

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2009-2010  
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. Provide immediate crisis stabilization to youth arrested for incorrigibility offenses, such as runaway, curfew violation, truancy or misdemeanor offenses. The provider 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 intake assessments and service plans: Professional qualifications of those staff authorized to complete intake assessments and service plans are exempted from the Masters level and above requirement as stated in the AOC Standard Terms and Conditions. Staff providing intake assessments and service plans, excluding those with a Masters Degree and independent licensure, must receive one (1) hour of supervision for every ten (10) hours of service provision. Supervision must be rendered by an independently licensed, Masters or Ph.D. level professional and documented as outlined in Paragraph 40 of the AOC Standard Terms and Conditions for Full Procurement.

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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 assessment to all eligible referrals. Eligible referrals are defined as court involved delinquent youth. Provide community referrals or involve other agencies as appropriate for all ineligible referrals.
3. Notify parent/guardian of the juvenile's admission to the center and request immediate parental involvement.
4. Develop an individualized treatment plan/service plan immediately following the assessment for services and aftercare plan with the youth and parent/guardian. Plan components must comply with the AOC Standard Terms and Conditions, Paragraph 49, Subparagraph a and b.
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.

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7. Contact by phone or in person all youth and families within first thirty (30) days of the referral and intervention to ensure the treatment/service plan has been followed. The Contractor must document the method, date and individual to whom the contact was made in the client file.
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. The provider will be required to collect and report the following outcome data within thirty (30) days following the close of the fiscal year (July 1 through June 30).
  - Demographics of all youth referred, which include gender, ethnicity, age.
  - Referred youth's school status and family composition.
  - Referral source and reason for referral.
  - Agency's service recommendations.
10. The provider must coordinate with the AOC to determine the format and design of the items listed in service task #9. The report must be submitted to the AOC by July 31<sup>st</sup> of each year.

**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 provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

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**RATE PROPOSAL:**

Not all youth served by an alternative center will be involved with the court. The rate proposed should be proportionate to the court involved population served. Based upon any historical data or a reasonable set of clearly outlined assumptions, provide the following:

1. An itemized annual service budget clearly documenting all relevant budget assumptions.
2. Average cost per youth based upon projected annual figures of total youth to be served (court and non-court involved).
3. Percentage of court involved youth projected to be provided service.
4. Percentage of court funding requested for the contract year based upon figures in items 1, 2, and 3.
5. Data used to complete the rate proposal.

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

Proposed service rate: \$ \_\_\_\_\_

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

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

\_\_\_\_\_  
Provider Signature / Date

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

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Final contract rate: \$ \_\_\_\_\_

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

\_\_\_\_\_  
Provider Signature / Date

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