

ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
**FAMILY SKILLS TRAINING**  
Service Code 165

---

**SERVICE DEFINITION:**

This service is designed to decrease a youth's risk for delinquency and other problem behaviors by improving and strengthening family bonding and functioning through skills training. Family skill training will assist parents in developing the necessary skills to promote desirable, pro-social behaviors in their youth while at the same time applying discipline to minimize undesirable, maladaptive behavior. Parents and their youth engage in structured family activities, role-play, practice communication skills and effective discipline, reinforce positive behaviors in each other and plan family activities. The service intervention is a combination of training and skill development for parents and their youth.

- **Parent Training/Skill Development** (*Parent Only Group*) - Parents learn to recognize patterns of parent-child interaction and risk factors that promote anti-social behavior such as directly reinforcing deviant behaviors, poor supervision, excessive family conflict, harsh punishment and failing to attend to appropriate behavior. Parents are taught skills to increase desired behaviors in their children by using increased attention to reward for positive behavior, as well clear communication, effective discipline, substance use, problem solving and limit setting.
- **Youth Skill Development** (*Youth Only Group*) - Youth learn skills including, but not limited to, effective communication, coping with anger and criticism, stress management, social skills, problem solving, social resistance, consequences of behavior and compliance with parental rules.
- **Family Skill Development** (*Family Group*) - Together families practice structured family activities, family meetings and communication skills, reinforcing positive behaviors in each other and jointly planning family activities. This service component is inclusive of the Parent Training/Skill Development and Youth Skill Development Groups and occurs at the end of each group.

Service delivery format for Family Skills Training occurs in a group setting. Parent Training/Skill Development and Youth Skill Development groups occur simultaneous but separate. Each group session concludes with Family Skill Development where parent and youth come together to practice and reinforce learned skills and behavior.

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
FAMILY SKILLS TRAINING  
Service Code 165**

---

**STANDARDS/LICENSURE REQUIREMENTS:**

This service does not require an agency or individual to hold a specific license. The applicant must be able to adequately demonstrate to the Administrative Office of the Courts: education, training, and experience relevant to the program and skill level required for effective program delivery.

**UNIT OF SERVICE:**

This service shall be proposed by the hour per family. Contractor cannot bill for service if the youth and parent are not both present.

**SERVICE GOAL:**

To improve family relations and functioning by reducing family risk factors and increase protective factors through reciprocal skills training among parents and youth.

**SERVICE TASKS:**

1. Deliver the material in a manner which is conducive to learning by the intended audience.
2. Utilize a curriculum that directs the learning process and ensures consistency in service delivery. Contractor is required to submit the service/program curriculum with the service specification.
3. Service provision must include the following instructional techniques: instruction, modeling of behavior, discussion, role-playing, feedback and reinforcement.
4. The Contractor must provide the probation department a monthly progress report and discharge report documenting the level of youth and parent participation and comprehension of material as outlined in the AOC Standard Terms and Conditions.
5. Conduct pre and post-tests to evaluate youth and parent comprehension and attainment of written service objectives. Summarize and submit test score data to the AOC each fiscal year (7/1 through 6/30). AOC must receive data by July 31 of the reporting year.

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
FAMILY SKILLS TRAINING  
Service Code 165**

---

6. Provider must have original youth signature on a dated attendance form for each day of service provided. The youth and parent attendance documentation must be maintained for the entire length of the contract.
7. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.
8. Treatment/service planning and assessment are not required for this service.
9. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
FAMILY SKILLS TRAINING  
Service Code 165**

---

I have read and fully understand the requirements to provide Family Skills Training services, agree to all requirements, and propose the following rate:

Proposed service rate: (service code 165) \$ \_\_\_\_\_ / hour / family

Proposed service/program name: \_\_\_\_\_

The service/program description is attached: yes  no

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

\_\_\_\_\_

\_\_\_\_\_

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

---

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

---

Final contract rate: (service code 165) \$ \_\_\_\_\_ / hour / family

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

\_\_\_\_\_

\_\_\_\_\_

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

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