



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 Respite Alternative Center Service Specification  
 Service Code 193

<b>RESPITE ALTERNATIVE CENTER, Service Code 193</b>	
<b>Category</b>	Delinquency Prevention/Intervention Services (Form F-1)
<b>Setting</b>	<ul style="list-style-type: none"> <li>• Community, Facility-Based</li> </ul>
<b>Targeted Population</b>	<ul style="list-style-type: none"> <li>• Adjudicated Juveniles 12 - 17 years old</li> </ul>
<b>Facility License</b>	<ul style="list-style-type: none"> <li>• No facility licensure is required</li> <li>• Must be a Full Procurement agency</li> </ul>
<b>Service Description</b>	<ul style="list-style-type: none"> <li>• This service provides a safe community-based location while offering a brief intervention to the juvenile for up to twenty-three (23) hours respite, offered seven (7) days per week and 365 days per year.</li> <li>• The Respite Alternative Center provides intake, non-clinical assessment and referral for:               <ul style="list-style-type: none"> <li>○ Juvenile status offenders such as runaways and curfew violators</li> <li>○ Juveniles who are also arrested or being charged with a misdemeanor domestic violence offense and meet the risk/intake criteria as outlined by the juvenile probation department</li> </ul> </li> <li>• Early intervention allows juveniles and their families to address issues and receive community referrals before these problems become too overwhelming to the juvenile and the family. This in turn promotes a more pro-social lifestyle.</li> <li>• At time of intake, the Contractor shall screen for the juvenile’s immediate needs and provide community-based referrals and resources. Meals and sleeping accommodations must be provided to meet the juvenile’s needs during the maximum 23-hour service encounter.</li> </ul>
<b>Service Tasks</b>	<p><b>Contract requirements set forth in the AOC <u>Standard Terms &amp; Conditions</u> are applicable. Additionally:</b></p> <ol style="list-style-type: none"> <li>1. Screen for immediate crisis intervention need(s) prior to departure of law enforcement. As appropriate contact or make referral for crisis intervention services, documenting screening (and referral when applicable) in the juvenile’s file.</li> <li>2. Conduct a non-clinical assessment upon the juvenile’s admission to the center to screen for need and types of services appropriate for the juvenile. This may include but is not limited to counseling, education, crisis</li> </ol>



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	<p>intervention, familial mediation, and basic living needs such as shelter, food, and immediate medical care if needed.</p> <ol style="list-style-type: none"> <li>3. A copy of the non-clinical assessment shall be kept in the juvenile’s file. The non-clinical assessment must be completed by staff meeting the qualifications outlined in this service specification and contains at a minimum, the information outlined in Paragraph 46 (b) the AOC <u>Standard Terms &amp; Conditions</u>.</li> <li>4. Upon arrival, notify parent/guardian of the juvenile’s admission to the center and request immediate parental involvement. Documentation of contacts/engagement shall be included in the juvenile's file.</li> <li>5. Prior to discharge from service, develop an individualized discharge/aftercare plan in accordance with AOC <u>Standard Terms &amp; Conditions</u> 49 (f). Provide a written copy of the plan to juvenile and their parent/guardian and maintain a copy of the documentation in the juvenile’s file.</li> <li>6. Provide up to twenty-three (23) hours of on-site respite service for the juvenile. Facility must have at least one bed on-site.</li> <li>7. If programming extends through normal meal times (i.e., noon, 6:00 p.m.), provide meals in accordance with AOC <u>Standard Terms &amp; Conditions</u>, Paragraph 56.</li> </ol>
<b>Service Frequency</b>	<ul style="list-style-type: none"> <li>• This service does not limit number of separate referrals for the juvenile</li> </ul>
<b>Service Duration</b>	<ul style="list-style-type: none"> <li>• Up to twenty-three (23) hours</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• The Contractor shall ensure that persons providing this service are at least twenty-one (21) years of age and the Contractor is able to demonstrate adequately to the Administrative Office of the Courts: education, training, experience relevant to the program, skill level required for effective program delivery, and positive interaction with juveniles.</li> </ul>
<b>Staff to Client Ratio</b>	<ul style="list-style-type: none"> <li>• The daily program census may vary from one (1) to eight (8) or more juveniles per day; a minimum of one staff must be on duty at all times</li> </ul>
<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>• 24 hours / 7 days per week</li> <li>• Ideally, the hours should not conflict with the juvenile’s academic day</li> </ul>
<b>Desired Service Outcomes</b>	<ul style="list-style-type: none"> <li>• Facility will provide a safe environment, non-clinical assessment, and community referral(s) for the juvenile and family</li> </ul>



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	<ul style="list-style-type: none"><li>Juvenile will demonstrate the ability to return to community after Respite Alternative Center referral, as appropriate</li></ul>
<b>Unit of Service</b>	<ul style="list-style-type: none"><li>One (1) unit equals one (1) service event. Each service event provides a maximum twenty-three (23) hour stay</li></ul>

**The following documentation and information must be submitted with the service specification:**

The facility name and address for each location used for service provision.

<b>Facility Name</b>	<b>Facility Address</b>
1.	
2.	
3.	
4.	



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**Proposed Service & Rate:**

Respite Alternative Center	
AOC does not wish to pay more than the stated rate(s) below:	
Respite Alternative Center (sc 193)	<b>\$125.00</b> / juvenile/service event (23-hours of less)
Other Proposed Service Rate: Respite Alternative Center (sc 193)	\$_____ / juvenile/service event (23-hours of less)

**Other Agreement:**

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

**By signing below, I confirm that I have read and fully understand the requirements necessary to provide services in the Respite Alternative Centers and I agree to all requirements, restrictions, service tasks and contract rate(s):**

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



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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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**Contracted Service & Rate:**

Respite Alternative Center	
Respite Alternative Center (sc 193)	\$_____ / juvenile/service event (23-hours of less)

**Other Agreement:**

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**By signing below, I confirm that I have read and fully understand the requirements necessary to provide services in the Respite Alternative Centers and I agree to all requirements, restrictions, service tasks and contract rate(s):**

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**Contractor Signature / Date**

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**AOC Signature / Date**