

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2014 - 2019
SERVICE SPECIFICATION
LEISURE SKILLS DEVELOPMENT
Service Code 194**

SERVICE DEFINITION:

This service will provide youth an understanding of the importance of a constructive leisure lifestyle through the engagement in structured activities directed to encourage social involvement, self-awareness and the development of pro-social activities. The main focus is to help youth identify interests and increase their awareness of pro-social leisure resources available in their natural environment to occupy unstructured time. Leisure skill activities should be explained to the youth and followed by rehearsal so the benefits are first discussed and then experienced.

Service activities may include, but are not limited to, sports, exercise and other recreational and social activities such as community clubs and organizations, board and card games, arts and crafts, music, creative writing, drama, puzzles, etc. Commercial recreation activities such as going to a movie theatre, video game centers, amusement parks, professional sporting events and other activities that require money may be included in the service but must be used on a limited and intermittent basis.

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).

STANDARDS/LICENSURE REQUIREMENTS:

- This service does not require an agency or individual to hold a specific license.
- At a minimum, the service shall be provided by a person who is twenty-one (21) years of age and has relevant education, experience and training to effectively deliver the service.

UNIT OF SERVICE:

This service may be proposed by the hour, class or program, depending upon its format and intended delivery structure.

SERVICE GOAL:

To help youth develop and identify interest in community-based pro-social activities which are individualized and build upon strengths of the youth to occupy their leisure time.

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SERVICE TASKS:

1. Confer with the probation officer, youth's family and the youth to determine the nature and type of activities appropriate. Contractor must document this effort.
2. Introduce youth to various community activities which will cultivate their interest in recreational and social activities performed individually or as a group. Activities are structured allowing rules to be learned and youth will have the opportunity to gain and display important interpersonal, teambuilding and problem solving skills.
3. Assist youth in preparing leisure time schedules to occupy unstructured time.
4. Document class attendance, level of participation and comprehension of activities and skills within twenty-four (24) hours of service delivery.
5. Conduct pre and post-tests which evaluate client comprehension of the presented topic. Tests must be score to ascertain the client's attainment of written service objectives.
6. Summarize and submit test score data to the AOC each fiscal year (7/1 through 6/30). AOC must receive data by July 31.
7. Document observations of the reactions and progress each youth experiences from the introduction of leisure activities and confer with the probation officer and clients' family about changes **and** prior to discharge, assist youth in preparing a list of positive pro-social leisure activities tailored to their interest that can be followed post discharge.
8. Prepare and submit discharge and progress reports as required by AOC Standard Terms & Conditions.
9. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.
10. Contractor must have original youth signature on a dated attendance form for each day of service provided. The attendance documentation must be maintained for the entire length of the contract.
11. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.
12. Contractor is required to submit the service/program curriculum with service specification.

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

Proposed Service Rate: (service code 194) Individual \$ _____ / hour
Group \$ _____ / hour / client

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 194) Individual \$ _____ / hour
Group \$ _____ / hour / client

Other agreement: _____

Contractor Signature / Date

AOC Signature / Date