

**ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
JUVENILE JUSTICE SERVICES DIVISION
Contract Year 2009-2010
SERVICE SPECIFICATION
THERAPEUTIC DAY PROGRAM
Service Code 222 & 223**

SERVICE DEFINITION:

This service is provided as of either a half day program (up to 3 hours) *or* a full day program (4 hours or more), excluding mealtimes and transportation, of therapeutic programming and will not replace a youth's education requirements. The program may be delivered during the week and/or the weekend and program times may change during school breaks and/or during summertime.

The program is a highly structured, closely supervised program of intensive therapeutic treatment services and activities. The program provides individual, group and/or family counseling. Other services may include therapeutic skills development, therapeutic social and/or recreational activities. Services may take place on site at a provider location or in many different community locales.

The program may be designed to address general mental health, substance abuse, co-occurring disorders and sex offending populations. *The AOC defines co-occurring disorders as a youth with substance abuse and mental health issues.* If provider proposes a program which addresses co-occurring disorders, the intake criteria must clearly state that the youth must have substance abuse and mental health issues for admittance into the program. Provider must clearly identify the target client population on application and service specification. Program description must be submitted with the application.

STANDARDS/LICENSURE REQUIREMENTS:

All of the following requirements are acceptable; licensed behavioral health agency or certified Title XIX/XXI community service agency.

SPECIAL REQUIREMENTS:

Direct care staff must be at least 18 years of age and possess a high school diploma or general education diploma and have some relevant experience and training. Professional staff must have a Masters degree (or higher) in a Human Services related field and meet state licensure or certification with the exception of those who are exempt according to A.R.S. ' 32-3271-5.

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UNITS OF SERVICE:

One unit equals one half day program (up to 3 hours), exclusive of transportation and mealtime.

or

One unit equals one or full day program (4 hours or more), exclusive of transportation and mealtime.

SERVICE GOAL:

To address a youth's needs and treatment goals through therapeutic services and activities in order to reduce the need for more intensive services and improve the youth's pro-social functioning. The services can be used as a step-down service from a more restrictive setting or to prevent placement in a more restrictive setting.

SERVICE TASKS:

1. Review existing social history and other relevant information.
2. Complete a client assessment within 5 days of admission to the program. The client assessment must be performed as in accordance with the *Standard Terms and Conditions*.
3. With all involved parties, develop a treatment plan which enables the youth to move to a less restrictive level of care as soon as treatment goals are met. The treatment plan must be in accordance with the *Standard Terms and Conditions*.
4. Deliver services as in accordance with the treatment plan.
5. All services must be documented as in accordance with the *Standard Terms and Conditions*.
6. Provide transportation for referred youth to and from program. Transportation may include the use of public transportation when appropriate. Public transportation vouchers/passes may be used. The use of public transportation must be approved in writing by the youth's parent and probation officer. Transportation services must comply with contract insurance of the *Standard Terms and Conditions* requirements and all applicable state laws.

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7. If programming extends through normal meal times (i.e., noon, 6 p.m.), provide meals in accordance with Section XV - Food Services of the *Standard Terms and Conditions*.
8. Direct care staff as defined in the Standard Terms and Conditions may only provide life skill education and training, recreational, social and milieu activities to clients.
9. The Contractor must complete all other relevant paperwork (consent to treat, release of information etc.) as in accordance with the *Standard Terms and Conditions*.
10. Provide and submit reports as required by contract and *Standard Terms and Conditions*.

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If proposing more than one type of program, please submit each program on a separate service specification.

Check only one:

Proposed Program Population:

| | | | |
|-----------------------|-------|------------------------|-------|
| General Mental Health | _____ | Sex Offender | _____ |
| Substance Abuse | _____ | Co-Occurring Disorders | _____ |

Check only one:

Proposed Half Day Program (up to 3 hours) / (service code 223) _____

or

Proposed Full Day Program (4 hours or more) / (service code 222) _____

Proposed Daily Number of Program Hours: _____/ day

Proposed Program Hours: from _____ a.m/p.m. to _____ a.m/p.m.

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

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I have read and fully understand the requirements to provide therapeutic day program and agree to all requirements and restrictions and propose the following rates:

Proposed service rate: \$ _____ / client / day

Other agreement: _____

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

Provider Signature / Date

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Final contract rate: \$ _____ / client / day

Other agreement: _____

Provider Signature / Date

AOC Signature / Date