



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2019-2024
 Mentoring Service Specification
 Service Code 195

MENTORING, Service Code 195	
Category	Delinquency Prevention/Intervention Services (Form F-1)
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
Facility License	<ul style="list-style-type: none"> This service does not require an agency or an individual to hold a specific license
Service Description	<ul style="list-style-type: none"> Mentoring is a program which utilizes adults as positive role models for juvenile in a one-to-one relationship, creating a meaningful connection that can positively impact the lives of both the mentor and mentee. The presence of a caring adult in the life of a juvenile is important in assisting them to overcome adversity and improve academic and social skills. Mentoring should focus on the needs of the juvenile with the mentor modeling a caring and supportive relationship to increase the juvenile’s self-confidence, self-awareness, pro-social behaviors and a positive attitude. Mentoring shall be provided only in an individual format and may not be provided in group format
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. 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. Cultivate the juvenile’s interests in pro-social activities and help expand his/her interest by providing activities that influence the juvenile’s thinking, actions, and behavior through role modeling pro-social thoughts, speech, and behavior. Spend time with the juvenile at minimum one-time-weekly in a variety of social, recreational, academic and/or other



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	<p>community-based pursuits.</p> <ol style="list-style-type: none"> 5. Assist the juvenile in developing a written plan for goals and career and document in the juvenile’s file. 6. 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. 7. Document attendance, level of participation, and comprehension of activities, within twenty-four (24) hours of service delivery. 8. If service exceeds 90 days, a written progress report must be filed with the probation officer at least seven (7) business days prior to the expiration of the SAF for the authorized period of time and must contain standard elements required of the monthly progress report in accordance with AOC <u>Standard Terms & Conditions</u>, Paragraph 61.
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 Service Authorization Form (SAF) • Placement is designed for a maximum of ninety (90) days; delivery of this service in excess of ninety (90) days requires probation approval, a new Service Authorization Form (SAF), and written documentation identifying the reason(s) for continued service • Documentation of need for continued services must be disseminated in a written progress report (as indicated in Service Task #8) to the referring probation department at least seven (7) days prior to expiration of service authorization. Extensions may be granted in 30-day allotments on separate SAFs
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 should also 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.
Staff to Juvenile Ratio	<ul style="list-style-type: none"> • One-to-one
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



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Desired Service Outcomes	Juvenile will: <ul style="list-style-type: none"> • Demonstrate an improvement in school, i.e. attendance, an increase in grades, etc.; • Demonstrate pro-social thinking, actions and behavior in everyday life; • Be able set goals and develop a career plan; • Be able to handle current life issues or circumstances through learned life skills; • 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 one hour of staff time

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

1. An outline of potential pro-social recreational, academic, and other positive community-based activities in which the mentor and juvenile may participate.
2. If applicable, the table of contents from each evidence-based curriculum utilized in delivery of this service.



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Proposed Service & Rate:

Mentoring:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Individual (sc 195)	\$ <u>60.00</u> / hour
Other Proposed Service Rate: Mentoring (sc 195)	\$ _____ / hour

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

Contractor Signature / Date



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AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

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Mentoring:	<u>Rate:</u>
Individual (sc 195)	\$ _____ / hour

Other agreement:

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AOC Signature / Date