

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 – 2016
SERVICE SPECIFICATION
THERAPEUTIC DAY PROGRAM
(Sex Offending Population)
Service Code 204 & 205**

SERVICE DEFINITION:

This service is provided as either a half day program (up to 3 hours) *or* a full day program (4 hours or more), excluding mealtimes and transportation, of therapeutic programming and will not replace a youth's education requirements. The program may be delivered during the week and/or the weekend and program times may change during school breaks and/or during summertime.

The program is a highly structured, closely supervised program of intensive therapeutic treatment services and activities. The program provides individual, group and/or family counseling designed to address the adolescent sexual offending client population. Other services may include life skills development and appropriate social and/or recreational activities. Services shall take place at an approved provider location. A program description must be submitted with the application.

STANDARDS/LICENSURE REQUIREMENTS:

Agency

The provider agency must be a licensed behavioral health agency or certified as a Title XIX/XXI community service agency.

Professional Personnel

Direct therapeutic services at a minimum must be provided by a person who holds a Masters degree in a human service specialty and has demonstrated professional experience to work with the adolescent sexual offending client population as set forth in Paragraph 36 of the AOC Standard Terms & Conditions. The Contractor is responsible for documenting in the personnel file, verification of professional credentials and experience for each professional personnel.

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 shall be in direct training related to juvenile sex offenders/sex offender treatment /evaluation.

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- 200* hours of documented supervision in the past 3 years from a licensed professional at the Master's level or above; and

**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.*

Non-clinical and Direct Care Services Personnel

Personnel providing direct care service shall meet the criteria set forth in Paragraph 37 of the AOC Standard Terms and Conditions. Individuals providing service provision shall have the ability to provide adequate supervision and appropriate behavioral interventions to address the cognitive, social or behavioral needs or issues of sexual offending youth, which may include a wide range of personal, interpersonal, situational and functional issues.

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.

UNITS OF SERVICE:

One unit equals one half day program (up to 3 hours), exclusive of transportation and mealtime.

OR

One unit equals one or full day program (4 hours or more), exclusive of transportation and mealtime.

SERVICE GOAL:

To address a youth's needs and treatment goals through therapeutic services and activities in order to reduce the need for more intensive services and improve the youth's pro-social functioning. The services can be used as a step-down service from a more restrictive setting or to prevent placement in a more restrictive setting.

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SERVICE TASKS:

1. Review existing social history and other relevant information.
2. Complete a client assessment within 5 days of admission to the program. The client assessment must be performed as in accordance with *Standard Terms and Conditions*.
3. With all involved parties, develop a treatment plan which enables the youth to move to a less restrictive level of care as soon as treatment goals are met. The treatment plan must be in accordance with the AOC Standard Terms and Conditions.
4. 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 and made available for review if requested.
5. Services identified on the treatment plan are to be provided to the youth and must be documented and recorded in the client record in accordance with the AOC Standard Terms and Conditions.
6. Provide transportation for referred youth to and from program. Transportation may include the use of public transportation when appropriate. Public transportation vouchers/passes may be used. The use of public transportation must be approved in writing by the youth's parent and probation officer. Transportation services must comply with contract insurance of the AOC Standard Terms and Conditions requirements and all applicable state laws.
7. If programming extends through normal meal times (i.e., noon, 6 p.m.), provide meals in accordance with Section XV - Food Services of the AOC Standard Terms and Conditions.
8. Direct care staff as defined in the Standard Terms and Conditions may only provide life skill education and training, recreational, social and milieu activities to clients, and transportation.
9. The provider must complete all other relevant paperwork (consent to treat, release of information etc.) as in accordance with the AOC Standard Terms and Conditions.
10. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

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Check only one:

Proposed Half Day Program (up to 3 hours) – (service code 205) _____

or

Proposed Full Day Program (4 hours or more) – (service code 204) _____

Proposed Daily Number of Program Hours: _____ / day

Proposed Program Hours: from _____ a.m./p.m. to _____ a.m./p.m.

The provider must include with application an annual itemized service budget and clearly document all relevant budget assumptions.

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I have read and fully understand the requirements to provide therapeutic day program and agree to all requirements and restrictions and propose the following rates:

Proposed Service Rate:

Half Day Program – Up to 3 hours (service code 205) \$ _____ / client / day

OR

Full Day Program – Four hours or more (service code 204) \$ _____ / client / day

Other agreement: _____

The budget documentation submitted to the AOC on my behalf is true and accurate.

Contractor Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final Contract Rate:

Half Day Program – Up to 3 hours (service code 205) \$ _____ / client / day

OR

Full Day Program – Four hours or more (service code 204) \$ _____ / client / day

Other agreement: _____

Contractor Signature / Date

AOC Signature / Date