

ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2009-2010  
SERVICE SPECIFICATION  
**COGNITIVE SKILLS DEVELOPMENT/COGNITIVE RESTRUCTURING**  
**Service Code 196**

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**SERVICE DEFINITION:**

This service is designed to assist youth experiencing difficulties with decision making, problem solving and anti-social behavior within their natural environment. The intervention is designed to target what and how a youth thinks, how they view the world, how well they understand people, their values, reasoning and problem solving. Youth are assisted in changing faulty thinking patterns that are related to recidivism and improving their overall functioning and community sustainability. The service intervention is multi-component focusing on cognitive skill development and restructuring. Each intervention component may be used independently or in conjunction with one another.

- **Cognitive Skills Development:** The development of learned skills to help improve impaired cognitive functions and/or distortions with the intent of enhancing the youth's ability to process and interpret information or develop strategies to improve their overall ability to function in all aspects of their natural environment. Examples of cognitive skills may include but are not limited to, problem solving, social skills, negotiation skills, consequential/sequential thinking, managing emotions, social perspective taking, critical reasoning, creative thinking and values enhancement. Youth are provided the opportunity to identify, learn and practice skills. Through the use of improved cognitive skills youth become better equipped to change criminal behaviors and attitudes into those that are more productive and socially acceptable.
- **Cognitive Restructuring:** The method of changing thoughts, attitudes and beliefs by specifically targeting anti-social thought patterns which lead youth to "rationalize" or "justify" negative behaviors. Youth are taught to recognize how thoughts, lead to feelings and actions, which may lead to anti-social behavior. The process of cognitive restructuring recognizes, challenges, and changes cognitive distortions and negative thought patterns leading youth to consider adaptive alternatives that will work better. The goal is to help youth overcome risky thinking by bringing them to a level of conscious awareness and replacing the risky thoughts with pro-social positive choices. The primary focus of this intervention is that emotions and behavior can be greatly affected by what youth think and believe. Youth are provided the tools necessary to gain a greater sense of control over their thought-feeling-behavior patterns.

The service format may follow a research and/or evidence based protocol. Service activities such as thought reports, role-playing, group discussion, games, puzzles and reasoning exercises designed to build skills and engage the youth are encouraged and should be used as appropriate. Service delivery format for each component may occur individually or in a group format. The

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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. 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.

**UNITS OF SERVICE:**

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

**SERVICE GOAL:**

To improve a youth's ability to self-manage behaviors by recognizing the occurrence of problematic thoughts and feelings using learned cognitive skills to modify antisocial thought-feeling-behavior patterns to be pro-social.

**SERVICE TASKS:**

1. Utilize a written curriculum or protocol that directs the learning process and ensures consistency in service delivery. Contractor is required to submit the service/program curriculum with the service specification.
2. 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.
3. Document youth's attendance, level of participation and comprehension of the material within twenty-four (24) hours of service delivery.

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4. Provide pre and post test of youths' comprehension and attainment of the 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.
5. Prepare and submit reports in accordance with the AOC Standard Terms and Conditions.
6. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

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Cognitive Skills Development/Cognitive Restructuring is a multi-component intervention. Each intervention component may be used independently or in conjunction with one another. Please indicate by initial the program component(s) contained in the proposed service:

	<b>Initial</b>
Cognitive Skills Development	_____
Cognitive Restructuring	_____

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

Proposed service rate:	Individual	\$_____ / hour
	Group	\$_____ / hour / client

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

The service/program description is attached: YES / NO

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

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

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

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Final contract rate:	Individual	\$_____ / hour
	Group	\$_____ / hour / client

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

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

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