

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
SERVICE SPECIFICATION
SHELTER CARE
Service Code 106**

SERVICE DEFINITION:

This service provides short-term, temporary, non-secure emergency out-of-home care. This service is provided for up to 30 days. If placement is needed over 30 days, prior approval by the juvenile court or adult probation department is required.

STANDARDS/LICENSURE REQUIREMENTS:

Must be licensed by DES OLCR as Child Welfare Agency for Shelter Care meeting the specific requirements of A.A.C. Title R6, Chapter 5, article 74.

Assessments and service plans shall 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 or has received an AOC waiver for the degree and/or licensing requirements. Supervision must be document 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 of service equals one 24 hour period. To be considered as a billable unit, the youth have been under supervision by the provider at 11:59 p.m. that day.

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SERVICE GOAL:

To protect the physical, emotional and mental well-being of the youth throughout the provision of emergency short-term care.

SERVICE TASKS:

1. Provide care and supervision.
2. Provide adequate clothing.
3. Ensure appropriate educational services.
4. Provide social and recreational outlets appropriate to the youth's age.
5. Provide transportation for medical, educational and court-related appointments.
6. Provide a daily structure of activities to positively engage and occupy the youth.
7. Conduct an assessment within five (5) business days of the youth's admission to the service by staff meeting the requirements outlined in this service specification and contain, at a minimum, the information outlined in Paragraph 46, a.i-xii, of the AOC Standard Terms and Conditions

The Contractor may accept an "external" assessment, meaning an assessment conducted by another agency and/or program, if the assessment includes, at a minimum, all information outlined in Paragraph 46, a.i-xii, of the AOC Standard Terms and Conditions and was conducted within fifteen (15) days prior to placement. If an external assessment is utilized, the Contractor must "re-assess" the youth prior to the development of the service plan. The re-assessment shall be conducted by staff meeting the requirements as outlined in this service specification, include the information outlined in Paragraph 46, a.i-xii, of the AOC Standard Terms and Conditions and be maintain in the youth's file.

8. For those youth in placement longer than thirty (30) days, develop and prepare a written plan of treatment services and implement the services identified on the treatment plan within thirty-five (35) days after admission to the program.

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9. Legibly document and place in the youth file treatment notes, activity schedules, daily progress notes, and if applicable, monthly progress notes.

10. Legibly prepare a discharge summary which must be received by the probation officer within fifteen (15) days of the youth's discharge from placement.

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I have read and fully understand the requirements to provide Shelter Care services and agree to all requirements and restrictions and propose the following rate:

Proposed service rate: \$_____ / day

Other agreement: _____

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

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

Other agreement: _____

Provider Signature / Date

AOC Signature / Date