



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2019-2024
 Day/Evening Reporting Center Service Specification
 Service Code 168

DAY/EVENING REPORTING CENTER, Service Code 168	
Category	Behavioral Support Services (Form F4)
Setting	<ul style="list-style-type: none"> Community-based, office
Targeted Population	<ul style="list-style-type: none"> Low-, Moderate-, or High-risk juveniles, as indicated on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) or other Arizona standardized assessment for transferred juvenile The Contractor shall ensure low-risk juveniles are not combined with moderate- and high-risk juveniles in a group setting The developmental stage (early, middle, late adolescence) and cognitive ability of the juvenile must be considered when provided in a group setting
Facility License	<ul style="list-style-type: none"> No facility license is required to provide this service This service shall only be provided by a Full Procurement Contractor
Service Description	<ul style="list-style-type: none"> Day/Evening Reporting Center provides structured, supervised activities during high-risk time periods which are designed to address criminogenic needs by supporting healthy attitudes, promoting positive peer associations, addressing risky behavior and thinking errors. Services also address vocational/educational needs to enhance a juvenile's pro-social behavior, and interpersonal skills. Family services, when appropriate for the individual juvenile, should seek to strengthen family relationships by improving communication and improving family members' ability to support the juvenile throughout the course of treatment or other services.
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"> 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). Criminogenic risks and needs of the juvenile must be identified at the initiation of treatment from the probation risk



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	<p>assessment summary, be addressed throughout the course of treatment, and recorded in the juvenile’s file. Ongoing discussion with the probation officer about criminogenic needs is preferred.</p> <ol style="list-style-type: none"> 3. Provide transportation for referred juveniles to and from the 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 juvenile’s parent and probation officer prior to use of public transportation. 4. Conduct a non-clinical assessment and enter it in writing into the juvenile’s file within three days of admission. The assessment must be completed by staff meeting the requirements outlined in this service specification and which contains, at a minimum, the information outlined in Paragraph 46, of the AOC <u>Standard Terms & Conditions</u>. 5. The treatment plan must address the juvenile’s current level of functioning. Including any history of trauma related to the juvenile and their family. 6. If appropriate, parenting education and skill building groups may be provided for all parents/guardians of juveniles enrolled in the program. 7. Contractor must have original signature of juvenile on a dated attendance form for each day service is provided. Signatures for each attending adult family member, and juvenile when applicable, must be recorded on a dated attendance form for each day family service is provided. The attendance documentation must be maintained for the entire length of the contract and made available for review if requested. 8. Document in the juvenile’s file attendance, level of participation, and comprehension of the material within twenty-four (24) hours of service delivery. 9. If programming extends through normal meal times (i.e., noon, 6:00 p.m.), provide meals in accordance with AOC <u>Standard Terms & Conditions</u>, Paragraph 56.
Service Frequency	<ul style="list-style-type: none"> • As designated by the assessment and as authorized by the SAF
Service Duration	<ul style="list-style-type: none"> • Service duration is individualized and based on the Contractor’s established criteria for admission and continued service, service authorization from the probation department, and the juvenile’s ability to benefit from the service • Typically, up to 30 days and as authorized in SAF
Staffing	<ul style="list-style-type: none"> • Direct services may be delivered by appropriately trained and supervised paraprofessional and/or direct care personnel.
Staff to Client Ratio	<ul style="list-style-type: none"> • Minimum of 1 staff to 8 juveniles at all times during service delivery



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Hours of Operation	<ul style="list-style-type: none"> • Day/Evening hours may include weekends • Evenings and weekends to allow time outside of school/work hours for juveniles and outside of work hours for family • Five (5) hours of daily structured programming (must include meal), excluding transportation time • 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"> • Remain in the home and community • Have access to pro-social activities and enrichment programming • Juvenile will exhibit improved pro-social attitudes and behavior, academic performance and/or interpersonal skills • Criminogenic risks and needs of the juvenile must be identified at the initiation of treatment from the probation risk assessment summary, be addressed throughout the course of treatment, and recorded in the juvenile’s file. Ongoing discussion with the probation officer about criminogenic needs is preferred • 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"> • To be reimbursed, the juvenile must be present for a minimum of five consecutive hours (must include meal) during high-risk times for delinquent behavior (1 unit equals five hours), excluding transportation time

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

1. Program eligibility criteria;
2. A schedule of structured daily activities, including time allotted for transportation and meals;
3. Identify the name(s) of all written programs to be utilized in delivery of this service;
4. The facility name and address for each location from which this service will be provided.

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



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Proposed Services & Rates:

Day/Evening Reporting Center:		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Males & Females: <input type="checkbox"/> Yes <input type="checkbox"/> No
Area of Service from which transportation will be provided: _____ mile radius from each service facility		
Number of Center Hours: Five (5) hours / day (excluding transportation time)		
Center Service Hours: From _ a.m. /p.m. to ____ a.m. /p.m.		
Center 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:		
<u>Day/Evening Reporting Center (with meal and transportation costs):</u> (sc 168)	\$ <u>100.00</u> / juvenile / unit	
<u>Other Proposed Service Rate: Day/Evening Reporting Center (with meal and transportation costs):</u> (sc 168)	\$ _____ / juvenile / unit	

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 Day/Evening Reporting Center service, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date



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AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Day/Evening Reporting Center:		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Males & Females: <input type="checkbox"/> Yes <input type="checkbox"/> No
Area of Service from which transportation will be provided: _____ mile radius from each service facility		
Number of Center Hours: Five (5) hours / day (excluding transportation)		
Center Service Hours: From _ a.m. /p.m. to ____ a.m. /p.m.		
Center 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>		
<u>Day/Evening Reporting Center (with meal and transportation costs):</u> (sc 168)		\$_____ / juvenile / unit

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 Day/Evening Reporting Center service, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date