



Administrative Office of the Courts  
 Juvenile Justice Services Division  
 Contract Years 2019-2024  
 Psychosexual Evaluation Service Specification  
 Service Codes 118, 119, 122, & 180

<b>PSYCHOSEXUAL EVALUATION - 118, 119, 122 and 180</b>	
<b>Category</b>	Evaluation, Polygraph, and Laboratory Services (Form F-2)
<b>Setting</b>	Professional office environment in a mental health center, in-home, or private practice appropriate to the provision of evaluation, assessment, and treatment services
<b>Targeted Population</b>	<p>Juveniles adjudicated by the Superior Court for a sexually abusive offense*</p> <p>Psychosexual evaluations are not for purpose of determining sex offender registration status</p> <p>*Pursuant to ARS §8-350.01(C), “ ‘sex offender’ means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.”</p>
<b>Professional License</b>	<ul style="list-style-type: none"> <li>• Psychologists must be licensed by the Arizona Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 &amp; 3.</li> <li>• Contractor shall provide evaluation services only if it is within his/her scope of practice and be able to demonstrate experience and training if requested. This includes compliance with training and experience related to juvenile-focused treatment/management/evaluation of issues related to sexually abusive behavior.</li> <li>• Contractor shall remain current with changes and advancements in the profession, through collaboration and training related to psycho-sexual evaluation of adolescents</li> <li>• Pursuant to §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the professional code of ethics from the association for the treatment of sexual abusers.”</li> <li>• Use of psychometrists is outlined in Paragraph 36 (j) of the AOC <u>Standard Terms &amp; Conditions</u> for Full Procurement, and Paragraph 34 (f) AOC <u>Standard Terms &amp; Conditions</u> for Independent Contractors.</li> </ul>



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<p><b>Service Description</b></p>	<p><b><u>Psychosexual Evaluation:</u></b> This service includes a thorough and holistic psychological evaluation, the purpose of which is to assess and diagnose a juvenile’s overall cognitive, emotional, behavioral, trauma, and/or psychological conditions.</p> <p>In addition, the service provides an evaluation focused on a juvenile’s sexual development, sexual history, paraphilic interests, sexual adjustment, risk level (sexual and general delinquency) and specific sexually abusive behaviors.</p> <p>The psychosexual assessment includes a full social history, developmental history, familial environment and history, school/employment history, and must include an evaluation of any victimization reported by the juvenile (e.g. sexual victimization, domestic violence, physical abuse etc.).</p> <p>Given that adolescents who have engaged in sexually abusive behavior are more likely to re-offend non-sexually than sexually, the treatment recommendations must not be limited to the juvenile’s sexually abusive behaviors, but must be multi-dimensional, must address any victimization and/or trauma as reported by the juvenile, and must address other treatment and support needs identified by the juvenile and family.</p> <p><b><u>Evaluation Addendum:</u></b> This service includes a written summary of additional information or test results which were not available at the time the evaluation was conducted. This service does not include juvenile contact and does not require a formal report. New information or concerns are appropriately addressed by an Evaluation Update.</p> <p><b><u>Evaluation Update:</u></b> This service includes a clinical interview and updated review of records/information, including new information; may include additional testing; and is inclusive of a written evaluation update report, updating existing information that was cited in an evaluation prepared within the preceding ten (10) months. This report will make specific updated treatment recommendations, identifying significant changes or addressing further need for evaluation. The Contractor may request a comprehensive re-evaluation if it is determined an evaluation update alone will not adequately address reason for referral. If more than ten (10) months has passed, another comprehensive Psychological Evaluation may be necessary to adequately address the reason for referral.</p>
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	<p><b>Testing:</b> All testing must be performed through standardized and non-abbreviated psychometric assessments unless abbreviated assessments are clinically appropriate. All psychometric assessments must be validated (normed) for use with adolescents. All diagnostic statements shall conform to current DSM-5 terminology.</p>
<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. Review the Arizona Youth Assessment System (AZYAS) summary provided by the referring probation department for integration as part of the evaluation. 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 AZYAS or other Arizona standardized assessment when applicable for transferred juveniles.</li> <li>2. Psycho-sexual Evaluation shall include review of referral material and information from the Probation Department, including the juvenile’s Individual Education Plan information (IEP) when applicable; assessment of the individual’s readiness for testing; and development of an appropriate evaluation strategy and testing instruments to be used to best answer the stated referral question.</li> <li>3. Conduct collateral interviews with the following parties. Collateral interviews may be discretionary only if the Contractor has obtained comprehensive written information that is deemed current and relevant and includes information below that otherwise would have been obtained during collateral interviews:       <ol style="list-style-type: none"> <li>a. <u>Probation Officer</u>: Obtain information to identify the nature of the offense behavior; history of other delinquent behaviors; issues to be assessed, including criminogenic factors, and highlight present concerns impacting the juvenile, family, and identified victim(s); relevant records such as police reports, victim statements, and juvenile court history.</li> <li>b. <u>Parent/Guardian</u>: Obtain information regarding developmental history, relevant injuries or medical history, family history, history of any trauma, dynamics and functioning of the juvenile and family, and parental reactions to and impressions of the presenting problems and the needs of the juvenile.</li> <li>c. <u>Interested Parties</u>: As applicable, gather information from school personnel, assigned case managers, counselors and others, who have been or are currently involved directly with the juvenile and family.</li> </ol> </li> </ol>



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	<ol style="list-style-type: none"><li>4. Conduct a clinical interview with the juvenile (only the licensed psychologist may conduct the clinical interview).</li><li>5. Evaluate the strengths, assets and protective factors of the juvenile and family, including community supports. Psycho-social assessment shall include all of the following domains: Developmental history; history of trauma, including victimization; family and caregiver information; home environment; school and community; and shall identify specific needs and responsivity factors for the juvenile and family.</li><li>6. Conduct psychological / psychometric / psycho-educational testing, to measure cognitive and emotional processes, learning, and general level of functioning, including attitudes, intelligence, and/or emotional concerns.</li><li>7. Evaluate the sexual history, i.e. sexually abusive behaviors, along with normative sexual behaviors including:<ol style="list-style-type: none"><li>a. Behaviors that are considered age- and developmentally appropriate for adolescents (considering age, and cognitive development)</li><li>b. Abusive sexual behaviors (current or previous)<ol style="list-style-type: none"><li>i. Types of abusive sexual behavior (e.g. hands on, hands off)</li><li>ii. Gender and age of person victimized</li><li>iii. Relationship to the person victimized</li><li>iv. Level of coercion or violence used</li><li>v. Degree of invasiveness</li><li>vi. Juvenile's version of the abuse; victim(s)' version by official or victim advocate report(s), and adolescent caregiver's version(s)</li></ol></li><li>c. Patterns of offending<ol style="list-style-type: none"><li>i. Antecedents</li><li>ii. Frequency</li><li>iii. Duration/desistance</li><li>iv. Escalation in frequency or severity; and</li></ol></li><li>d. Other problematic sexual behaviors including:<ol style="list-style-type: none"><li>i. Preoccupation with sexual fantasies and behaviors</li><li>ii. Excessive sexual activities such as compulsive masturbation</li></ol></li></ol></li></ol>
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	<ul style="list-style-type: none"><li>iii. Frequently highly sexualized language</li><li>iv. Sexualized gestures and behaviors, and</li><li>v. Persistent sexual interests involving significantly younger children, or coercion or force</li></ul>
8.	Conduct one (1) or more of the most empirically supported, independently evaluated, sex offense-specific risk assessment instruments recognized in the juvenile sex offender assessment and treatment field to assess the juvenile's level of risk to the community.
9.	Provide an individualized written Psychosexual Evaluation Report to the referring Juvenile Court containing all of the following information, within thirty (30) business days of the evaluation appointment, in accordance with the AOC <u>Standard Terms &amp; Conditions</u> . Record the dissemination of the report in the juvenile's file: <ul style="list-style-type: none"><li>a. Referring Probation Department reason for referral</li><li>b. Name and birthdate of the juvenile being evaluated</li><li>c. Date, time, and location where the evaluation was conducted</li><li>d. List of sources and specific records reviewed prior to the evaluation; these may include, but are not limited to prior psychological reports, IEPs, disposition reports, victim statements or police reports</li><li>e. Summary of psycho-social information gathered from identified collateral sources, including probation, parents/guardians, school personnel, and/or other interested parties</li><li>f. Name/credentials of person conducting testing and identification of testing instruments utilized, including rationale when abbreviated psychometric assessments were determined clinically appropriate</li><li>g. Provide the psychological interpretation and diagnosis and discuss how the issues identified in Service Tasks 5-8 may impact the juvenile being evaluated and his/her problem sexual behaviors.</li><li>h. Provide a diagnostic statement which conforms to current DSM-5 terminology with clearly identified supporting characteristics and symptoms specified in the report. Portions of the diagnosis based on historical data or information gathered should include the statement "by history"</li><li>i. Provide a statement of findings and recommendations to the Court, in layman's terms, as follows:</li></ul>



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	<ul style="list-style-type: none"><li>i. Provide the psychological interpretation and diagnosis that specify the juvenile’s issues (identified in Service Tasks 5-8) and discuss how these factors may impact the juvenile being evaluated including history of trauma, developmental or learning disabilities or limitations;</li><li>ii. Considering the clinical interview, collateral information, testing, and information from all of the domains assessed, determine what factors may have contributed to the juvenile engaging in sexually abusive behaviors</li><li>iii. Treatment recommendations should be informed by the socio-ecological model</li><li>iv. Make treatment recommendations and/or types of treatment interventions which link to and correspond with the findings without recommending a specific treatment provider or location. Treatment recommendations should be based on the juvenile’s risk, identified needs, and responsivity factors, including interventions to address any history of prior victimization and overall child well-being. Treatment recommendations shall not be limited to addressing the juvenile’s sexually abusive behaviors but shall also address other identified issues and responsivity needs of the juvenile. The recommendations to the court shall not include any referrals to the provider’s own services;</li><li>v. Describe the type(s) of care or services needed (i.e. substance use disorder, mental health, sexually abusive behavior services, trauma treatment, psychiatric services, specific educational support or interventions, interventions specific to criminogenic needs);</li><li>vi. Designate the <b>least restrictive level</b> of care (community-based, intensive outpatient, or out-of-home)</li><li>vii. Identify the intensity/dosage of care commensurate with assessed level of risk and need</li><li>viii. If recommending placement into out-of-home care, the Psychosexual Evaluation Report <b>must</b> justify why the examiner does not feel that the juvenile can be adequately treated in an outpatient or intensive outpatient setting.</li><li>ix. The recommended treatment should involve family and/or other caregivers, unless contra-indicated;</li><li>x. Identify any need for other diagnostic tests;</li><li>xi. Recommendations shall include cultural considerations as appropriate</li></ul> <p>9. Provide testimony at court hearings if necessary.</p>
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	<p><b>REVIEW AND QUALITY ASSURANCE:</b></p> <p>The AOC may periodically require the Contractor to participate in a peer review process to ensure that the Contractor is providing quality evaluations and maintaining acceptable service delivery.</p>
<p><b>Professional Consultation</b></p>	<ul style="list-style-type: none"> <li>• Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code; and may only be billed in conjunction with a contracted service. Consultation services may include court testimony or specific activities requested by the referring probation department. Professional Consultation is not case management.</li> <li>• The juvenile file shall include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation.</li> <li>• Professional consultation shall be documented in the appropriate juvenile file and shall include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name, dated signature, degree and title of person providing consultation. Consultation shall not be provided in lieu of a contracted or non-contracted service.</li> </ul>
<p><b>Service Frequency</b></p>	<p>Single service, as approved in the Service Authorization Form (SAF) or as court ordered.</p>
<p><b>Service Duration</b></p>	<p>N/A</p>
<p><b>Staff to Client Ratio</b></p>	<ul style="list-style-type: none"> <li>• One-to-one</li> </ul>
<p><b>Staffing</b></p>	<p><b>STANDARDS/LICENSURE REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Psychologists must be licensed by the Arizona Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 &amp; 3.</li> <li>• Psychometric testing may be performed by qualified Psychometrists, as outlined in the AOC <u>Standard Terms &amp; Conditions</u>; psychometrists require AOC approval.</li> <li>• Clinical interview, analysis, interpretations, and recommendations may be conducted only by the licensed psychologist.</li> <li>• Contractor shall provide psycho-sexual evaluation services only if it is within his/her scope of practice</li> </ul>



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	<ul style="list-style-type: none"> <li>• Contractor must demonstrate experience and training in the field of sexually abusive behaviors, including training and experience specific to juveniles</li> <li>• Demonstrate specialized training and experience in forensic clinical practice and the ethical principles, standards of practice, and guidelines associated with forensic clinical work</li> <li>• Demonstrate training and experience in the field of adolescent development, mental health, and juvenile justice</li> <li>• Appropriate population experience, pursuant to AOC Standard Terms &amp; Conditions, Section V, must have occurred within the preceding five (5) years of providing services under this contract</li> </ul>
<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>• Day, evening hours and may include weekends</li> <li>• Ideally, the hours of service should not conflict with the juvenile’s academic day</li> </ul>
<b>Desired Service Outcomes</b>	<ul style="list-style-type: none"> <li>• To provide a comprehensive evaluation describing the cognitive, emotional, behavioral, trauma, and/or educational needs of the juvenile and family; to assess behavioral health and emotional needs of the individual within the individual’s cultural context</li> <li>• To provide an evaluation of the juvenile’s sexual history, specific victim profile, offense history, and risk (sexual and delinquency) to the community</li> <li>• The report will make holistic treatment recommendations to address the juvenile’s needs and well-being, at the least restrictive level of care</li> <li>• Addendums and updates will provide supplemental or updated information related to the original report</li> </ul>
<b>Unit of Service</b>	<ul style="list-style-type: none"> <li>• Psycho-sexual Evaluation, Evaluation Addendum, or Evaluation Update: One unit equals one Evaluation, Addendum, or Update and includes the written report for the Evaluation or Update</li> <li>• Professional Consultation: One unit equals a 15-minute increment and only as authorized on SAF</li> </ul>



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**Proposed Services & Rates:**

<b>Psychosexual Evaluation</b>	
	<b><u>Rate:</u></b>
AOC does not wish to pay more than the stated rate(s) below:	
Evaluation Addendum (sc 118)	<b><u>\$150.00/</u></b> addendum
Other Proposed Service Rate: Evaluation Addendum (sc 118)	\$_____ / addendum
Evaluation Update (sc 119)	<b><u>\$465.00/</u></b> update
Other Proposed Service Rate: Evaluation Update (sc 119)	\$_____ / update
Psychosexual Evaluation (sc 122)	<b><u>\$850.00/</u></b> evaluation
Other Proposed Service Rate: Psychosexual Evaluation (sc 122)	\$_____ / evaluation
Professional Consultation (sc 180)	<b><u>\$25.00/</u></b> 15 minutes (Master's)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / 15 minutes (Master's)
Professional Consultation (sc 180)	<b><u>\$35.00/</u></b> 15 minutes (PhD)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / 15 minutes (PhD)

**Other agreement:**

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

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

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



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

**Contracted Services & Rates:**

<b>Psychosexual Evaluation</b>	
	<b><u>Rate:</u></b>
Evaluation Addendum (sc 118)	\$_____ / addendum w/ no report
Evaluation Update (sc 119)	\$_____ / update w/ report
Psychosexual Evaluation (sc 122)	\$_____ / evaluation w/ report
Professional Consultation (sc 180)	\$_____ / 15 minutes

**Other agreement:**

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