



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Behavior Specific Education Service Specification
 Service Codes 190

BEHAVIOR SPECIFIC EDUCATION, Service Codes 190	
Category	Delinquency Prevention/Intervention Services (Form F1)
Setting	<ul style="list-style-type: none"> • Community-based
Targeted Population	<ul style="list-style-type: none"> • Juveniles 12 – 17 years old • Low, Moderate-, or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by probation department using the Arizona Youth Assessment System (AZYAS) or other Arizona standardized assessment for transferred juveniles • Low-risk juveniles shall not be combined with Moderate- or High-risk juveniles during any component of service delivery • Non-adjudicated diversion juveniles shall not be combined with adjudicated juveniles during any component of service delivery
Facility License	<ul style="list-style-type: none"> • This service does not require an agency or individual to hold a specific license
Service Description	<ul style="list-style-type: none"> • Behavior Specific Education is an educational and skill-building service which addresses a specific topic. Delivery of services must allow juveniles to practice critical thinking skills to promote meaningful learning experiences directed toward preventing recidivism. Topics may include, but are not limited to: physical health, shoplifting, drugs, alcohol, truancy, tobacco use, and job skills. The service may be provided in an individual and/or group setting.
Service Tasks	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none"> 1. Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) or other Arizona standardized assessment when applicable for transferred juveniles. Additionally, document how low-risk juveniles are not placed in groups with moderate- and high-risk juveniles and how the placement was determined. Consideration shall be given to placement of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence). 2. Criminogenic risks and needs of the juvenile must be identified at the initiation of services from the probation risk assessment summary, be addressed throughout the course of service, and recorded in the juvenile’s file. Ongoing discussion with the probation officer about criminogenic needs is preferred.



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	<ol style="list-style-type: none"> 3. Deliver educational material in a structured and supportive learning environment that promotes active learning by the intended target audience. Service provision must include but may not be limited to the following instructional techniques: modeling of behavior, discussion, role-playing, feedback, and reinforcement. 4. Conduct pre- and post-test of the juvenile’s comprehension of the presented topic; tests must be scored to ascertain the juvenile’s achievement of the service objectives and shall be retained in the juvenile file. 5. Contractor must maintain original signature of juvenile on a dated attendance form for each day service is provided. The attendance documentation must be maintained for the entire length of the contract and made available for review if requested.
Service Frequency	<ul style="list-style-type: none"> • As designated by the probation officer or as prescribed in the service application
Service Duration	<ul style="list-style-type: none"> • As indicated on the authorized Service Authorization Form (SAF)
Staffing	<ul style="list-style-type: none"> • The Contractor shall ensure that individuals providing this service must be at least twenty-one (21) years of age. • The Contractor shall demonstrate to the Administrative Office of the Courts (AOC) each individual’s education, training, experience relevant to the program, skill level required for effective program delivery, and the ability to interact positively with juveniles
Staff to Client Ratio	<ul style="list-style-type: none"> • 1 staff to 8 juveniles
Hours of Operation	<ul style="list-style-type: none"> • Weekdays and possible weekends • Ideally, the hours should not conflict with the juvenile's academic day
Desired Service Outcomes	<p>Juvenile will:</p> <ul style="list-style-type: none"> • Demonstrate skills learned and provide feedback to the instructor on the utilization of the skills; • Demonstrate an understanding of the topic presented as validated through an improvement of at least 15% between pre-test and post-test scores • Juvenile will demonstrate a reduction in the criminogenic risks identified by the probation officer, as evidenced by the re-assessment of the AZYAS, or as observed progress on the service goals that were targeted to those factors.
Unit of Service	<ul style="list-style-type: none"> • One unit equals 60 minutes of staff time for either individual or group session. • Case management and additional records documentation time cannot be billed as therapy.



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

1. An outline of planned, structured activities.
2. The table of contents from each evidence-based curriculum utilized in service delivery.
3. The pre- and post-test utilized to demonstrate the juvenile's comprehension of presented topics.
4. The facility name and address for each location used for service provision.

Facility Name	Facility Address
1.	
2.	
3.	
4.	



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Proposed Services & Rates:

Behavior Specific Education:	
Number of Daily Program Hours: _____ hours / day	
Program Service Hours: From _____ a.m. /p.m. to _____ a.m. /p.m.	
Program Service Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<u>Rate:</u>	
AOC does not wish to pay more than the stated rate(s) below:	
Group (sc 190)	\$ <u>20.00</u> / hour / juvenile
Other Proposed Service Rate: Group (sc 190)	\$ _____ / hour / juvenile

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 Behavior Specific Education services and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



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AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

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