

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2019  
SERVICE SPECIFICATION  
SUPERVISED DAY PROGRAM  
Service Code 132 & 133**

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**SERVICE DEFINITION:**

This service is provided as either a half day program (up to 3 hours) *or* a full day program (4 hours or more) of skills and socialization services. This service will not replace a youth's state education requirements. Services and activities may include tutoring, GED study, pre-vocational and/or vocational instruction, coping and independent living skills, supportive counseling, problem-solving and socialization skills, social and/or recreational activities. The program may be delivered during the week and/or the weekend and program times may change during school breaks and/or during summertime. Programming may take place at a provider location and/or in various community locales.

The Contractor shall ensure low risk youth are not combined with medium and high risk youth in a group setting. The delinquency risk level is determined by the JOLTS/iCIS risk tool which is administered by the probation officer. Delinquency risk populations must be segregated as follows: Youth scoring low risk (0 to 0.50) and youth scoring medium/high risk (0.51 to 1.0). Additionally, consideration must be given to "group" youth according to their development stage (early, middle, late adolescence), gender and/or cognitive ability. Appropriate placement in a group setting must be documented in the youth's file.

**STANDARDS/LICENSURE REQUIREMENTS:**

All of the following agency requirements are acceptable; licensed behavioral health agency, certified Title XIX/XXI community service agency or non-licensed/non-certified community service agency.

Staff requirements for conducting assessments and developing individual service plans:

- At a minimum, assessment and individual service plans will be provided by a person who is at least 21 years of age;
- Has a high school degree; and
- Two (2) years experience in a human service field.

Staff Supervision Requirements:

- Staff must receive supervision in accordance with Paragraph 39 of the AOC Standard Terms and Conditions.

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Direct Care Staff Requirements:

Direct Care Staff must be at least 21 years of age and possess a high school diploma or general education diploma and demonstrate relevant experience and training.

**UNITS OF SERVICE:**

One unit equals one half day program (up to 3 hours), exclusive of transportation and mealtime.

**or**

One unit equals one or full day program (4 hours or more), exclusive of transportation and mealtime.

**SERVICE GOAL:**

To provide a structured, coordinated program of goal-oriented services designed to support the individual service plan for youth referred to the program. This service can be used as a step-down service from a more restrictive setting, or to prevent placement in a more restrictive setting.

**SERVICE TASKS:**

1. Review existing social history and other relevant information submitted with the referral and any collateral information obtained from non-probation sources.
2. Complete an assessment and individual service plan within five (5) days of admission to the program to determine service goals. The assessment and written record of it shall contain the psychosocial elements, as outlined in Paragraph 46 of the AOC Standard Terms and Conditions and be part of the service and rate structure of the program.
3. With all involved parties, develop an individual service plan in accordance with Paragraph 48 of the AOC Standard Terms and Conditions which enables the youth to move to a less restrictive level of care or complete the program as soon as service goals are met.
4. Provide the youth with structured, pro-social activities and deliver services to meet the needs/goals specified in the individual service plan.
5. Designate staff that will have primary responsibility for ensuring the environment is safe, supportive, skill-based and structured. All staff must serve as consistent, positive adult role models within the environment.

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6. Contractor must maintain written documentation of original youth signature on a dated attendance record for each day of service provided. The attendance records must be maintained for the entire length of the contract and made available for review if requested.
7. Provide transportation for referred youth to and from program. Transportation may include the use of public transportation where appropriate. Public transportation vouchers/passes may be used. The use of public transportation must be approved in writing by the youth's parent/guardian and probation officer. Transportation services must comply with contract insurance outlined in the AOC Standard Terms and Conditions requirements and all applicable state laws.
8. If programming extends through standard meal times, provide meals in accordance with Section XV - Food Services of the AOC Standard Terms and Conditions.
9. 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 Supervised Day Program and agree to all requirements and restrictions and propose the following rate:

***Check only one:***

Proposed Full Day Program (4 hours or more) / (service code 132) \_\_\_\_\_

**OR**

Proposed Half-Day Program (Up to 3 hours) / (service code 133) \_\_\_\_\_

Proposed Daily Number of Program Hours: \_\_\_\_\_ / day

Proposed Program Hours: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

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

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

The budget documentation submitted to the AOC is true and accurate.

Proposed Unit Service Rate: (service code 132) \$ \_\_\_\_\_ youth /day

(service code 133) \$ \_\_\_\_\_ youth /day

**OR**

Proposed Block Purchase Service Rate: (service code 132) \$ \_\_\_\_\_ / month

(service code 133) \$ \_\_\_\_\_ / month

\_\_\_\_\_  
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 132) \$ \_\_\_\_\_ youth / day **OR** month

(service code 133) \$ \_\_\_\_\_ youth / day **OR** month

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

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

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