



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 DCS Licensed Group Home Service Specification  
 Service Code 105

<b>DCS LICENSED GROUP HOME, Service Code 105</b>	
<b>Category</b>	Out-of-Home Care Services (Form F3)
<b>Setting</b>	<ul style="list-style-type: none"> <li>Residential</li> </ul>
<b>Targeted Population</b>	<ul style="list-style-type: none"> <li>Moderate- or High-risk juveniles, 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;</li> <li>Low-risk juveniles cannot be considered for this service</li> </ul>
<b>Facility License</b>	<ul style="list-style-type: none"> <li>Must be licensed by Arizona Department of Child Safety, Office of Licensing &amp; Regulation (DCS/OLR) as a Child Welfare Agency for Group Home.</li> </ul>
<b>Service Description</b>	<ul style="list-style-type: none"> <li>DCS Licensed Group Home Care is provided in a licensed non-treatment facility providing 24-hour supervision for juveniles in an age-appropriate, individualized and structured group setting. The service is provided by trained staff who are awake overnight. Juveniles in this level of care require consistent behavior management, supervision and support. Staff provide a safe and nurturing environment to help juveniles facilitate change in their behavior, attitudes and personal interactions.</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>Provide a structured group home setting appropriate to the needs of the juveniles in residence, including 24-hour supervision.</li> <li>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).</li> <li>Conduct a non-clinical assessment in accordance with Paragraph 46(b) of the AOC <u>Standard Terms &amp; Conditions</u>. The Contractor may accept an “external” assessment, meaning an assessment conducted by another agency and/or program, if the assessment includes, at a minimum, all information outlined for non-clinical assessments in Paragraph 46(B) of the</li> </ol>



Administrative Office of the Courts  
Juvenile Justice Services Division  
Contract Years 2019-2024  
DCS Licensed Group Home Service Specification  
Service Code 105

	<p>AOC <u>Standard Terms &amp; Conditions</u> and was conducted within 15 days prior to placement. If an external assessment is utilized, the Contractor must review the assessment and determine that all psychosocial elements outlined in Paragraph 37 of the AOC <u>Standard Terms &amp; Conditions</u> are addressed. The Contractor must address any outstanding elements and provide a written record of the update prior to the development of the service plan. The re-assessment must be conducted by qualified personnel and must be maintained in the juvenile's file.</p> <ol style="list-style-type: none"><li>4. Develop an individualized Service Plan with the juvenile, parent/guardian, and probation officer, enabling the juvenile to move back home or to a less restrictive level of care as soon as service goals are met. The plan must include goals which are targeted toward criminogenic risk and needs.</li><li>5. Based on service plan goals, the contractor must provide structured programming to include an evidence-based behavior management plan, community support planning, family engagement, teaching/educational interventions, and strategies that aid in individual skill development.</li><li>6. Criminogenic risks and needs of the juvenile must be identified using the probation risk assessment summary, be addressed throughout the course of services, and recorded in the juvenile's file at the initiation of services. Ongoing discussion with the probation officer about criminogenic needs is preferred.</li><li>7. Involve foster parental/family involvement for the purpose of strengthening parental/family bonds, as appropriate. Family engagement shall include regular phone contact and visitation with family members unless contra-indicated by conditions of probation and/or probation department directives. Family engagement shall be flexible to meet the non-traditional hours needed by families. Phone contact and visits shall not be tied to behavior management levels and shall not be removed as a consequence.</li><li>8. Home visits should be intentional and planned with the juvenile, family, and probation officer to enhance family functioning and aid in the achievement of service goals. Home visits shall be in the family home (as approved by the probation department) and visits shall not be removed as a consequence of the behavior management system.</li><li>9. The Contractor shall ensure that educational needs are being met. School may be in the community or on-site. Juveniles shall attend their home school whenever possible.</li><li>10. The Contractor shall arrange and support services consistent with the juvenile's needs and the needs of the family.</li><li>11. The Contractor shall arrange, as necessary, psychiatric services, which include, but are not limited to, medication and medication management and review.</li></ol>
--	--



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 DCS Licensed Group Home Service Specification  
 Service Code 105

	<ol style="list-style-type: none"> <li>12. The Contractor shall provide a variety of purposeful activities appropriate to the juvenile’s behavioral health, physical, developmental, emotional, cultural, religious and social needs.</li> <li>13. The Contractor shall ensure 24-hour crisis intervention is available to aid in the stabilization of crisis situations.</li> <li>14. The Contractor shall ensure compliance with medical and health care and medication requirements set forth in applicable Arizona Department of Child Safety, Office of Licensing &amp; Regulation (DCS/OLR) requirements.</li> <li>15. Provide transport as necessary to and from dental and medical appointments, school, court, therapy, home visits, and routine day-to-day activities. The Contractor is responsible for transportation cost within a 25-mile radius - except for emergency or crisis situations.</li> <li>16. Transportation known or anticipated beyond the 25-mile radius requires written agreement between the Contractor, parent/guardian, and probation department prior to the juvenile entering placement. Unanticipated, non-emergency transportation beyond the 25-mile radius must be determined and agreed upon by the Contractor, parent/guardian, and probation department on a case-by-case basis.</li> <li>17. Participate in the coordination of care with other providers or agencies and the probation department.</li> </ol>
<b>Service Frequency</b>	<ul style="list-style-type: none"> <li>• 24 hours / 7 days per week</li> </ul>
<b>Service Duration</b>	<ul style="list-style-type: none"> <li>• Service is individualized and based on criteria for admission and continued service, as well as the juvenile’s ability to benefit from individual treatment goals.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Assessment and service plans shall be provided by staff who possess at a minimum a Bachelor’s degree in a Human Service related field and who have two years full-time experience providing this service or working with the juvenile justice population.</li> <li>• Documented training in completion of assessment and service plans for group home care services.</li> </ul>
<b>Staff to Client Ratio</b>	<ul style="list-style-type: none"> <li>• The Contractor will comply with all staffing requirements of the Arizona Department of Child Safety, Office of Licensing &amp; Regulation requirements. All staff will have direct contact with juveniles and will have an understanding of evidence-based juvenile development principles, best practice in juvenile justice and criminogenic risk and needs.</li> </ul>
<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>• 24-hour, awake overnight staff</li> </ul>



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 DCS Licensed Group Home Service Specification  
 Service Code 105

<b>Desired Service Outcomes</b>	<ul style="list-style-type: none"> <li>To provide group home care, where juvenile receives services which improve or stabilize the juvenile and prevents placement in a more restrictive environment. The primary goal is to enable the juvenile to move to a less restrictive level of care as soon as service goals are met.</li> </ul>
<b>Unit of Service</b>	<ul style="list-style-type: none"> <li>DCS Group Home Service: One unit of service equals one 24-hour period. To be considered as a billable unit, the juvenile must have been under supervision by the provider at 11:59 p.m. that day.</li> </ul>

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

- Name(s) of all written programs to be utilized in delivery of this service:  
 \_\_\_\_\_  
 \_\_\_\_\_
- Copy(ies) of facility license(s)
- If applicable, facility name, address and DCS license number from which services will be provided. If more than one facility, *each* facility must be identified separately in the table below.

Facility Name	Facility Address	DCS License Number (including Operating Certificate and Satellite Facilities)
1.		
2.		
3.		
4.		



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 DCS Licensed Group Home Service Specification  
 Service Code 105

**Proposed Service & Rate:**

DCS Licensed Group Home:				
<b>Males only:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Females only:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Males &amp; Females:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>On-Site School:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Off-Site School:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Rate:</b>				
AOC does not wish to pay more than the stated rate(s) below:				
DCS Licensed Group Home (sc 105)	\$ <u>140.00</u> /day			
Other Proposed Service Rate: DCS Licensed Group Home (sc 105)	\$ _____ /day			

**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 the DCS Licensed Group Home service and I agree to all requirements, restrictions, service tasks, and contract rate(s):**

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



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 DCS Licensed Group Home Service Specification  
 Service Code 105

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

**Contracted Service & Rate:**

DCS Licensed Group Home:				
<b>Males only:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Females only:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Males &amp; Females:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>On-Site School:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Off-Site School:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Rate:				
DCS Licensed Group Home (sc 105)		\$_____ /day		

**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 the DCS Licensed Group Home service and I agree to all requirements, restrictions, service tasks, and contract rate(s):**

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

\_\_\_\_\_  
**AOC Signature / Date**