

ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
SERVICE SPECIFICATIONS
MENTAL COMPETENCY RESTORATION SPECIALIST
Service Codes 260 & 267

SERVICE DEFINITION:

To provide educational services to persons less than eighteen (18) years of age in order to attempt to restore the youth to competency.

OVERVIEW:

Restoration Plan: Upon referral from a Superior Court, utilize the Court's Mental Health Expert's competency evaluation report to assess the youth and develop an individual Restoration Plan.

Educational Program: Provide education using the training materials as a guide, provided in the *Competency Training Juvenile Handbook*, published by the Arizona Supreme Court (ASC), Administrative Office of the Court (AOC.)

EDUCATIONAL/LICENSURE/TRAINING REQUIREMENTS:

Education Program: Preferably the Contractor will provide services through instructors certified by the Arizona Department of Education to teach elementary school (grades K through 8). However, the Administrative Office of the Courts (AOC) will accept persons who hold a Masters degree in education or a Masters degree in a human services field. If applicable, services should be provided by instructors certified to teach learning disabled (LD) and emotionally disabled (ED). It is preferable for instructors to have experience in teaching at risk learners and to have work experience in alternative schools or in secure care settings. Restoration Specialist must be proficient in the youth's primary language.

All providers contracting with the ASC to provide the Educational Program must receive competency restoration training or review the training materials and tapes provided and certify in writing on this service specification, that the materials have been reviewed.

UNITS OF SERVICE:

Assessment / Restoration Plan: One unit equals one hour; however, services must be billed in quarter hour increments.

Education Program: One unit equals one hour (50 minutes for instruction and 10 minutes for records documentation).

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SERVICE GOAL:

To provide educational services to persons less than eighteen (18) years of age in order to attempt to restore the youth to competency.

SERVICE TASKS:

Assessment/Restoration Plan:

1. Upon referral from a Superior Court and receipt of a Service Authorization Form, obtain a copy of the Mental Health Expert's Competency Evaluation Report to the court. The report should specifically outline the services necessary to restore the youth to competency. Using this report, provide services as detailed in Sections X and XI, Paragraphs 41 through 44, of the *Standard Terms & Conditions*, incorporating all the findings and recommendations of the Court's Mental Health Expert. In the event the report is inadequate to develop a Restoration Plan, consult with the Court's Mental Health Expert and supplement with additional information and recommendations, as necessary.

In the event the Court's Mental Health Expert's report includes recommendations for services, which are not included within this Service Specification, notify the referring court by filing a letter with the referring court's clerk. Please specify what services were suggested that are not currently covered in this Service Specification or covered under the Contractor's current contract with the Arizona Supreme Court and provide recommendations for uncovered services. If there is no contracted service available, make specific reference to the service in the letter and wait for further instructions from the referring court. Fax and mail a copy of the letter to the assigned judge and the prosecuting and defense attorneys. Under no circumstances should a service be performed which is not covered in this service specification or covered under the Contractor's current contract with the Arizona Supreme Court and authorized by the referring court in the Service Authorization Form.

In the event the referring court requests services which are not covered in this Service Specification or covered under the Contractor's current contract with the Arizona Supreme Court, the referring court must make arrangements to pay for these services. The uncovered services will not be paid for by the Arizona Supreme Court, Administrative Offices of the Courts.

2. The Restoration Plan must be signed, dated, and updated by the restoration specialist and the mental health expert.
3. The requirements of Section IX, Paragraph 40 (a) of the *Standard Terms and Conditions* are not applicable.

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4. The requirements of Section X, Paragraph 41 (b) and (c) of the *Standard Terms and Conditions* are not applicable.
5. The Restoration Plan must specifically detail all Associated Services (if any) necessary to restore the juvenile to competency.
6. The Assessment must be completed within five (5) business days of referral.
7. The Restoration Plan must be completed within three (3) business days of the completion of the Assessment.

Education Program:

1. Provide individual or group instruction using the training material, as a guide, provided in the Competency Training Juvenile Handbook published by the Arizona Supreme Court, Administrative Office of the Courts. At a minimum, instruction will occur twice a week. The need for an increase in the frequency of instruction and the plan for individual versus group instruction should be established after consideration of the client's needs during the restoration assessment.
2. The training material and instruction methods must be modified as necessary to meet the individualized needs for youth and consider cultural, educational, behavioral and mental health needs.
3. In addition to the record requirements specified in Section XII, Paragraphs 45 and 46, contained in the *Standard Terms & Conditions*, all progress notes shall include the degree and title of the staff providing the services. Subparagraphs (x) and (xi) of paragraph 45 of the *Standard Terms & Conditions* do not apply.
4. At no time during the Education Program should there be any discussion with the youth regarding the specific purported offense or of the pending case.
5. Consult with the Mental Health Expert who supervises the restoration of the youth at least every other week.
6. A letter will be submitted by the Contractor to the referring Superior Court when unsuccessful attempts have been made to locate the youth to provide restoration or the juvenile does not attend scheduled restoration services. Prior to the submission of this report, at least two documented efforts will be made to contact the youth's assigned probation officer to determine the youth's whereabouts.

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SPECIAL CONDITIONS:

Records-Confidentiality

1. Any record maintained in connection with any service associated with this Service Specification will be kept confidential. The records should be clearly segregated from other client records (even if pertaining to the same youth) and marked confidential. The Arizona Supreme Court, Administrative Office of the Court may review the records for contract compliance.
2. Section II, paragraph 21 of the *Standard Terms and Conditions*, subsections (a) and (b) are modified to prohibit release of records or information contained in records to the referring Superior Court, except as provided for in this Service Specification or upon direct written order of the Superior Court.
3. Section XII, paragraph 46, subsection (d) is modified to prohibit the staff of the appropriate Juvenile Superior Court from examining or reviewing or copying client records for the purpose of probation enforcement, unless upon direct written order of the Superior Court.
4. Upon termination of restoration services, the Contractor is responsible for obtaining all documentation related to each youth's case from the supervising Mental Health Expert and merging this information into the Contractor's closed client files.

Referral/Travel

No services shall be performed without first receiving a Service Authorization Form from a referring Superior Court.

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By signing this service specification, the Contractor agrees to attend any upcoming competency training that is provided by the AOC and the 2000 Training Mental Health Experts in Legal Competency video and Restoration Handbook will be reviewed and utilized prior to the delivery of service.

I agree I have read and fully understand the requirements to provide Mental Competency Restoration Specialist services, agree to all requirements and restrictions and propose the following rate:

Proposed Contract Rate:

Assessment/Restoration Plan (service code 260)	\$_____ / Hour
Group Education Service (service code 267)	\$_____ / Hour / Client
Individual Education Service (service code 260)	\$_____ / Hour

Other proposed agreement: _____

Provider Signature / Date

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

Final Contract Rate:

Assessment/Restoration Plan (service code 260)	\$_____ / Hour
Group Education Service (service code 267)	\$_____ / Hour / Client
Individual Education Service (service code 260)	\$_____ / Hour

Other agreement: _____

Provider Signature / Date

AOC Signature / Date