



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Life Skills Development Service Specification
 Service Codes 198

LIFE SKILLS DEVELOPMENT, Service Codes 198	
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 • 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 service is provided in a group setting • Juveniles served must meet the contractor’s criteria for admission and continued service • 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"> • Life Skills Development is an educational and experiential service designed to develop juvenile’s life skills while effectively managing important aspects of everyday life. This service will assist the juvenile in developing specific life skills necessary to successfully function as a member of a family, the community, or workforce. The service must address life skills in a comprehensive manner and shall include, at a minimum, the following domains: <ul style="list-style-type: none"> ○ Employment readiness - filling in applications, writing resumes, practice interviewing, work ethic, and job retention skills; ○ Practical living - money management, housing, transportation, parenting, and personal health; ○ Personal growth - goal setting, responsibility, moral reasoning, and anger control; and ○ Social development - getting along with others, conflict resolution, and mediation.
Service Tasks	Contract requirements set forth in the <u>AOC Standard Terms & Conditions</u> are applicable. Additionally:



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Life Skills Development Service Specification
 Service Codes 198

	<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 of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence). 2. The criminogenic risks and needs of the juvenile must be identified at the initiation of services, addressed throughout the course of services from the probation risk assessment summary, be addressed throughout the course of service, and recorded in the juvenile’s file. Ongoing discussions with the probation officer about criminogenic needs is preferred. 3. Submit program curriculum with the service specification. 4. Deliver the material in a manner, which is conducive to 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. 5. Document juvenile attendance, level of participation, and comprehension of material within twenty-four (24) hours of service delivery. 6. Conduct pre- and post-tests of the juvenile’s comprehension of the presented topic. Tests must be scored to determine the juvenile’s achievement of written service objectives and retained in the juvenile’s file. 7. 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. 8. Contractor must communicate with the probation officer the need to continue services longer than 90 days and request an additional SAF, documenting the communication and new SAF in the juvenile’s file.
Service Frequency	<ul style="list-style-type: none"> • As designated by the probation officer and as prescribed in the Contractor’s application
Service Duration	<ul style="list-style-type: none"> • As indicated on the authorized SAF • Typical duration of services is 21-90 days • Additional services may be authorized pursuant to Service Task #8



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Life Skills Development Service Specification
 Service Codes 198

Staffing	<ul style="list-style-type: none"> 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.
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	<ul style="list-style-type: none"> Juvenile demonstrates increased ability to apply the life skills taught in the areas of employment readiness; practical living; personal growth; and social development 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. <p><i>**Needs to include the outcome of at least 15% improvement between pre and posttests.</i></p>
Unit & Rate	<ul style="list-style-type: none"> One unit equals 60 minutes of staff time Groups/classes are billed at one hour per juvenile per session

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

- An outline of planned, structured activities.
- The table of contents from each evidence-based curriculum utilized in delivery of this service.
- The pre- and post-test utilized to demonstrate the juvenile’s comprehension of presented topics.
- The facility name and address for each location from which this service will be provided.

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



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Life Skills Development Service Specification
 Service Codes 198

Proposed Service & Rates:

Life Skills Development:	
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:	
Individual (sc 198)	\$ <u>40.00</u> / hour
Other Proposed Service Rate: Individual (sc 198)	\$ _____ / hour
Group (sc 198)	\$ <u>25.00</u> / hour / juvenile
Other Proposed Service Rate: Group (sc 198)	\$ _____ / 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 Life Skills Development services 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
 Life Skills Development Service Specification
 Service Codes 198

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Service & Rates:

Life Skills Development:	
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>	
Individual (sc 198)	\$_____ / hour
Group (sc 198)	\$_____ / 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 Life Skills Development services and I agree to all requirements, restrictions, service tasks and contract rate(s):

Contractor Signature / Date

AOC Signature / Date