ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION

OPEN & CONTINUOUS CONTRACT APPLICATION

In compliance with the Americans with Disabilities Act, you may request reasonable accommodations. Requests should be made as early as possible to allow time to arrange the accommodation. For these requests call the Juvenile Justice Services Division, Contract Unit Administrative Assistant – Amy Nadler at (602) 452-3588.

Revised 03/20

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SECTION I:

JUVENILE JUSTICE OVERVIEW

Juvenile Justice Services Division

The Juvenile Justice Services Division (JJSD) of the Arizona Supreme Court (ASC), Administrative Office of the Courts (AOC), is responsible for the effective administration of juvenile justice programs for delinquent and incorrigible juveniles age 8 – 17 inclusively, in coordination with the juvenile courts. This oversight is consistent with statutory, and administrative requirements which focus on treatment and rehabilitation as well as protection of the community and juveniles.

In accordance with Arizona Revised Statute (ARS) §8-322, the ASC is designated as the entity responsible for the administration and management of state appropriated Treatment Funds for the purposes of reducing recidivism. The AOC through the JJSD expends those funds annually to divert juveniles from formal court processing and to provide family counseling and/or treatment services or interventions as determined and authorized by the juvenile probation departments.

Evidence Based Practice

Juvenile Courts throughout the State of Arizona have integrated Evidence-Based Practice (EBP) in probation supervision, case management, and the treatment of juveniles. Research indicates that integration of EBP across these areas improves efficiency in managing juveniles and reliably produces sustained reductions in recidivism and improved public safety. Therefore, it is essential that treatment programs designed for delinquent juveniles must target factors of EBP such as risk, criminogenic need, and responsivity. Collaborative and systemic efforts to integrate EBP throughout probation, case management, and the treatment process increase the likelihood for exceptional outcomes with the juvenile justice population.

The National Institute of Corrections (NIC) published "Implementing Evidence-Based Policy and Practice in Community Corrections Second Edition" in October, 2009, stating that EBP is a significant trend throughout all human service fields emphasizing outcomes. Interventions within community corrections are considered effective when they reduce juvenile risk and recidivism, and further a positive long-term contribution for improved community safety and risk. The NIC states that the core principles of implementing Evidence-Based policy and practice in community corrections include:

> **Criminogenic Need Principle:** Juveniles have a variety of needs, some of which are directly linked to criminal behavior. These criminogenic needs are dynamic risk factors that when addressed or changed, affect the juvenile's risk for recidivism. According to meta-analytic research, the eight most significant criminogenic needs are: antisocial behavior; antisocial personality; anti-social thinking; anti-social peers; dysfunctional family; employment and education; leisure and recreation; and substance abuse. Based on an assessment of the juvenile, these criminogenic needs can be prioritized so that services are focused on the greatest criminogenic needs (Andrews & Bonta, 2006; Harland, 1996; Ward & Stewart, 2003). Additional resources can be found at www.ncjfcj.org.

Responsivity Principle: The provider should consider individual characteristics when matching juveniles to services. These characteristics include, but are not limited to: culture, gender, motivational stages, developmental stages, and learning styles (Bourgon & Armstrong, 2005; Gendreau & Andrews 2001; Palmer, 1995).

Treatment Principle: Delivering targeted and timely treatment interventions focused on criminogenic needs will provide the greatest long-term benefit to the community, the victim, and the juvenile (Lipsey et al, 2001; MacKenzie 2006; Milkman &Wanberg, 2007; Taxman & Byrne, 2001).

Skill Train with Directed Practice (using cognitive behavioral treatment methods): The provider should utilize Evidence-Based programming that emphasizes cognitive behavioral strategies and is delivered by well-trained employees (Allen et al, 2001; Landenberger & Lipsey, 2005; Lipsey et al, 2001; Milkman & Wanberg, 2007; Sundel & Sundel, 2005).

Examples of Criminogenic Factors

Criminogenic is a term used to reference dynamic factors that are statistically shown to be correlated with criminal conduct and amenability to change. If these factors are effectively addressed, the level of risk should decrease. Evidence suggests that the 'Big 4' are the main factors associated with a risk of recidivism and time spent focusing on these is associated with the most significant decrease in re-offending: (Andrews, D. A., Bonta, J., & Wormith, S. J., 2006).

The Big Four

1. *History of Anti-Social Behavior*
   - Definition: Early and continuing involvement in a number and variety of anti-social acts in a variety of settings.
   - Sample Intervention: Build non-criminal alternative behavior in risky situations

2. *Anti-Social Personality*
   - Definition: A constellation of personality factors (e.g. impulsiveness, thrill-seeking, egocentrism) (Bonta & Wormith, 2007).
   - Sample Intervention: Build problem solving, self-management, anger management and coping skills

3. *Anti-Social Cognition*
   - Definition: Attitudes, values, beliefs and rationalizations supportive of crime and cognitive emotional states of anger, resentment, and defiance (Andrews, 1998).
   - Sample Intervention: Reduce anti-social cognition, reduce risky thinking, feelings, and adopt alternatives to risky thinking

4. *Anti-Social Peers*
   - Definition: Close association with criminal others and relative isolation from anti-criminal others; immediate social support for crime (Andrews, 1998).

- Sample Intervention: Reduce association with criminal others, enhance association with anti-criminal individuals

The Next Four

1. *Family Environment*
   - Definition: Inappropriate parental monitoring and disciplining, and absence of nurturing and caring in family relationships (Andrews, 1998).
   - Sample Intervention: Reduce conflict, build positive relationships and enhance positive communication skills while increasing monitoring and supervision

2. *Substance Abuse*
   - Definition: Abuse of alcohol and/or drugs (Andrews, 1998).
   - Sample Intervention: Reduce substance abuse, reduce the personal and interpersonal supports for substance-oriented behavior and enhance alternatives to alcohol/drug abuse

3. *Education/Employment*
   - Definition: Low levels of performance and satisfaction in school and/or work (Andrews, 1998).
   - Sample Intervention: Enhance performance, rewards, and satisfaction in school and/or work.

4. *Leisure/Recreation*
   - Low levels of involvement in anti-criminal leisure pursuits (Andrews, 1998)
   - Sample Intervention: Enhance rewards, satisfaction and involvement in pro-social activities.

SECTION II: APPLICATION PROCESS AND INSTRUCTIONS

Eligible Applicants

Independent Practitioners

For AOC contracting purposes, an independent practitioner is defined as the following:

- A sole proprietor
- A partnership of any legal type where one or both partners are the proposed service delivery professionals.

If you are part of an Independent Practice Association, the AOC/JJSD will not contract for services with the association but will consider each qualified individual independently when his/her application is submitted accordingly.

Any vendor contracted as an Independent Practitioner may not subcontract any service on an AOC contract to another party.

Support staff, medical billing, or other like personnel, whether employees or non-employees, ***do not*** affect the legal organization of a sole proprietor or partnership for contract purposes.

Full Procurement Agencies

An agency is considered a Full Procurement Agency by the AOC if they meet the following criteria below:

- Are registered with the Arizona Corporation Commission as one of the following:
  - A Limited Liability Company
  - A Professional Liability Company
  - A For-Profit (business) Corporation
  - A Non-Profit (business) Corporation

AND

- Operates as a business entity that utilizes employed staff and/or subcontractors to provide services

AND

- Is licensed by the Arizona Department of Health Service or the Arizona Department of Child Safety

Please Note: Licensure may not be required for certain agencies providing Delinquency Prevention/Intervention Services

A business organization that fits under the *Full Procurement Agency* designation ***must be administratively qualified*** prior to completing the application process. An agency will be considered administratively qualified if they hold any one of the following national accreditations **or** have completed the AOC pre-qualification process:

- The Joint Commission
- Council on Accreditation (COA)
- Commission on the Accreditation of Rehabilitation Facilities (CARF)

Please Note: Laboratories are not required to be administratively qualified. State licensure is adequate with a copy submitted with the application. Please see corresponding AOC Service Specifications for further explanation.

Laboratory Service Requirements

Any clinical laboratory contracted with the AOC must be certified by the College of American Pathologists (CAP) as a Forensic Drug Testing (FDT) laboratory to provide services along with copies of the Certificate of Compliance and DEA Registration.

Use of Sub-Contractors, Volunteers, Interns and Non-Employees

The term "non-employees," as used in the application means any person, provider or agency, other than bona fide employees of the applicant, who, under an agreement with the applicant, is providing or may provide direct services to clients. The term includes, but is not limited to, sub-contractors, volunteers, and student interns. All non-employees, except volunteers, must receive prior approval by the AOC before performing any services.

The applicant will be responsible for contract performance whether or not it uses non-employees to provide services. The applicant must ensure at all times that the services provided, and the persons providing them, meet all of the AOC contract requirements (including insurance coverage).

All agreements between the applicant and a non-employee who provides or may provide services under the AOC contract must be in writing. The agreement shall explicitly set forth, or incorporate by reference, the AOC Standard Terms & Conditions, any relevant contract AOC Special Terms & Conditions and the applicable *AOC Service Specifications,* which will be applied with equal force to any non-employee the same as it would be to an applicant. This agreement must be reviewed and signed annually by both the applicant and non-employee. The agreement will prohibit the non-employee from subcontracting any part of the service.

The AOC reserves the right to review and decline the services of any non-employees throughout the duration of the contract.

Please Note: The use of sub-contractors and/or interns requires additional documentation to be provided to the AOC upon the award of a contract. The sub-contractor and/or intern **must be approved** by the AOC **before** providing services. The requirements can be found in Part III of the Appendix in this application. A sub-contractor and/or intern requirement checklist must be completed for each applicable person and attached to the required documentation.

Vendor Service Proposal Form

The applicant shall propose only the service(s) that was identified on the Vendor Service Proposal Form which was submitted to the AOC. The identified county(s) approved the service(s) by indicating a need for the service and funds to sustain utilization. No additional services proposed by the applicant will be considered.

Service Delivery Expectations

The AOC supports a whole child approach in the development of policy and service delivery. This ensures the needs, rights, and interests of the juvenile and their family are taken into account when providing treatment services. This is achieved by ensuring that, wherever possible, the juvenile and their family are involved in the decision-making processes that contribute to the healthy development and wellbeing of all juveniles.

> **Please Note:** By "whole child" the AOC does NOT mean integrated services, since the AOC does not address medical / dental / physical health needs.

The AOC subscribes to the principles of the Kids at Hope initiative, which states that "All children are capable of success, no exceptions." As such, the AOC believes that youth are more than their criminal behavior. Research shows that many factors are involved – family and environmental circumstances, substance abuse, mental health, trauma, school and education, negative experiences in the family or in the community, as well as individual characteristics of each child. These can be incorporated into treatment by:

- Focusing on the big picture, on the juvenile's life and circumstances and the links between individual issues and other aspects of their lives
- Focusing from the outset on what the juvenile needs for healthy development and wellbeing
- Considering multi-level interventions in the settings of family/friends and peers, school and the wider community
- Viewing the juvenile as having valuable knowledge to contribute to developing and evaluating services that affect them
- Considering ways in which the juvenile can be involved in decision-making on issues that affect them
- Remembering that juvenile changes are sustainable when changes are made in context of family, school and environmental systems

As applicable, the applicant's program and service goals should also target prevention and control of juvenile violence and delinquency by addressing criminogenic (crime producing) risk and need factors and increasing protective factors for delinquency. The applicant's service delivery system should consist of a multidisciplinary system of care that offers comprehensive, developmentally appropriate, culturally responsive, and coordinated child and family services oriented to promote healthy juvenile development and reduction of delinquency and victimization.

The applicant must have a demonstrated capacity for sustaining programs by engaging the support of community-based organizations and by expanding and diversifying funding sources. Further, the AOC requires providers to establish and maintain an accountability mechanism that determines the success of a program's implementation and the outcomes achieved. These should be clearly measurable and specifically related to the program. The applicant should be able to demonstrate prevention and reduction of criminogenic (crime producing) risk factors, recidivism, and violence. The AOC is required by statutory mandate to evaluate treatment programs for effectiveness at reducing repeat juvenile offenses; therefore, the applicant's program may be chosen to be evaluated through the Correctional Program Checklist 2.0 (CPC) process, or other evaluation process to be determined.

Submission of Application

Please complete and submit this application and required documentation on plain white paper, clipped together – NO STAPLES. The application submitted must be type written or word processed, no hand-written applications will be accepted. The applicant must submit **one original and one copy** of the application. The original must be clearly marked "original" and the copy clearly marked "copy".

> ***Please Note*: Applications must be submitted in a sealed envelope by mail or hand-delivery. The envelope must clearly display the applicant's name and read "Open & Continuous Contract Application."**

Applications delivered by mail should be sent certified mail, return receipt requested, to:

Arizona Supreme Court
Juvenile Justices Services Division
Attn: Contracts & Monitoring Unit
Open & Continuous Contract Application
1501 West Washington, Suite 337
Phoenix, Arizona 85007-3231

Hand delivered applications should be directed to the third floor, Contract Unit Administrative Assistant – Amy Nadler (602) 452-3588. Please allow sufficient time for security screening and note that JJSD staff is unavailable after 4:00 p.m. All hand delivered applications shall be issued a receipt verifying the contents, time, and date received. Please note incomplete applications may be rejected at the discretion of the AOC.

Public Record

All information contained in the application and the documents submitted with it are public records and generally open for public inspection. If the applicant believes that any information submitted is proprietarily confidential, the applicant must identify each such document or particular part of a document by placing the term **"CONFIDENTIAL"** in a way that clearly identifies the information that the applicant believes is proprietary. The applicant must also provide with the application a statement of the reason(s) the applicant believes the identified information is proprietary. The AOC's Legal Services Department will make the final determination whether or not the information may be withheld as confidential.

Application Evaluation Criteria

Submission Guidelines

An initial review will be conducted to determine if the applicant has adhered to the requirements of the application. No points will be assessed as this evaluation is graded as PASS/FAIL.

NOTE: Any application not meeting all the submission guidelines above may be rejected and not subject to further review.

Administrative Performance

This segment comprises 50% of the total score and is based upon your answers from Form B of the application.

Service Applications

A separate service application (F-form) is required for each service proposed. This segment of the evaluation comprises 50% of the total score.

Trauma Specialty

Additional credit will be given to providers who meet the requirements to provide trauma services in conjunction with designated services. To meet the requirements to provide trauma services:

- The applicant must also provide a description of the proposed trauma services within the applicable F Form service description.

Please Note:

- A score of 80% must be obtained to be considered for contract award.
- Vendors will also be evaluated on previous contract compliance history with the AOC; licensing history; and/or contracts with other entities. Any vendor who has historical adverse actions related to contracts and/or licensure may be deemed ineligible for contract award.

Submission of Application Forms

The applicant must respond to all questions and submit all forms. If a question is not applicable, the applicant must designate it **"N/A"** and explain why. All forms must be signed by the person who is authorized to sign the contract and to legally-bind and officially represent the applicant to the AOC on all matters related to the contract. All forms and documentation requirements can be found in the Appendix of this document.

- **Form A - Cover Sheet**: This form must be completed and submitted. A completed and signed Arizona W-9 form must also be submitted with the cover sheet. **The business name used on all forms must match IRS filings and ProcureAZ, as applicable.**

- **Form B - Administrative Qualification**: Completion of this form in its entirety is required by all applicants.

- **Form C - Statement of Non-Discrimination**: This form must be signed and submitted.

- **Form D - Insurance Requirements**: This form must be completed and submitted. The required documentation must be attached to the form.

- **Form E - Acknowledgements**: This form must be signed and submitted.

- **Forms F1 - F4 Service Applications**: The applicant must complete and submit one service application form and sign the appropriate *AOC Service Specification* for **each**

service/program proposed. The *AOC Service Specifications* are grouped in the Appendix of this document by the corresponding service application form. There are four different types of service application forms. The service/program being proposed by the applicant will determine which service application (F-form) to use. Please note each service application form also contains a drop-down box to select the service being proposed. At the end of each service application there is an icon that will direct applicants to the Personnel Qualifications (PQ) form. One PQ must be completed for each staff member, including non-employees, for each service the staff will be providing.

- ✓ **Form F1:** Delinquency Prevention/Intervention Services
- ✓ **Form F2:** Evaluation, Polygraph & Laboratory Services
- ✓ **Form F3:** Residential Services
- ✓ **Form F4:** Standard Services *(includes all services not in above categories)*

- **Form G Application Checklist**: This form must be completed and submitted.

AOC Standard Terms & Conditions

The AOC encourages applicants to thoroughly read the AOC Standard Terms & Conditions and the relevant *AOC Service Specifications*, in order that the applicant clearly understands his/her obligations if awarded a service contract. There are AOC Standard Terms & Conditions that are unique to full procurement (agencies) and independent practitioners. Both documents can be found in the Appendix Part VI of this application. The AOC Standard Terms & Conditions are in PDF format and may be downloaded to view or print. **DO NOT** submit the AOC Standard Terms & Conditions with the application.

AOC Service Specifications

The *AOC Service Specifications* describe in detail the services the AOC is looking to procure. **Service proposals must reflect the requirements, tasks, and goals as outlined in the** *AOC Service Specification*. Included in the *AOC Service Specifications* is a rate page that lists the AOC Maximum Desired Rate of compensation for each service. The applicant may agree to the proposed rate or may propose another rate, to be evaluated by the AOC. The authorized representative for the agency **must** sign the rate page regardless of agreement to the AOC Maximum Desired Rate or proposal of an alternative rate. Each *Service Specification* must be signed by the applicant's authorized representative and submitted with the service application (F-form) for each service the applicant is proposing. In addition, the applicant's proposal must clearly demonstrate how the requirements for that particular service will be met. Generic descriptions or program brochures will not be accepted. The *AOC Service Specifications* can be found in the Appendix Part VII of this application. All *AOC Service Specifications* are in .PDF format and can be downloaded to view or print.

> **Please Note:** If applicants encounter issues with downloading any documents, the AOC first suggests trying an alternative web browser to open the document. If the issue persists, please contact the AOC for technical assistance.

If a Full Procurement agency applicant proposes to use subcontractors or interns within their organization to provide some of the proposed services within a particular *AOC Service*

Specification the applicant must demonstrate the qualifications and experience of the sub-contractor to meet AOC standards for that particular service. All contracted services are considered as available for statewide use. The probation department must call the provider for availability of services located out-of-county. If a contractor provides a service in a county where the contractor does not have an office location, out-of-county compensation rates may apply. For provision of services via Tele-medicine, consult the AOC Guidelines for Tele-medicine, Appendix, Part VII.

Contract Term

The Open & Continuous process allows the AOC to contract for services outside of the competitive service solicitation, if the probation department determines an unmet or under-met service need is present. Applicants awarded a contract through the Open & Continuous process will need to re-apply during the following solicitation period to continue contracting with the AOC.

Contracts awarded through the Open & Continuous process shall expire as indicated on the Contract Form. Contracts awarded pursuant to this application may be renewed subject to the availability of funds and the AOC's determination of the service provider's success in meeting the conditions of the contract at a competitive cost.

Contract Award Information

The AOC will select contractors based on their qualifications, past performance and, where determinable, the geographic need for services offered. Additionally, the type of services offered must be reasonably supported by the organizational, legal, fiscal and management capabilities of the applicant.

The AOC cannot predict nor guarantee referrals by the referring probation department(s) for the proposed service(s); does not represent any guarantee of business volume to any applicant who qualifies to provide service(s) or obtains a contract to provide services; nor is there any guarantee the county juvenile court will use the service(s) of any applicant who is issued a contract by virtue of this application. All contracted services are considered available for statewide use and contain a minimum stipulation of one identified county where the applicant has agreed to provide in-county services. All contracts are fee-for-service unless otherwise stated in the contract.

Applicants awarded contracts are encouraged to use the Treatment Supervisor Contact List (located on the JJSD website) to contact the appropriate juvenile court staff who will be referring juveniles for utilization of service(s) in order to develop collaboration and facilitate service(s).

Compliance Monitoring and Performance

The ASC/AOC, under **A.R.S §8-322**, has the statutory authority to administer all services and manage the funds for incorrigible and delinquent juveniles referred to the court. The administration of services includes contract administration and contract compliance, including monitoring activities. The ASC/AOC or any other legally authorized agency of the state or federal government may, at any time during the hours of operation with or without notice to the Contractor or subcontractors:

i. Visit or inspect the facilities of the Contractor, or of subcontractors;

ii. Observe the services provided;

iii. Interview clients, parents, guardians, personnel, volunteers, interns or subcontractors in privacy; and

iv. Inspect and copy records relating to the contract, including but not limited to personnel files, client files, billing documentation, policies and procedures.

The Contract officer may evaluate any services that the Contractor provides and may assess the Contractor's progress in achieving the goals and measurable objectives, as described in the Contract, and reducing recidivism. The Contractor must participate in program evaluation processes, which may include written program improvement planning, and quality improvement and quality assurance efforts through the Correctional Program Checklist (CPC), as determined by the ASC/AOC. The Contract Officer shall make evaluation reports available to the Contractor upon request.

Failure of the applicant, its personnel, volunteers, interns or any non-employee to cooperate with the activities described may be grounds to terminate the contract.

Complaints

Complaints regarding this application must be submitted in writing to the JJSD, Attention: Division Director.

Administration Office of the Courts
Juvenile Justice Services Division
Attn: Division Director
1501 West Washington Street, Suite 337
Phoenix, Arizona 85007

Protests

Protests concerning improprieties regarding this application, or in the award of a contract, must adhere to the AOC Procurement Appeals Procedure, made available upon request. All protests must be submitted in writing within ten (10) days of the event.

SECTION III:
APPLICATION FORMS AND INSTRUCTIONS

FORM INSTRUCTIONS

The applicant **must** complete and submit one F-form for each service proposed. For each F-form submitted the corresponding *AOC Service Specification* must also be attached and signed. Each F-form includes a separate Personnel Qualifications (PQ) form, through a linked icon, for the applicant to complete for **each** staff, including non-employees, who will be providing the direct service delivery and/or administrative oversight of the primary service for juveniles. An individual PQ form must be completed for each staff member for each service her or she provides. The Personnel Qualifications (PQ) form is not applicable for laboratory services.

The forms on this page may be used more than once. Double click on the form icon to open each form. The form will open in a new window. Please note you must have Adobe Acrobat Reader to view the forms. If necessary, please visit the website to download a free version http://www.adobe.com/. All forms are **PDF** and allow for the "save as" function. The text boxes throughout each of the forms will **AUTO ADJUST** to the amount of text provided. Once the form has been completely filled out, select the **PRINT** button at the top left of each form. The form may be printed repeatedly if necessary. You are encouraged to maintain a hardcopy of all completed forms for your records. Once you have completed a form, close out of the form by clicking on the windows close button "✕" on the top right of your screen. This will return you to the application. If the same form needs to be utilized a second time, follow the instructions above. This process can be repeated as many times as necessary.

The Personnel Qualification (PQ) form **MUST** be completed for each staff providing direct service delivery and/or administrative oversight of the primary service for juveniles. Please complete the form then do a "Save As" to save the form for that staff. Once the form is saved, click the "Reset Form" button at the bottom of the page to clear the form to complete for the next staff member. This process may be repeated as many times as necessary. Once all PQ forms are complete please print and attach to the application.

FORMS

- FORM A: Cover Sheet

- FORM B: Administrative Qualification

- FORM C: Non-Discrimination Certificate

- FORM D: Insurance Requirements

- FORM E: Acknowledgements

- FORM F1: Delinquency Prevention Intervention Services

- PQ Form F1

- FORM F2: Evaluation, Polygraph and Laboratory Services

- PQ Form F2

- FORM F3: Residential Services

- PQ Form F3

- FORM F4: Standard Services

- PQ Form F4

- FORM G: Application Checklist

APPENDIX

PART I – Arizona W-9 Form

- W-9 Form

PART II – Direct Deposit

- ACH Direct Deposit

PART III – AOC Criminal History Affidavit

- Criminal History Affidavit

PART IV – Sole Proprietor Waiver and Independent Contractor Agreement

- Sole Proprietor Waiver
- Independent Contractor Agreement

PART V –Subcontractor and Intern Requirements and Addendums

- Subcontractor Requirements
- Subcontractor Addendum with Psychometrist
- Subcontractor Addendum without Psychometrist
- Intern Requirements
- Intern Addendum with Psychometrist
- Intern Addendum without Psychometrist

PART VI – Standard Terms and Conditions

- Full Procurement Agency
- Independent Practitioner

PART VII – Service Specifications

Form F1 – Delinquency Prevention/Intervention Services

- 190 – Behavior Specific Education
- 193 – Respite Alternative Centers
- 195 – Mentoring
- 196 – Cognitive Skills Development/ Cognitive Restructuring
- 197 – Comprehensive Youth Program
- 198 – Life Skills Development
- 199 – Interpersonal Skills Building

Form F2 – Evaluation, Polygraph and Laboratory Services

- 120/121 – Psychological /Psycho-educational Evaluation
- 122 – Psychosexual Evaluation
- 123 – Comprehensive Mental Health Assessment
- 124 – Neuropsychological Evaluation
- 125/126 – Psychiatric Evaluation/ Medication Monitoring
- 127 – Sexually Abusive Behaviors Assessment
- 128 – Substance Use Assessment
- 174 –Sexual Interest Assessment
- Laboratory Examination of Biological Specimens
- 177 – Clinical Polygraph for Post-Conviction Sex Offender Testing
- 263 – Juvenile Competency Mental Health Expert

Form F3 – Residential Services

- 102/116 –Behavioral Health Inpatient Facility: Unlocked/Locked – GMH Population
- 103 – Behavioral Health Residential Treatment Facility – GMH Population
- 105 – DCS Licensed Group Home
- 106 – Shelter Care
- 108 – Intensive Behavior Modification Group Home
- 111 – Family Intervention / Reunification Residential Program
- 114 – Domestic Violence Residential Treatment Facility
- 200/201 – Sexually Abusive Behavior Inpatient Facility: Unlocked/Locked
- 202 – Sexually Abusive Behavior Residential Treatment Facility
- 220/224 – Substance Use Disorder Inpatient Facility: Unlocked/Locked
- 221 – Substance Use Disorder Residential Treatment Facility

***Bundle services may be available for some of these programs. Please review the memo regarding the description of Bundle services**

Form F4 – Standard Services

- 131 – Therapeutic Day (3 hours) General Mental Health and/or Co-Occurring Disorders
- 135-149 – General Mental Health Counseling
- 142 – Adjunctive Therapy
- 160/159 – Family Support/Community Transition
- 165 – Family Skills Training
- 168 – Day/Evening Reporting Center
- 205 – Therapeutic Day Program for Sexually Abusive Behavior: Half Day (3 Hours)
- 207-216 – Sexually Abusive Behavior Counseling
- 225-234 – Substance Use Disorder Counseling
- 237-241 – Intensive Outpatient Program for Substance Use Disorder (IOP-SUD)
- 260 – Juvenile Competency Restoration Specialist
- 280/282 – Functional Family Therapy (FFT)
- 294-299 – Multi-Systemic Therapy (MST)
- 297/298/305 – Multi-Systemic Therapy for Problem Sexual Behaviors (MST/PSB)
- 306 – Special Track – Trauma Specialization

***Bundle services may be available for some of these programs. Please review the below PDF regarding the description of Bundle services**

- Bundle Services
- Sex Trafficking
- Guidelines for Telemedicine