

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATIONS
PERSONAL ASSISTANCE
Service Code 161**

SERVICE DEFINITION:

This service involves the provision of support activities to assist a youth in carrying out daily living tasks and other activities essential for living in the community. Services may include assistance with homemaking, personal care and general supervision. The service is youth based but may be youth or family centered. The service may be provided at the individual's home or other setting.

STANDARDS/LICENSURE REQUIREMENTS:

- Service shall be provided by a licensed behavioral health agency.
- Certified Title XIX/XXI community service agency.
- Other qualified behavioral health paraprofessional staff who can adequately demonstrate to the AOC education, training and experience which is relevant to the service.

UNITS OF SERVICE:

One unit equals one hour.

SERVICE GOAL:

To promote and/or maintain the individual's ability to be self-sufficient in the community.

SERVICE TASKS:

1. Review existing social history and other relevant information.
2. With all involved parties, participate in developing an individual service plan and/or treatment plan which addresses the needs of the youth.
3. In accordance with the individual service plan, provide authorized services to the youth; legibly document in the youth's file all service provided, including date, duration, type of service, and provider name, signature, degree and title.

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4. Each month provide, in a timely fashion, information to the youth's primary therapist/caseworker who shall provide a progress report to the youth's probation officer. The information provided to the report writer shall include the youth's progress being made toward the achievement of the goals of the individual service plan, including documentation of appointment dates and attendance record (with reason for non-attendance if known).
5. As required, participate in peer quality assurance reviews and case staffings.
6. Ensure the personal assistant services that were delivered to the youth are included in the discharge report. This information must be provided, in a timely fashion, to the youth's primary therapist/caseworker after treatment termination.
7. 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 Personal Assistance, agree to all requirements and restrictions and propose the following rates:

Proposed Service Rate:

Personal Assistance (service code 161) \$ _____ / hour

Other Agreement _____

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final Contract Rate:

Personal Assistance (service code 161) \$ _____ / hour

Other Agreement _____

Contractor Signature / Date

AOC Signature / Date