title IV-E eligible case, including cases pending eligibility. The Contractor shall conduct and document the following tasks and notification in the client file.
  - a. Individual Service Plan: Within five (5) business days of receiving written notification of the Title IV-E status from the Probation Department, the Contractor shall review and modify the youth's individual treatment plan to ensure the plan contains the following:
    - Referrals to services to support family reunification;
    - Family involvement, including but not limited to, family visits, parenting classes, home visits, telephone contact between family and the Contractor and/or youth;
    - Youth's behavioral health and/or substance abuse needs;
    - youth's medical needs;
    - Youth's educational needs; and
    - Identification of youth and family risk or protective factors that may impact a safe and timely family reunification.

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- b. CHILDS case plan: In conjunction with task #10a, obtain the youth's CHILDS case plan from the Probation Department and integrate the objectives and goals into the youth's individual service plan.
- c. Monthly progress and discharge reports: Contractor shall submit reports which include the requirements outlined in the AOC Standard Terms & Conditions and clearly describe the youth's progress/lack of progress towards goals identified in the individualized service plan. Documentation in the client's file shall support the findings in the reports.
- d. Home visits: Within five (5) days after the youth returns from a home visit the Contractor shall assess the following and communicate findings to probation officer; all findings and records of communication shall be maintained in the client file:
- The impact of the home visit relative to the youth's individual service plan and goals;
  - Examples of the youth and family's use of effective communication and conflict resolution skills;
  - Risk and protective factors in the home that may impact family reunification; and
  - If progress was not made during home visit, determine the youth's and family's needs, provide intervention, and monitor progression.
7. Provide therapeutic intervention which may include but is not limited to, improved family communications, improve parenting skills, development of anger management skills, reduction of other unlawful behavior.
8. Provide the court with a written update for court hearings on youth's treatment and progress within the program. For youth in service more than 30 days, monthly written progress reports are required to document youth progress in the program.
9. Prepare and provide a written Discharge Summary to the probation officer within fifteen working days after the client is discharged as required by the *Standard Terms & Conditions*. The report must include progress toward treatment goals and future treatment recommendations.
10. Prepare and provide all required reports in accordance with AOC Standard Terms and Conditions.

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I have read and fully understand the requirements to provide a Detention Alternative Program and agree to all requirements and restrictions and propose the following rate:

Proposed Service Rate: (service code 111) \$ \_\_\_\_\_ / day

Other proposed agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The provider must include with the application an annual itemized service budget and clearly document all relevant budget assumptions and a program description.**

I agree that the budget documentation submitted to the AOC is true and accurate. \_\_\_\_\_  
Contractor initials

Detailed program description attached (check) \_\_\_\_\_

Detailed budget attached (check) \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature / Date

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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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Final Contract Rate: (service code 111) \$ \_\_\_\_\_ / day

Other agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Contractor Signature / Date

\_\_\_\_\_  
AOC Signature / Date