

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATION
MENTORING
Service Code 195**

SERVICE DEFINITION:

A program which utilizes adults as positive role models for youth in a one-to-one relationship.

STANDARDS/LICENSURE REQUIREMENTS:

This service does not require an agency or individual to hold a specific license. The applicant must be at least eighteen (18) years of age, able to adequately demonstrate to the Administrative Office of the Courts: education, training and experience relevant to the program and skill level required for effective program delivery.

UNITS OF SERVICE:

One hour or alternate units of service may be proposed.

SERVICE GOAL:

To provide youth with a consistent, positive adult relationship over time which will have a positive impact upon the youth's thinking, self-esteem, peer relationships, school performance, family relationship and other personal and social traits.

SERVICE TASKS:

1. Spend time with youth on a consistent and regular basis in a variety of social, recreational, academic and other pursuits and document the activities in the client record.
2. Influence the youth's thinking, actions and behavior through role modeling appropriate thought, speech and behavior, in all situations and document the youth's progress in the client record.
3. Assist the youth in understanding him/herself and his/her roles and responsibilities in his/her current life.
4. Assist the youth in learning specific skills to appropriately handle current life situations, i.e., controlling and appropriately expressing anger and frustration, problem solving, negotiation, commitment to tasks, etc.
5. Cultivate the youth's interests in pro-social activities and help expand his/her interests.

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6. Document all time spent with the youth including behavioral observation of the youth's responses to activities and situations.
7. Plan for additional activities which will result in increased competency and skill development and the remission of anti-social thoughts, feelings and behaviors.
8. Prepare and provide all required reports in accordance with AOC Standard Terms and Conditions.
9. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.
10. Provider must have original client 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 and available for review upon request.
11. Provider is required to submit the service/program curriculum with service specification.

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I have read and fully understand the requirements to provide Mentoring services, agree to all requirements and restrictions and propose the following rate:

Proposed Service Rate: (service code 195) \$ _____

Proposed Unit of Service: _____

Proposed service/program name: _____

The service/program description is attached: YES / NO

Other agreement: _____

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final Contract Rate: (service code 195) \$ _____

Final Unit of service: _____

Other agreement: _____

Contractor Signature / Date

AOC Signature / Date