



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 Family Skills Training Service Specification  
 Service Code 165

FAMILY SKILLS TRAINING, Service Code 165	
<b>Category</b>	Standard Services (Form F-4)
<b>Setting</b>	<ul style="list-style-type: none"> <li>• Community-based</li> </ul>
<b>Targeted Population</b>	<ul style="list-style-type: none"> <li>• Low, Moderate-, or High-risk juveniles, as indicated on Service Authorization Form (SAF) and determined by probation department using Arizona Youth Assessment System (AZYAS) or other Arizona standardized assessment for transferred juveniles</li> <li>• Low-risk juveniles shall not be combined with Moderate- or High-risk juveniles during any component of service delivery</li> <li>• Non-adjudicated diversion juveniles shall not be combined with adjudicated juveniles during any component of service delivery</li> <li>• Risk level and probation status of juveniles served must match risk levels identified in Contractor’s application</li> </ul>
<b>Facility License</b>	<ul style="list-style-type: none"> <li>• This service does not require an agency or an individual to hold a specific license</li> </ul>
<b>Service Description</b>	<ul style="list-style-type: none"> <li>• This service is designed to decrease a juvenile’s risk for delinquency and other problem behaviors by improving and strengthening family bonding and functioning through skills training. Family skills training will assist parents in developing the necessary skills to promote desirable, pro-social behaviors in their child while at the same time applying appropriate discipline to minimize undesirable, maladaptive behavior. Parents and their juvenile will engage in structured family activities; role-play; practice communication skills and effective discipline; reinforce positive behaviors in each other; and plan family activities. The service intervention is a combination of training and skill development for parents and their juvenile.</li> <li>• Components of this service include:             <ul style="list-style-type: none"> <li>○ <b>Parent Training/Skill Development</b> (<i>Parent Only Group</i>) - Parents learn to recognize patterns of parent-child interaction and risk factors that promote anti-social behavior such as directly reinforcing deviant behaviors, poor supervision, excessive family conflict, harsh punishment and failing to attend to inappropriate behavior. Parents are taught skills to increase desired behaviors in their children by using increased attention to reward for positive behavior, as well as clear communication, effective discipline, substance use, problem-solving and limit-setting.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ <b>Youth Skill Development</b> (<i>Youth Only Group</i>) - Juveniles learn skills including, but not limited to, effective communication, coping with anger and criticism, stress management, social skills, problem-solving, social resistance, consequences of behavior and compliance with parental rules.</li> <li>○ <b>Family Skill Development</b> (<i>Family Group</i>) - Together families practice structured family activities, family meetings and communication skills, reinforcing positive behaviors in each other and jointly planning family activities. This service component is inclusive of the Parent Training/Skill Development and Youth Skill Development Groups and occurs at the end of each group.</li> <li>● Service delivery format for Family Skills Training occurs in a group setting. Parent Training/Skill Development and Youth Skill Development groups occur simultaneous but separate. Each group session concludes with Family Skill Development where parent and juvenile come together to practice and reinforce learned skills and behavior.</li> </ul>
<p><b>Service Tasks</b></p>	<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. 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>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 services, and recorded in the juvenile’s file. Ongoing discussion with the probation officer about criminogenic needs is preferred.</li> <li>3. Deliver the material in a manner which is conducive to learning for the intended audience;</li> <li>4. Utilize a curriculum that directs the learning process and ensures consistency in service delivery;</li> <li>5. Services shall be delivered in a variety of instructional techniques that must be identified in the service application and may include: instruction, modeling of behavior, discussion, role-playing, feedback and reinforcement;</li> <li>6. Conduct pre- and post-tests to evaluate juvenile and parent comprehension and attainment of written service objectives, retaining scored test in the juvenile file;</li> <li>7. Treatment/service planning and assessment are not required for this service.</li> </ol>



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	8. 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.
<b>Service Frequency</b>	<ul style="list-style-type: none"> <li>• Typical duration of services is 21-90 days with decreasing attendance hours as juvenile and family progress through services</li> <li>• Session frequency will be determined according to Contractor's AOC application for service and ongoing communication with probation</li> </ul>
<b>Service Duration</b>	<ul style="list-style-type: none"> <li>• As approved in the Service Authorization Form (SAF)</li> <li>• Service is individualized and based on Contractor's established criteria for admission and continued service, as well as the juvenile's and the family's ability to benefit from the service.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• The Contractor shall ensure that individuals providing this service must be at least twenty-one (21) years of age. The Contractor will demonstrate to the Administrative Office of the Courts 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.</li> </ul>
<b>Staff to Client Ratio</b>	<ul style="list-style-type: none"> <li>• Determined by the provider</li> <li>• Maximum 8 juveniles or 4 families to 1 Family Skills facilitator</li> </ul>
<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>• Day, evening hours and may include weekends with hours of operation meeting family needs</li> <li>• Ideally, the hours should not conflict with the juvenile's academic day.</li> </ul>
<b>Desired Service Outcomes</b>	<p>The juvenile and family receiving Family Skills Training will:</p> <ul style="list-style-type: none"> <li>• Improve family relations and functioning by reducing family risk factors and increasing protective factors through reciprocal skills training among parents and juveniles</li> <li>• 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.</li> </ul>
<b>Unit of Service</b>	<ul style="list-style-type: none"> <li>• One unit equals one hour.</li> </ul>



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

1. Identify the name(s) of all written programs to be utilized in delivery of services included in this service specification:

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**Proposed Service & Rate:**

Family Skills Training:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Family Skills Training (sc 165)	\$ <b>20.00</b> / hour / juvenile or family
Other Proposed Service Rate: Family Skills Training (sc 165)	\$ _____ / hour / juvenile or family

**Other agreement:**

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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 Family Skills Training service, and I agree to all requirements, service tasks, and contract rate(s):**

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**Contractor Signature / Date**



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

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**Contracted Service & Rate:**

Family Skills Training:	Rate:
Final Service Rate: Family Skills Training (sc 165)	\$_____ / hour/juvenile or family

**Other agreement:**

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**By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Family Skills Training service, and I agree to all requirements, service tasks, and contract rate(s):**

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**Contractor Signature / Date**

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**AOC Signature / Date**