

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
DCS LICENSED GROUP HOME  
Service Code 105**

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**SERVICE DEFINITION:**

This service provides group home care within a structured living environment and supports off-site school attendance. This service includes planning with all involved parties for community transition services and for subsequent discharge to a lower level of care.

**STANDARDS/LICENSURE REQUIREMENTS:**

Must be licensed by Arizona Department of Child Safety (DCS/OLR) as a Child Welfare Agency for Group Home Care meeting the specific requirements of A.A.C. Title R6, Chapter 5, article 74.

Assessments and service plans shall be provided by staff who, at a minimum, meets all of the following requirements:

- Bachelors' degree in a Human Service related field and
- Two (2) years experience providing the service or working with the juvenile justice population.

**UNIT OF SERVICE:**

One unit equals any part of one residential day. After the first day, the youth must be in residence at 11:59 p.m. for each day reported for payment.

**SERVICE GOAL:**

To provide group home care, where youth receives services which improve or stabilize the youth and prevents placement in a more restrictive environment. The primary goal is to enable the youth to move to a less restrictive level of care as soon as service goals are met.

**SERVICE TASKS:**

1. Provide a structured group home setting appropriate to the needs of the youth, including 24 hour supervision. This includes assessment, intervention, reassessment, and discharge planning with all involved parties.
2. Ensure the completion of a comprehensive medical examination.
3. Coordinate physical, educational and case management needs through the assigned probation officer; participate in the coordination of care with other providers or agencies.

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4. Conduct an assessment within five (5) business days of the youth's admission to the service by staff meeting the requirements outlined in this service specification and contain, at a minimum, the information outlined for assessments in the AOC Standard Terms & Conditions

*The Contractor may accept an "external" assessment, meaning an assessment conducted by another agency and/or program, if the assessment includes, at a minimum, all information outlined for assessments in the AOC Standard Terms & Conditions and was conducted within 15 days prior to placement. If an external assessment is utilized, the Contractor must review the assessment and determine that all psychosocial elements outlined in Paragraph 46 of the AOC Standard Terms & Conditions are addressed. The Contractor must address any outstanding elements and provide a written record of the update prior to the development of the service plan. The re-assessment must be conducted by qualified personnel and must be maintained in the youth's file.*

5. With all involved parties, develop an individual service plan which enables the youth to move to the least restrictive environment as soon as service goals are met.
6. Title IV-E: The probation officer may identify a youth as a Title IV-E eligible case, including cases pending eligibility. The Contractor shall conduct and document the following tasks and notification in the client file.
- a. Individual Service Plan: Within five (5) business days of receiving written notification of the Title IV-E status from the Probation Department, the Contractor shall review and modify the youth's individual treatment plan to ensure the plan contains the following:
- Referrals to services to support family reunification;
  - Family involvement, including but not limited to, family visits, parenting classes, home visits, telephone contact between family and the Contractor and/or youth;
  - Youth's behavioral health and/or substance abuse needs;
  - youth's medical needs;
  - Youth's educational needs; and
  - Identification of youth and family risk or protective factors that may impact a safe and timely family reunification.

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- b. CHILDS case plan: In conjunction with task #10a, obtain the youth's CHILDS case plan from the Probation Department and integrate the objectives and goals into the youth's individual service plan.
- c. Monthly progress and discharge reports: Contractor shall submit reports which include the requirements outlined in the AOC Standard Terms & Conditions and clearly describe the youth's progress/lack of progress towards goals identified in the individualized service plan. Documentation in the client's file shall support the findings in the reports.
- d. Home visits: Within five (5) days after the youth returns from a home visit the Contractor shall assess the following and communicate findings to probation officer; all findings and records of communication shall be maintained in the client file:
- The impact of the home visit relative to the youth's individual service plan and goals;
  - Examples of the youth and family's use of effective communication and conflict resolution skills;
  - Risk and protective factors in the home that may impact family reunification; and
  - If progress was not made during home visit, determine the youth's and family's needs, provide intervention, and monitor progression.
7. Arrange and support services consistent with the youth's needs and the needs of the family.
8. Arrange, as necessary, psychiatric services which include, but are not limited to, medication and medication management and review.
9. Provide a variety of purposeful activities appropriate to the youth's behavioral health, physical, developmental, emotional, cultural and social needs.
10. Increase parental/family involvement for the purpose of strengthening parental/family bonds, as appropriate.
11. Arrange and support off-site educational services. Participate in Individual Educational Planning as necessary.

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12. Provide transportation, as necessary, to and from medical and dental examinations, school, court, therapy, home visits and routine day to day activities.
13. Legibly prepare a discharge summary which must be received by the probation officer within fifteen (15) days of the youth's discharge from placement.
14. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

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I have read and fully understand the requirements to provide a DES Licensed Group Home and agree to all requirements and propose the following rate:

Proposed Service Rate: (service code 105) \$ \_\_\_\_\_ / day

Other agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In addition to the application, the provider must include an annual itemized service budget and clearly document all relevant budget assumptions.**

Detailed budget attached (check) \_\_\_\_\_

I agree that the budget documentation submitted to the AOC is true and accurate. \_\_\_\_\_  
Contractor initials

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

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

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Final Contract Rate: (service code 105) \$ \_\_\_\_\_ / day

Other agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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