

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATION
LIFE SKILLS DEVELOPMENT
Service Code 198**

SERVICE DEFINITION:

This is an educational and experiential service designed to develop youths' life skills to effectively manage important aspects of everyday life. The service must address life skills in a comprehensive manner and shall include, at a minimum, the following domains:

- **Employment readiness** - filling in applications, writing resumes, interviewing, work ethic, and job keeping skills;
- **Practical living** - money management, housing, transportation, parenting, and health;
- **Personal growth** - goal setting, responsibility, moral reasoning, and anger control; and
- **Social development** - getting along with others, conflict resolution, and mediation.

The service may be provided in an individual and/or group setting. The contractor shall ensure low risk youth are not combined with medium and high risk youth in a group setting. The delinquency risk level is determined by the JOLTS/iCIS risk tool which is administered by the probation officer. Delinquency risk populations must be segregated as follows: Youth scoring low risk (0 to 0.50) and youth scoring medium/high risk (0.51 to 1.0). Additionally, consideration must be given to "group" youth according to their development stage (early, middle, late adolescence) and/or cognitive ability.

STANDARDS/LICENSURE REQUIREMENTS:

- This service does not require an agency or individual to hold a specific license.
- At a minimum, the service shall be provided by a person who is eighteen (18) years of age and has relevant education, experience and training to effectively deliver the service.

UNITS OF SERVICE:

The service may be proposed by the hour, class or program, depending upon its format and delivery structure.

SERVICE GOAL:

To develop specific life skills to assist youth to successfully function as members of a family, community, and workforce.

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SERVICE TASKS:

1. Deliver the educational material in a structured and supportive learning environment to youth.
2. Utilize a curriculum that directs the learning process and ensures consistency in service delivery. Contractor is required to submit the service/program curriculum with the service specification.
3. Initiate and promote the development of the youth's individualized understanding of values, attitudes and behaviors, relative to the decision-making process.
4. Provide an opportunity for each youth to practice skills learned and provide feedback allowing for skill refinement.
5. Document youth attendance and level of participation and comprehension of material within 24 hours of service delivery.
6. Conduct pre and post-tests which evaluate youths' comprehension of the topic presented. Test must be scored to ascertain the youths' attainment of written service objectives.
7. Summarize and submit test score data to the AOC each fiscal year (7/1 through 6/30), AOC must receive data by July 31.
8. Prepare and provide all required reports in accordance with AOC Standard Terms and Conditions.
9. Contractor must have original youth signature on a dated attendance form for each day of service provided. The attendance documentation must be maintained for the entire length of the contract.
10. Upon request, the Contractor may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

