

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2016  
SERVICE SPECIFICATIONS  
OUTREACH AND TRACKING  
Service Code 167**

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**SERVICE DEFINITION:**

This service provides intensive community supervision of youth.

**UNITS OF SERVICE:**

One unit equals one full day.

**SERVICE GOAL:**

To provide a non-residential alternative for youth who do not require secure custody/detention or for other youth requiring a brief period of intensive supervision.

**SERVICE TASKS:**

1. Screen the youth for program eligibility criteria.
2. Develop an individualized hourly detailed daily activity plan covering waking hours and monitor the youth's compliance with the plan.
3. Maintain an 8:1 average case load (youth to staff ratio).
4. Have a minimum of four (4) random contacts with each youth, per day, at intervals no closer than two-three hours in between. Two of the contacts must be face-to-face contacts. Contacts must take place seven days a week (holidays included), during youth's waking hours.
5. Have a minimum of two (2) one hour group recreational or therapeutic activities for each youth, per week. Activities may be provided by the program staff or program staff may enroll youth in community recreational or voluntary activity.
6. Monitor the youth's activities and enforce court-ordered or city curfew restrictions.
7. Document all contacts and compliance with assigned activities in the client's file.

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8. Provide 24 hour family crisis intervention support services and/or referrals.
9. Assist family in obtaining parenting skills training or other resources if necessary.
10. Notify the probation officer within 24 hours of last contact if youth's whereabouts are unknown **AND** all actions taken to locate youth.
11. If requested, prepare and submit a written report to the assigned probation officer for court hearings. Ensure a copy of the report is included in the youth's file.
12. Prepare and provide a written Discharge Summary to the probation officer within 15 working days after the youth is discharged as required by the AOC Standard Terms and Conditions.
13. Prepare and provide all necessary reports in accordance with the AOC Standard Terms and Conditions.

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

Proposed service rate: (service code 167) \$ \_\_\_\_\_ / day / client

Other Agreement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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 167) \$ \_\_\_\_\_ / day / client

Other Agreement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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