

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATION
INDEPENDENT LIVING PROGRAM - GROUP HOME MODEL
Service Code 115**

SERVICE DEFINITION:

Emphasis is placed on providing out of home care to youth who are between the ages of 16 and 18 years old. Services shall include skill development, social, recreational, educational and/or vocational activities to help youth develop competencies and skills that enable them to reside independently in the community.

STANDARDS/LICENSURE REQUIREMENTS:

Must be 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 or licensed by the Arizona Department of Health Services Division of Licensing (ADHSL) as Behavioral Health Residential Facility.

ASSESSMENT/SERVICE PLANNING REQUIREMENTS:

Must be provided by staff who, at a minimum, meets all of the following requirements:

- Bachelors' degree in a Human Service related field;
- Two (2) years experience providing the service or working with the juvenile justice population;
- Receive at least one (1) hour supervision for every ten (10) hours of assessment and/or service plan delivery. Supervised by a person who holds a Masters degree and is licensed at the independent practice level by the Arizona Board of Behavioral Health Examiners. Supervision must be documented as outlined in Paragraph 40, b of the AOC Standard Terms and Conditions.

A request for a waiver of the degree requirement can be submitted to the AOC if the staff has five (5) years, or more, of experience providing assessment and developing service plans for juvenile population in the context of residential services. The petition for waiver must be submitted as outlined in Paragraph 37, b of the AOC Standard Terms and Conditions. The supervising professional must meet the qualification outlined in Paragraph 40, a of the AOC Standard Terms and Conditions **AND** shall maintain documentation of supervision for staff granted a waiver as outlined in Paragraph 40 of the AOC Standard Terms and Conditions.

UNITS OF SERVICE:

One unit equals any part of one residential day. To be considered as a billable unit the youth must be in residence at 11:59 p.m. for each day reported for payment.

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SERVICE GOAL:

To provide an out of home environment in which the youth can learn to live independently while pursuing the development of self-esteem, and self-reliance and enhancing personal and community functioning.

SERVICE TASKS:

1. The Contractor shall provide 24 hour staff supervision in a structured and safe setting.
2. With all involved parties, provide assessment, intervention, reassessment, and discharge planning with the ultimate goal of independent living.
3. Ensure the completion of a comprehensive medical examination and behavioral health history.
4. Coordinate physical, educational and case management needs with the assigned probation officer; participate in the coordination of care with other providers or agencies.
5. The Contractor shall educate youth in independent living skills such as life skills (personal care, health, interpersonal relationships, parenting, law, budgeting, food and nutrition preparation), explore vocational/employment options, (resume writing, interview skills, appropriate dress attire) proper care of the home, linkages to community resources, public and agency transportation.
6. The Contractor shall ensure that transportation is available to youth participating in this program.
7. The Contractor shall identify community-based programs to provide needed services to youth such as substance abuse counseling and peer support, etc., which are not a part of this service.
8. The Contractor shall assist the youth in enrolling in all appropriate eligible programs, i.e., city, state and federal assistance, social security and AHCCCS.
9. With all involved parties, participate in the development of an individual service plan which assists the youth to live independently.
10. 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.

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- 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.
- 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.

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11. The Contractor shall ensure that regularly scheduled and structured recreation and leisure activities are available.
12. The Contractor shall assist the youth in obtaining employment within sixty (60) days of admission into the program. Initially, part-time employment will be acceptable; however, the ultimate goal is full-time employment.
13. The contractor shall assist the youth in opening and responsibly maintaining a checking/savings account with a bank or credit union in preparation for living independently. Provide oversight and fiscal guidance in order that the youth maintain the integrity of his/her account(s).
14. The Contractor shall ensure that the youth attend public school until age sixteen (16). In the event a youth is sixteen (16) and not enrolled in public school, he/she must be actively pursuing an alternative form of an educational program.
15. The contractor shall ensure that a structured daily plan be implemented for each youth and posted for visual review at all times. The daily plan must account for twenty-four (24) hours and identify the specific location of the youth's whereabouts.
16. The Contractor shall submit a monthly report, as required in the *AOC Standard Terms and Conditions*, on the youth's progress in each component of the program, with the ultimate goal of stability and living independently. The progress report must identify and quantify the youth's readiness to living independently.
17. 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 the Independent Living Program, agree to all requirements and restrictions and propose the following rate:

Proposed Service Rate: (service code 115) \$ _____ / day / client

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.

Detailed program description attached (check) _____

Detailed budget attached (check) _____

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

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final Contract Rate: (service code 115) \$ _____ / day / client

Other agreement: _____

Contractor Signature / Date

AOC Signature / Date