

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2019  
SERVICE SPECIFICATION  
BRIEF STRATEGIC FAMILY THERAPY (BSFT)  
Service Codes 250 & 251**

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**SERVICE DEFINITION:**

Brief Strategic Family Therapy (BSFT) is a problem-focused model which targets identified patterns of interaction within the family that lead to client behavioral issues. The BSFT therapist is assigned to work with the entire family system. The purpose of this function is to remain “neutral” in the eyes of all family members to provide the greatest effectiveness. The BSFT therapist will maintain this “decentralized role” in order to build trust with the family and maintain the focus of treatment on family dynamics. Examples include but are not limited to: target elements of communication, boundaries, conflict resolution and family structure, as they occur in the therapy session. Each therapy session will employ specific strategies that focus on helping family members express their emotions and improve the family interaction dynamic. Service delivery occurs primarily in the home or community. An average treatment period is between three (3) and five (5) months. Service is available to youth 12-17 ½ years old.

**STANDARDS/LICENSURE REQUIREMENTS:**

1. An agency contractor must be licensed by the Arizona Department of Health Services Division of Licensing Services (ADHSL).
2. Services will be provided by personnel who are qualified by education, experience and/or training to deliver BSFT services in accordance with the standards and conditions established by the University of Miami.
3. A Master’s Degree in a human service related field is preferred. At a minimum, services will be provided by a person who holds a Bachelor’s Degree in a human service related field with at least two (2) years of practical experience with children/adolescent or family behavioral health with and possess the training requirements outlined below.

**TRAINING REQUIREMENTS AND SUPERVISION:**

1. The BSFT therapist will go through national BSFT training and fidelity monitoring upon hire. Initial training consists of a 40-hour week onsite training at the agency (therapist may attend the initial training at the University of Miami depending on trainer(s) availability for onsite training). Training consists of interactive lectures, review of research, role-playing, videotape examples/analysis of sessions, and class exercises. Training can also consist of face-to face therapy consultations, family sessions, case presentations, and review of videotaped BSFT sessions.

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2. To qualify as a BSFT Supervisor, the individual must complete national BSFT training and any additional supervisory requirements per BSFT model standards.
3. Two additional on-site trainings of 24 hours each from the BSFT expert/consultant are provided. Therapist tapes are reviewed in depth and supervision is provided. The therapist must show competency in each of the skills of BSFT treatment. Throughout the process, the agency supervisor will maintain weekly contact with the BSFT expert/consultant and provide a sampling of tapes for the consultant to review monthly to maintain adherence, competency and fidelity to the BSFT model.
4. Videotaping will occur twice a week and will include two (2) hours of group supervision sessions, weekly telephonic supervision, and monthly tape review by the consultant to ensure ongoing fidelity monitoring. The BSFT expert/consultant will visit the onsite BSFT agency and conduct a minimum of a 20-hour booster training, once annually. This includes face-to-face supervision of a family session and with the BSFT therapists and BSFT supervisor.

**UNITS OF SERVICE:**

Service shall be billed in fifteen (15) minute increments.

**SERVICE GOAL:**

Identify family interaction and behavioral patterns that are determined to be associated with client problem behavior. Using a family-systems approach; develop interventions to promote change in family interaction, behavior patterns of interaction to preserve the family, increase protective factors, reduce criminogenic risks, and eliminate or reduce the client problem behaviors that often lead to out of home placement.

**SERVICE TASKS:**

1. Within twenty-four (24) hours of accepting a referral and assigning a screening, make initial contact with the client, parent/guardian and probation officer.
2. Conduct a BSFT Screening to determine eligibility to the BSFT Program.

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3. Provide the probation officer with either written or telephonic determination after completing the client referral, which indicates acceptance or denial of the client into service(s). If the client referral is declined, then the BSFT rule out criteria must be documented and available for record for services.
4. Within twenty-four (24) hours of a case assignment; make initial contact with the client, parent/guardian and referring probation officer.
5. The contractor will implement the BSFT service in strict adherence to the Brief Strategic Family Therapy Institute.
6. BSFT service will include participation by the client family. There must be at least, one parent figure in the home that will participate in the BSFT program. Parent and family are broadly defined to include the adult who serves as the client's parent/guardian with who the client resides, or is expected to be residing with, during the period that BSFT services are being delivered. The family must be provided concrete goals that are within the scope of achievement by each participating family member.
7. Conduct an assessment within five (5) days and create a treatment plan within ten (10) days after case admission.
8. BSFT staff shall be available to the client and parent/guardian 24 hours per day, 7 days a week.
9. Conduct a weekly treatment team meeting for the purpose of reviewing individual case progress and develop outcome-focused weekly plans to achieve client and/or family goals.
10. Collaborate with the assigned probation officer through weekly phone/email updates and monthly face-to-face meetings.
11. Submit a written monthly treatment summary to both the client and parent/guardian and the assigned probation officer.
12. Document in the client medical record all services provided including summary of therapy progress notes. The documents should include: date, duration, type of service and therapist name, signature and title of participants, and a summary of events.
13. Provide a range of goal-directed services to the youth and family that may include but shall not be limited to:
  - a. Increase family functioning, family patterns of interaction and family structure;

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- b. Target five domains: family communication, boundaries, conflict resolution and the role of the client in the client/family structure;
  - c. Improve parenting practices;
  - d. Increase client and parent/guardian affection;
  - e. Decrease association with deviant peers;
  - f. Increase association with pro-social peers; and
  - g. Increase school/vocational performance.
14. The following service tasks may be implemented on an as needed basis per client and parent/guardian:
- a. Aiding the client, parent/guardian in meeting concrete needs such as: housing, medical care and legal assistance, and assisting in making available follow-up support resources as needed;
  - b. Teaching the client, parent/guardian organizational skills needed to provide a positive environment (example, teaching budgeting skills, etc.);
  - c. Transporting client and parent/guardian as necessary and facilitating client, parent/guardian plans to access transportation for themselves on an ongoing basis;
  - d. Conduct a termination interview with the client, parent/guardian and assigned probation officer to summarize the progress made during treatment, options for maintaining progress, and the client and parent/guardian satisfaction with the BSFT services provided; and
  - e. Submit a written discharge summary to the assigned probation officer within seven (7) days after case closure.
15. Prepare and provide all required reports in accordance with AOC Standard Terms & Conditions.
16. Contractor shall participate in quality assurance evaluation activities including, but not limited to; group meetings, site visitations, videotaped reviews of sessions, and peer review of policies and procedures.

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**ANNUAL REPORTING:**

1. The contractor will collect, maintain and report data annually to AOC for each fiscal year (July 1 through June 30). The report is due no later than 30 days after the end of the fiscal year. The report must contain the following elements:
  - a. Number of referrals;
  - b. Number of cases accepted and not accepted;
  - c. Number of cases opened;
  - d. Number of cases not opened and reason;
  - e. Number of active cases;
  - f. Number of cases successfully discharged;
  - g. Number of cases unsuccessfully discharged, including cases closed prior to completion of treatment, and reason.
  
2. The Contractor shall conduct a follow-up of discharged (successful and unsuccessful, respectively) cases at 3, 6, and 12 months. Follow-up shall include but is not limited to:
  - a. Percent of youth arrested;
  - b. Percent of youth in out-of-home placement; and
  - c. Percent of youth with positive educational/vocational involvement.

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I have read and fully understand the requirements to provide Brief Strategic Family Therapy and agree to all requirements and restrictions and propose the following rates:

**Proposed Service Rate:**

Home Based Counseling (service code 250):      \$ \_\_\_\_\_ / youth / 15 minutes

Office Based Counseling (service code 251):      \$ \_\_\_\_\_ / youth / 15 minutes

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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**Final Contract Rate:**

Home Based Counseling (service code 250):      \$ \_\_\_\_\_ / youth / 15 minutes

Office Based Counseling (service code 251):      \$ \_\_\_\_\_ / youth / 15 minutes

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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