

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 – 2019  
SERVICE SPECIFICATION  
SHELTER CARE  
Service Code 106**

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**SERVICE DEFINITION:**

This service provides short-term, temporary, non-secure emergency out-of-home care. This service is provided for up to 30 days. If placement is needed over 30 days, prior approval by the juvenile court or adult probation department is required.

**STANDARDS/LICENSURE REQUIREMENTS:**

Must be licensed by Arizona Department of Child Safety (DCS/OLR) as Child Welfare Agency for Shelter 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 the following requirements:

- Bachelors' degree in a Human Service related field;
- Two (2) years experience providing the service or working with the juvenile justice population;
- Receive at least supervision of four (4) hours per month in accordance with Paragraph 39 of the AOC Standard Terms & Conditions for Full Procurement

**UNITS OF SERVICE:**

One unit of service equals one 24 hour period. To be considered as a billable unit, the youth shall have been under supervision by the provider at 11:59 p.m. that day.

**SERVICE GOAL:**

To protect the physical, emotional and mental well-being of the youth throughout the provision of emergency short-term care.

**SERVICE TASKS:**

1. Provide care and supervision.
2. Provide adequate clothing.
3. Ensure appropriate educational services.

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4. Provide social and recreational outlets appropriate to the youth's age.
5. Provide transportation for medical, educational and court-related appointments.
6. Provide a daily structure of activities to positively engage and occupy the youth.
7. Conduct an assessment and enter it in writing into the client's record within five (5) business days of the youth's admission to the service by staff meeting the requirements outlined in this service specification and which contain, at a minimum, the information outlined in Paragraph 46, a.i-xii, of 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 in Paragraph 46, a.i-xii, of the AOC Standard Terms & Conditions and was conducted within fifteen (15) days prior to placement. If an external assessment is utilized, the Contractor must "re-assess" the youth prior to the development of the service plan. The re-assessment shall be conducted by staff meeting the requirements as outlined in this service specification, include the information outlined in Paragraph 46, a.i-xii, of the AOC Standard Terms & Conditions and be maintained in the youth's file.*

8. Develop an individualized service plan and enter it in writing into the client's record within five (5) business days of conducting the assessment.
9. The individual service plan must describe how the service tasks will be completed.
10. The service plan shall document the participation and approval of the service plan by containing the dated signature of the staff preparer, the client, the probation officer and the client's parent/guardian or designated representative where appropriate.
11. 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:

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- 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.
- 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.

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12. Legibly document and place in the youth file, activity schedules, daily progress notes, and monthly progress reports for clients remaining in placement more than 30 days.
13. Review and update of service plans in accordance with AOC Standard Terms & Conditions.
14. Legibly prepare a discharge summary which must be received by the probation officer within fifteen (15) days of the youth's discharge from placement.
15. 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 Shelter Care services and agree to all requirements and restrictions and propose the following rate:

Proposed Service Rate: (service code 106) \$ \_\_\_\_\_ / day

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

**The provider must include an annual itemized service budget with the application and clearly document all relevant budget assumptions.**

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 106) \$ \_\_\_\_\_ / day

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

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

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