

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
SERVICE SPECIFICATION
COMPREHENSIVE YOUTH PROGRAM
Service Code 197**

SERVICE DEFINITION:

A comprehensive program combines at least three of the following services: Problem Solving/Cognitive Skills Development, Behavior Specific Education, Life Skills, Interpersonal Skills and/or Leisure Skills. This program provides youth instruction, skills training, and is educational in nature designed to target youth criminogenic risk and need factors while developing the skills necessary for youth to be effective in everyday situations and interact in a positive way with others.

The service may be provided in an individual and/or group setting. 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). Additionally, consideration must be given to “group” youth according to their development stage (early, middle, late adolescence) and/or cognitive ability.

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 eighteen (18) years of age and has relevant education, experience and training to effectively deliver the service.

UNITS OF SERVICE:

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

SERVICE GOAL:

Assist youth in developing specific skill sets which reduce their likelihood of engagement in further delinquency and increase pro-social skills and involvement.

PROGRAM COMPONENT:

The program must consist of at least three of the following services. The Contractor shall deliver the service as identified on service specification for each service proposed:

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Problem Solving/Cognitive Skills Development
Behavior Specific Education
Life Skills Development
Interpersonal Skills Development
Leisure Skills Development

SERVICE TASKS:

1. Deliver the educational material in a structured and supportive learning environment to youth.
2. Utilize a curriculum that directs the learning process and ensures consistency in service delivery. Contractor is required to submit the service/program curriculum with the service specification.
3. Document youth's class attendance, level of participation and comprehension of material within 24 hours of service delivery.
4. Conduct pre and post-tests which evaluate youth's comprehension and attainment of written 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 report in accordance with AOC Standard Terms and Conditions.
6. Provider must have original youths' 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.
7. Upon request provider may be required to submit an itemized service budget and clearly document all relevant budget assumptions.

