

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2016
SERVICE SPECIFICATION
PSYCHOSEXUAL EVALUATION
Service Code 118, 119, 122 and 180**

SERVICE DEFINITION:

This service provides for specific assessment that focuses on a youth's sexual development, sexual history, paraphillic interests, sexual adjustment, risk level (sexual and delinquency) and victimology. A psychosexual assessment also includes a full social history, familial history, school/employment history, case formulation, and specific treatment recommendations. Professional consultation may consist of providing assistance in planning, developing and implementing programs or treatment plans as well as staff consultation and/or training.

STANDARDS/LICENSURE REQUIREMENTS:

Psychologists must be licensed by the Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 & 3. The Contractor should:

- Possess specialized training and experience in forensic clinical practice and the ethical principles, standards of practice, and guidelines associated with forensic clinical work;
- Demonstrate training and experienced in the field of adolescent development, mental health, and juvenile justice; and
- Provide evaluation services only if it is within his/her scope of practice and be able to demonstrate experience and training if requested.

Experience and Competency

Prior to providing services under this contract, the Contractor shall document the experience and training of professional personnel as follows:

- 800* hours of supervised experience in the treatment/management/evaluation of sex offenders in the past 3 years in areas such as, but not limited to, treatment strategies, assessment methods and evaluation tools. At least 200 hours shall be directly related to juvenile sex offenders and up to 100 hours may be in direct training related to juvenile sex offenders/sex offender treatment /evaluation.
- 200* hours of documented supervision in the past 3 years from a licensed professional at the Master's level or above; and
- The Contractor shall certify the readiness/competency of the staff prior to the staff providing services under this contract and keep documentation of such in staff personnel files.

**The total hours of direct client treatment, supervision and direct training shall be completed and verified by the Contractor within a thirty-six (36) month period prior to services being provided under this contract.*

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Annual Training

Completion of twenty (20) CEU's annually on sex offender treatment/management/evaluation issues. In each calendar year the professional may count up to 10 hours of time spent in the preparation and presentation of community training provided outside of the Contractor's office towards the 20-hour CEU requirement. Certificates of attendance reflecting training hours earned and date of attendance and/or documentation of professional presentations delivered, reflecting duration and date(s) of presentation shall be maintained in personnel files.

USE OF PSYCHOMETRISTS:

The use of psychometrists by the contractor is permitted for the administering of testing instruments and scoring. All testing must be performed through standardized and non-abbreviated psychometric assessments unless abbreviated assessments are clinically appropriate. Psychometrists must possess a minimum of a bachelor's degree with a major in psychology or a closely related field of study. Psychometrists must have completed training in administering and scoring tests under the supervision of a licensed psychologist or neuropsychologist to include satisfactory completion of coursework in test interpretation, psychometrics and measurement theory, and educational statistics. Certification by the National Association of Psychometrists (NAP) is preferred.

Contractor shall maintain a personnel file on all psychometrists who provide direct service to youth. A complete personnel psychometrist file shall include:

1. Qualifications to provide the service, including a record of dates and locations of work experience, education, and training;
2. Documentation of NAP certification, as applicable;
3. Compliance with the fingerprinting requirements and notarized criminal history affidavit form as specified in Paragraph 27 of the AOC Standard Terms and Conditions;
4. Compliance with the confidentiality requirements as specified in Paragraph 21 of the AOC Standard Terms and Conditions;
5. Copy of signed conflict of interest agreement, as it pertains to the psychometrist and youth relationship;
6. Copy of insurance as specified in Paragraph 19 of the AOC Standard Terms and Conditions;
7. Copy of the signed service agreement which must incorporate and reference the AOC Standard Terms and Conditions and relevant AOC service specifications.

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UNITS OF SERVICE:

One unit equals one evaluation. Evaluations may be requested as an Evaluation Addendum, Evaluation Update or a Comprehensive Evaluation in accordance with this specification.

SERVICE GOALS:

Assess youth's behavioral health and emotional needs within their cultural context and identify their specific victim profile, offense history, and risk (sexual and delinquency) to the community.

SERVICE TASKS:

1. Conduct collateral interviews with the following parties. Collateral interviews may be discretionary if the Contractor has obtained comprehensive written information that is deemed current and relevant:
 - a. Probation Officer: Obtain information to identify youth issues to be assessed, and highlight present concerns impacting the youth and family.
 - b. Parent/Guardian: Obtain information regarding family history, dynamics and functioning, and parental impressions of the presenting problems or concerns of the youth.
 - c. Interested Parties: Gather information from school personnel, assigned case managers, counselors and others, who have been or are currently involved directly with the youth and family.

2. Conduct criminal offense(s) inquiry, including the youth's:
 - a. History of violent behavior;
 - b. History of delinquency;
 - c. Description of adjudicated offense(s):
 - Youth version;
 - Official version;
 - Seriousness; and
 - Predatory nature.
 - d. Engagement in other sexually offensive behavior;

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- e. Victim profile:
 - Number of victims;
 - Characteristics;
 - Relationship of youth to victim; and
 - Number of violations of each victim.

3. Conduct sexual behavior assessment, including:
 - a. Self-report measures;
 - b. Youth characteristics regarding:
 - Personality profile;
 - Cognitive patterns;
 - Patterns of sexual arousal;
 - Primary sexual preference;
 - Sexual deviancy;
 - Responsibility;
 - Attitudes toward sexuality;
 - Impulse control;
 - Aggression, anger and violence;
 - Substance use, abuse and/or dependence;
 - Intellectual functioning;
 - Critical development events or experiences; and
 - Mental health.
 - c. Prior sex offender treatment;
 - d. Youth's motivation towards stability in his/her natural environment;

4. Assess the strengths and assets of the youth and family.

5. Conduct psychological testing, which may contain most any aspect of intellectual or emotional functioning, including personality traits, attitudes, intelligence, or emotional concerns.

6. Conduct one (1) or more empirically guided, actuarial based, risk assessment instruments recognized in the juvenile sex offender assessment and treatment field to assess the level of risk to the community.

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7. Provide recommendations surrounding management, treatment amenability, recommended level of care, and necessary resources for community protection and stability.
8. Provide a written report containing the following within ten (10) business days of evaluation appointment:
 - a. Identification of tests utilized;
 - b. Interpretations of the data;
 - c. Clinical and collateral interview findings (including written documentation reviewed);
 - d. Diagnostic statement which conforms to current DSM IV terminology; and
 - e. Statement of findings and recommendations to include the following:
 - i. Specific identified issues and corresponding treatment recommendations and/or treatment interventions;
 - ii. Type of care needed (ie: substance abuse, mental health, sex offender);
 - iii. Level of care (inpatient, residential, outpatient) based on identifying least restrictive environment without recommending specific treatment provider or location;
 - iv. Medications including precautions;
 - v. Need for other diagnostic tests, and
 - vi. Recommendations shall include cultural considerations as appropriate.
9. Provide testimony at court hearings if necessary.
10. Prepare and provide all required reports in accordance with AOC Standard Terms and Conditions.

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CONTENT OF CLIENT RECORD:

Paragraph 44-a of AOC Standard Terms and Conditions for Independent Practitioners (T&C IP) and Paragraph 50-b of AOC Standard Terms and Conditions for Full Procurement (T&C FP) are not applicable to this service. The required client record items for this service are listed below.

At a minimum, the record for each client shall include the following:

1. Client assessments and evaluations as specified in Paragraphs 41 and 42 of the T&C IP and Paragraph 46 and 47 of the T&C FP, including pertinent notes taken during the evaluation process and interviews, as applicable, with the youth, family, probation officer and/or other key persons interviewed;
2. Copies of any consultation reports, evaluations and referral material conducted by other agencies, professionals or physicians which resulted in admission to the Contractor or are relevant to treatment and services to be provided by the Contractor;
3. Referral source summary, including the reason for referral, presenting problem and medications and dosage at the time of referral;
4. Evaluation report required by Paragraph 49-c of the T&C IP and Paragraph 61-c of the T&C FP; and document the date and method of report dissemination to identified parties;
5. Fully documented incident reports as required by Paragraph 50 of the T&C IP and Paragraph 62 T&C FP;
6. Notations of communications pertinent to the youth's well-being or treatment;
7. A copy of the signed SAF for initiating services;
8. Documentation of the youth's receipt of his/her rights as required in Paragraph 28-a of the T&C IP and Paragraph 29-a of the T&C FP, and reference to ARS 36-504;
9. Notation of communication regarding the occurrence of the evaluation service and all attempts made to conduct a collateral interview, as applicable, with the youth's parent(s), probation officer, guardian or designated representative, if person(s) was not involved in the evaluation process;
10. All raw test data required by Paragraph 14 e of the T&C IP and Paragraph 14- d of the T&C FP;

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11. An informed consent signed by the youth's parent, guardian, or designated representative, except when testing is mandated by law or government regulations; or a copy of the youth's signed Terms and Conditions of Probation; or a copy of the youth's signed Terms of Release Conditions; or a copy of the court minute entry ordering the completion of an evaluation.

12. Release of written evaluation to parties other than the referring Court/Probation Department, ASC/AOC, and as authorized by the Contract Officer to receive it is prohibited without court order in accordance with the AOC Standard Terms & Conditions.

REVIEW AND QUALITY ASSURANCE:

The AOC may periodically require the Contractor to participate in a peer review process to ensure that the Contractor is providing quality evaluations and maintaining acceptable service delivery standards. The AOC may also periodically request that the juvenile courts complete a questionnaire in order to evaluate the content and usefulness of the Contractor's written evaluations.

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PSYCHOSEXUAL EVALUATION:

Comprehensive Psychosexual Evaluation or Re-Evaluation:

Maximum time allowed: up to 8 hours including report writing. This evaluation will result in a comprehensive understanding of the emotional and behavioral needs of the youth and family. The report must include test results; interpretation of the data; a diagnostic statement which conforms to current DSM IV terminology; clinical and collateral interview findings and specific treatment recommendations. A re-evaluation may occur ten (10) months after a comprehensive evaluation or if an evaluation update will not adequately address reason for referral.

Evaluation Update:

Maximum time allowed: up to 4 hours including report writing. This evaluation updated may include additional testing, review of records/information and/or clinical interview and will result in a written report updating existing information that was previously cited in an evaluation prepared within the preceding ten (10) months or less and will make specific treatment recommendations, identify significant changes or address further need for evaluation. The Contractor may request a comprehensive re-evaluation if it is determined an evaluation update will not adequately address reason for referral.

Evaluation Addendum:

Maximum time allowed: up to 2 hours including written documentation. The addendum may be conducted when there is a need for clarification of the youth's issues and/or new information has emerged within the past ninety (90) days. An evaluation addendum does not include youth contact.

Professional Consultation:

Consultation may include, but not limited to, multi- disciplinary team staffing, court testimony, youth and parent explanation of findings or on site case consultation as requested and authorized by the referral source. Consultations must be billed in fifteen (15) minute increments.

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

Evaluation Addendum (service code 118) Proposed rate \$ _____ / addendum

Evaluation Update (service code 119) Proposed rate \$ _____ / update

Psychosexual Evaluation (service code 122) Proposed rate \$ _____ / evaluation

Professional Consultation (service code 180) Proposed rate \$ _____ / 15 minutes

Other proposed agreement: _____

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Evaluation Addendum (service code 118) Final rate \$ _____ / addendum

Evaluation Update (service code 119) Final rate \$ _____ / update

Psychosexual Evaluation (service code 122) Final rate \$ _____ / evaluation

Professional Consultation (service code 180) Final rate \$ _____ / 15 minutes

Other agreement: _____

Contractor Signature / Date

AOC Signature / Date