

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
SERVICE SPECIFICATION
INDEPENDENT LIVING PROGRAM - GROUP HOME MODEL
Service Code 115**

SERVICE DEFINITION:

Emphasis is placed on providing out of home care to youth who are between the ages of 16 and 18 years old. Services shall include skill development, social, recreational, educational and/or vocational activities to help youth develop competencies and skills that enable them to reside independently in the community.

STANDARDS/LICENSURE REQUIREMENTS:

Must be licensed by DES OLCR as Child Welfare Agency for Group Home Care meeting the specific requirements of A.A.C. Title R6, Chapter 5, article 74 or licensed by the Office of Behavioral Health Licensure (OBHL) as Level III Behavioral Health Group Home.

ASSESSMENT/SERVICE PLANNING REQUIREMENTS:

Must be provided by staff who, at a minimum, meets all of the following requirements:

- Bachelors' degree in a Human Service related field;
- Two (2) years experience providing the service or working with the juvenile justice population;
- Receive at least one (1) hour supervision for every ten (10) hours of assessment and/or service plan delivery. Supervised by a person who holds a Masters degree and is licensed at the independent practice level by the Arizona Board of Behavioral Health Examiners. Supervision must be documented as outlined in Paragraph 40, b of the AOC Standard Terms and Conditions.

A request for a waiver of the degree requirement can be submitted to the AOC if the staff has five (5) years, or more, of experience providing assessment and developing service plans for juvenile population in the context of residential services. The petition for waiver must be submitted as outlined in Paragraph 37, b of the AOC Standard Terms and Conditions. The supervising professional must meet the qualification outlined in Paragraph 40, a of the AOC Standard Terms and Conditions **AND** shall maintain documentation of supervision for staff granted a waiver as outlined in Paragraph 40 of the AOC Standard Terms and Conditions.

UNITS OF SERVICE:

One unit equals any part of one residential day. To be considered as a billable unit the youth must be in residence at 11:59 p.m. for each day reported for payment.

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SERVICE GOAL:

To provide an out of home environment in which the youth can learn to live independently while pursuing the development of self-esteem, and self-reliance and enhancing personal and community functioning.

SERVICE TASKS:

1. The Contractor shall provide 24 hour staff supervision in a structured and safe setting.
2. With all involved parties, provide assessment, intervention, reassessment, and discharge planning with the ultimate goal of independent living.
3. Ensure the completion of a comprehensive medical examination and behavioral health history.
4. Coordinate physical, educational and case management needs with the assigned probation officer; participate in the coordination of care with other providers or agencies.
5. The Contractor shall educate youth in independent living skills such as life skills (personal care, health, interpersonal relationships, parenting, law, budgeting, food and nutrition preparation), explore vocational/employment options, (resume writing, interview skills, appropriate dress attire) proper care of the home, linkages to community resources, public and agency transportation.
6. The Contractor shall ensure that transportation is available to youth participating in this program.
7. The Contractor shall identify community-based programs to provide needed services to youth such as substance abuse counseling and peer support, etc., which are not a part of this service.
8. The Contractor shall assist the youth in enrolling in all appropriate eligible programs, i.e., city, state and federal assistance, social security and AHCCCS.
9. With all involved parties, develop a transitional plan and participate in the development of an individual service plan which enables the youth to live independently.

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10. The Contractor shall ensure that regularly scheduled and structured recreation and leisure activities are available.
11. The Contractor shall assist the youth in obtaining employment within sixty (60) days of admission into the program. Initially, part-time employment will be acceptable; however, the ultimate goal is full-time employment.
12. The contractor shall assist the youth in opening and responsibly maintaining a checking/savings account with a bank or credit union in preparation for living independently. Provide oversight and fiscal guidance in order that the youth maintain the integrity of his/her account(s).
13. The Contractor shall ensure that the youth attend public school until age sixteen (16). In the event a youth is sixteen (16) and not enrolled in public school, he/she must be actively pursuing an alternative form of an educational program.
14. The contractor shall ensure that a structured daily plan be implemented for each youth and posted for visual review at all times. The daily plan must account for twenty-four (24) hours and identify the specific location of the youth's whereabouts.
15. The Contractor shall provide documentation and reports as required by contract.
16. The Contractor shall submit a monthly report, as required in the *AOC Standard Terms and Conditions*, on the youth's progress in each component of the program, with the ultimate goal of stability and living independently. The progress report must identify and quantify the youth's readiness to living independently.

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I have read and fully understand the requirements to provide the Independent Living Program, agree to all requirements and restrictions and propose the following rate:

Proposed service rate: \$ _____ / day / client

Other agreement: _____

The provider must include with the application an annual itemized service budget and clearly document all relevant budget assumptions and a program description.

Detailed program description attached (check) _____

Detailed budget attached (check) _____

The budget documentation submitted to the AOC is true and accurate.

Provider Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final contract rate: \$ _____ / day / client

Other agreement: _____

Provider Signature / Date

AOC Signature / Date