

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014-2019  
SERVICE SPECIFICATION  
DELINQUENCY PREVENTION SERVICE  
ALTERNATIVE CENTERS  
Service Code 193**

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**SERVICE DEFINITION:**

This service provides a community based alternative to the traditional intake and adjustment process for status offenders and their families. Alternative Centers are primarily designed to provide immediate crisis stabilization to youth arrested for incorrigibility offenses such as; runaway, curfew violation, truancy, or misdemeanor offenses. Referring counties may submit paper referrals for services to satisfy a client status offense in the referring county probation department. The Contractor may also propose to provide family mediation services, although it is not required as a core component of the service.

**STANDARDS/LICENSURE REQUIREMENTS:**

No facility licensure is required. The Clinical Supervisor must be a Masters Level Clinician and licensed at the independent level pursuant to A.R.S. 32-3274, A.R.S. 32-3292, A.R.S. 32-3293, A.R.S. 32-3301 and A.R.S. 32-3211.

Staff requirements for counseling, stabilization, or mediation services:

- At a minimum, services will be provided by a person who holds a Masters Degree and is licensed at the independent practice level by the Arizona Board of Behavioral Health Examiners.
- Licensure is not required for those persons with a Master's Degree in Human Services who are employed by a licensed behavioral health agency and are exempt from licensure pursuant to A.R.S. Title 32, Chapter 33.
- Any staff who does not meet the professional qualifications as defined in the AOC Standard Terms and Conditions and who is proposed to deliver counseling, stabilization, or mediation services must receive a waiver from the AOC prior to service delivery as in accordance with the AOC Standard Terms and Conditions.

Staff requirements for assessments and individual service plans:

- At a minimum, services will be provided by a person who holds a Bachelors Degree in a human service related field.
- Two (2) years experience providing the service or working with the juvenile justice population.
- Staff must receive supervision in accordance with Paragraph 39 of the AOC Standard Terms and Conditions.

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**UNITS OF SERVICE:**

One (1) unit equals one (1) encounter of service. Each encounter of service provides a maximum twenty-three (23) hour stay.

**SERVICE GOAL:**

To provide immediate assessment, intervention and stabilization services to status offenders, misdemeanor offenders and their families twenty-four (24) hours per day, seven (7) days per week, 365 days per year and to assist courts in providing an alternative to detention for these youth. Additionally, if family mediation is proposed, the goal is to assist families in resolving conflicts and initiating long-term problem solving skills.

**SERVICE TASKS:**

1. Screen all law enforcement referrals to determine juvenile status and ensure appropriateness of the referral.
2. Provide immediate review of referrals to determine eligibility for services. In instances of ineligible referrals, provide community-based service resources or involve other agencies as appropriate. **Note:** Eligible referrals are defined as court involved delinquent youth.
3. Notify parent/guardian of the juvenile's admission to the center and request immediate parental involvement.
4. Develop an individual service plan immediately following the assessment for services with the youth and parent/guardian in accordance with Paragraph 49 of the AOC Standard Terms and Conditions and maintain a copy of the documentation in the client record.
5. Provide necessary services including but not limited to: information and referral, counseling, education, crisis intervention and, if applicable, mediation.
6. Provide up to twenty-three (23) hours of on-site stabilization for youth. Facility must have at least one bed on site.
7. Contact by phone or in person all youth and families within first thirty (30) days of the referral and intervention to ensure the individual service plan has been followed. The Contractor must document the method, date and individual to whom the contact was made in the client file.

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8. Establish and maintain a working relationship with the juvenile court to enable access to the Juvenile On-Line Tracking System (JOLTS) or Integrated Court Information System (iCIS).
9. Prepare and provide all required reports in accordance with the AOC Standard Terms and Conditions.

**OTHER REQUIREMENTS:**

1. A copy of the assessment/screening tool must be submitted with the application.
2. A copy of the Mediation Program and Crisis Prevention/Intervention training requirements must be submitted with the application.
3. Upon request, the Contractor may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

**RATE PROPOSAL:**

Please provide either a unit or block rate purchase for the proposed service and provide the following:

1. An itemized annual program/service budget clearly documenting all relevant budget assumptions/expenses such as; Personnel / ERE, Operating Expenses, Facility Expenses and Contract Services (if any).
2. Projected number of youth that can be provided service at any one time in the facility.
3. Total number of youth that may be provided services in a month.
4. Projected number of hours of service to be provided to each referred youth.

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I have read and fully understand the requirements to provide Alternative Centers, agree to all requirements and restrictions and propose the following rate:

Proposed Unit Service Rate: (service code 193) \$ \_\_\_\_\_ / youth

**OR**

Proposed block purchase service rate: (service code 193) \$ \_\_\_\_\_ / month

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

\_\_\_\_\_

\_\_\_\_\_

I certify the attached budget and cost documentation represent true and accurate information.

\_\_\_\_\_  
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 193) \$ \_\_\_\_\_ youth **OR** month

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

\_\_\_\_\_

\_\_\_\_\_

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

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