

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATION
DAY/EVENING REPORTING CENTER
Service Code 168**

SERVICE DEFINITION:

This service provides structured services and supervised activities in a community environment as an alternative to secure detention and/or out-of-home placements. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, parenting education, GED preparation, vocational instruction and recreational activities. The agency must develop collaborative partnerships with the probation department, RBHA and other agencies, as well as, the youth and families' community resources and supports systems. Examples may include assisting youth and families to access behavioral health services and community work service opportunities.

Program may take place up to seven (7) days per week within one or more locations. The program hours of operation depend on the need of the Probation Department, but will preferably target peak hours of delinquency from 3:00 pm – 9:00 pm. On Saturdays and /or Sundays, the program must operate a minimum of four (4) hours, including transportation time. Transportation services must be addressed as outlined in the service tasks.

Program design shall serve males and females 14-17 years old. Gender specific programming and sites will also be considered (male or female only locations). Locations must be designated according to low or moderate/high delinquency risk level populations.

STANDARDS/LICENSURE REQUIREMENTS:

All of the following agency requirements are acceptable; licensed behavioral health agency, certified Title XIX/XXI community service agency *or* non-licensed/non-certified community service agency.

SPECIAL REQUIREMENTS:

Staff must be at least 21 years of age and, at minimum, possess a high school diploma or general education diploma and demonstrate relevant experience and training.

Agency must provide continuous bi-lingual services for non-English speaking youth and families.

If applicable, direct therapeutic services to include crisis intervention must be provided for at minimum by a person who holds a Master's degree in a Human Service related field and is licensed to practice independently by the Arizona Board of Behavioral Health Examiners or is exempt from licensure pursuant to A.R.S. Title 32, Chapter 32.

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Independent licensure is not required for those persons with a Masters degree in a Human Services related field who are employed by a licensed behavioral health agency and receive supervision by a behavioral health professional, in accordance with Paragraph, 36 of the AOC Standard Terms and Conditions.

UNITS OF SERVICE:

One unit of service equals 3 hours or more, inclusive of transportation and mealtimes.

SERVICE GOAL:

This service allows youth to stay in the community and enrolled in school, or other appropriate educational service, by providing structured services and supervised activities to ensure youth return to court hearings and remain law abiding while delinquency proceedings are pending.

SERVICE TASKS:

1. Screen the juvenile for program eligibility criteria. If a youth is not accepted into the program, the agency must notify the probation department within 24 hours documenting the reason for non-acceptance.
2. Contact youth and families for service coordination within 24 hours of receipt of the referral.
3. Arrange for family crisis intervention and support services and/or referrals as needed, during times of operation.
4. Notify the probation officer/surveillance officer immediately if youth's whereabouts is unknown and/or has not reported to the program within 24 hours.
5. Provide transportation for referred juveniles to and from the program. Transportation services must comply with contract insurance of the AOC Standard Terms & Conditions requirements and all applicable state laws. Transportation may include the use of public transportation when appropriate at Contractor's expense. The use of public transportation must be approved in writing by the youth's parent(s)/guardian(s) and probation officer.

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6. If programming extends through normal meal times (i.e., noon, 6:00 p.m.), provide meals in accordance with AOC Standard Terms & Conditions.
7. Assess the youth's needs and develop an individualized service plan that includes focusing on the identified needs to be provided by the Contractor. Include all involved parties in the process and complete the signed service plan within 5 days of admission to the program. This assessment must include verifying the youth and family's health/behavioral health insurance status and Title XIX/XXI eligibility.
8. Assist the youth and family in enrolling in all appropriate programs, i.e., city, state and federal assistance, social security and AHCCCS to determine eligibility. The agency must notify the probation officer of any AHCCCS (Title XIX/XXI) eligibility status.
9. Services may include parenting skills and support groups no less than once per week for all parent(s)/guardian(s) of youth enrolled in the program. A portion of this session must include both youth and family members participating jointly.
10. Contractor must maintain written documentation of original youth signature on a dated attendance record for each day of service provided. The attendance records must be maintained for the entire length of the contract and made available for review if requested.
11. Provide on-site office space for probation staff and outside community agencies to conduct meetings, meet with the client and other services, such as, urinalysis collection and counseling, with the youth and families enrolled in program.
12. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

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RATE PROPOSAL:

For proposal consideration agencies must submit the following documentation with service specification:

- A program schedule.
- An itemized annual service budget which clearly documents all relevant budget assumptions.
- Average cost/youth based upon projected annual figures of total youth to be served.
- Please provide a copy of all data used to complete the rate proposal.

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I have read and fully understand the requirements to provide a Day/Evening Reporting Center, agree to all requirements and restrictions and propose the following rate:

Proposed service rate with meal and transportation costs: (service code 168) \$ _____ / day

Service Locations(s) - Please identify by zip codes:

Designated days and times of the week services will be provided (include notations for major holiday schedule):

Other Agreement _____

The budget and cost documentation submitted to the AOC is true and accurate.

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final contract rate with meal and transportation costs: (service code 168) \$ _____ / day

Other Agreement _____

Contractor Signature / Date

AOC Signature / Date