

2019 PROGRAM SPECIFICATION
Professional Services Group

PROGRAM #: 500

STANDARD PROGRAM: Juvenile Monitoring Program

TARGET POP: Med-High Risk Youth

YEAR: 2019 UNITS: Actuals CLIENTS: Pre-Dispositional Monitoring ALLOCATION: TBD
Post-Dispositional Monitoring
GPS Monitor

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 24 hours per day / 7 days per week

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

PROGRAM DESCRIPTION:

Juvenile Monitoring Program

The Racine County Juvenile Monitoring Program provides pre and post-dispositional monitoring of youth and their families. **GPS monitoring** may also be used if authorized by the case manager or ordered by the Juvenile Court.

The contracted Provider works closely with RCHSD case managers to ensure that services to youth and their families are effectively coordinated. The objective of this program is that youth remain in an environment in which they must learn to live, rather than be removed to an artificially controlled setting where progress may be dependent on environment rather than actual change. The underlying criminogenic needs that lead to delinquent behavior will be addressed by a team approach.

This program is designed to be a collaboration between parents, schools, juveniles, service providers and Human Services. The team will identify the support the juvenile/family has within the community. With that information, a Plan of Care will be developed.

Services are provided through a combination of the following:

- Regular face-to-face (announced and unannounced visits) with the youth, the youth's caregiver, school, employer, etc. These face-to-face contacts may be daily; the case manager will determine the frequency.
- Frequent telephone calls to and from the youth and the youth's caregiver, school, employer, etc., to discuss progress, reinforce positive behaviors and address problems.
- Monitoring youth in the community involves monitoring youths' approved free time activities and ensuring that youth are not involved in non-approved activities (some youth must call before leaving and after arriving at every location).

Pre-Dispositional Monitoring:

Juveniles may be detained in their own homes or other non-secure living arrangements by the Juvenile Court. These youth enter into a Contract which specifies the conditions under which a youth can remain in the community. The contract includes sanctions for youth who violate the conditions set forth in the contract. Generally, youth must be under the direct supervision of an approved adult at all times during the contract period. Juveniles are expected to attend school and can usually work at paid or unpaid work sites. Depending upon the severity of the violation, youth may be further restricted, e.g., referred to court for a sanction hearing or returned to a correctional setting or detention center if they meet the criteria for detention in a secure detention facility. This component of the program is usually limited to 30 days although extensions may be ordered by the case manager or Juvenile Court. The Pre-Dispositional Monitoring referral includes a completed authorization for services and the contract.

Post-Dispositional Monitoring:

Post-Dispositional Monitoring combines RCHSD case management and contracted provider monitoring for medium to high risk youth. The contracted provider works closely with the RCHSD case manager, youth and their families to develop a Plan of Care to address the youth's criminogenic needs. The Plan of Care should incorporate rewards and sanctions as well as use of the Care Guides and Brief Intervention Tools (BITS). The provider shall monitor the plan of care and provide interventions that match the youth's behaviors and/or needs.

GPS Monitoring: GPS services may be ordered independent of the other components of the Juvenile Monitoring Program. Case managers will fax a Referral for Service requesting GPS monitoring and listing any restrictions imposed upon the youth. Provider must be available to set up the GPS system in the juvenile's home the same day it is ordered by Juvenile Court. GPS monitoring reports will be faxed to RCHSD case managers weekly. Case managers will be informed of violations noted on GPS monitoring daily. Provider will bill parents for the cost of the monitoring. Only the Youth and Family Manager can authorize waivers of payment.

Provider Responsibilities: Pre-Dispositional Monitoring:

1. Work with Juvenile Court, law enforcement agencies, RCHSD case managers, Non-Secure Detention workers and the Racine County Juvenile Detention Center to coordinate the program's services.
2. Attend Detention Hearings as requested by RCHSD case managers or the Juvenile Court.
3. It is the responsibility of the RCHSD case manager to complete the Contract.
4. Provider must explain the conditions outlined by the case manager on the **Contract** to the youth and his/her parents or designated caregiver(s) and obtain all required signatures on the contract. The Provider is

- responsible for meeting the youth and caregiver(s) at Juvenile Court unless the Court designates an alternate site. A copy of the signed contract must be given to the RCHSD case manager within 48 hours.
5. Provide 24/7 response to potential contract violations.
 6. Expand privileges and modify youths' contracts at the direction of the RCHSD case manager or Juvenile Court.
 7. Monitor youth for compliance with the contracts and report all violations to the assigned RCHSD case manager.
 8. Provide written reports to the Juvenile Court, District Attorney, Defense Attorney and RCHSD case manager of all contract violations. A written summary of the violation incident must be faxed to the RCHSD case manager immediately.
 9. Prepare written status reports prior to all court hearings and when requested by the RCHSD case managers. It is the responsibility of RCHSD case managers to notify the contract provider of court hearings.
 10. Maintain program statistics and keep daily logs on each youth (accurate case records as well as other program records); prepare correspondence, reports and other information as required.
 11. Bill families for days of care and/or services provided by program to include, but not limited to contracts. Only Youth and Family Manager can approve waiver of payments.
 12. In the event of youth violations of supervision, the contract Provider will follow the procedures outlined in the contract. This could include, but is not limited to, immediate notification of RCHSD staff or transport (or arrangement of transportation) of the youth to the Juvenile Detention Center.

Provider Responsibilities: Post-Dispositional Monitoring:

A RCHSD authorization and a Referral for Monitoring form will be given to the provider. The provider must make the first contact with the youth and their family within three business days. Within five business days, the provider, RCHSD case manager, the youth and their family meet to complete the Plan of Care.

The Referral Information will include:

- The youth's risk level
- The youth's criminogenic needs
- Frequency and location of contact with the youth and their family.

The Plan of Care will include:

- Identification of the youth's targeted criminogenic need and related tools to utilize in addressing the needs.
- Rewards and Sanction plan

Service provider will:

- Implement the plan of care
- Provide rewards and sanctions in conjunction with the youth's parent(s) and RCHSD case manager
- Utilize the corresponding Carey Guide or BITS to address the youth's identified criminogenic need.
- Submit monthly written reports to the RCHSD case manager on the youth's progress including dates of contact
- Maintain program statistics and daily logs on each youth
- Prepare correspondence, reports and other information as required
- Maintain up to date case files on all clients
- Communicate with RCHSD staff on a weekly basis and notify the RCHSD case manager promptly of any significant events relating to a youth, a youth's family or the overall program
- Perform other services specified in the RCHSD contract and/or authorized by RCHSD which enables youth to successfully remain in the community
- Participate in staffing meetings involving RCHSD case managers and supervisor for all youth involved in the program

STAFF QUALIFICATIONS:

Supervisory staff for the program should have a minimum of a bachelor's degree in a human services field.

Staff assigned should have experience working with youth in the juvenile justice system and be able to deal effectively with a diverse population. Staff must have an ability to write accurate, comprehensive reports and case notes. Staff must be strength based and have good communication skills. Staff should have knowledge of criminogenic needs and the Carey Guides or the ability to learn and master the material. Staff should have the ability to engage youth and their families in the change process.

EVALUATION OUTCOMES:

Pre-Dispositional Monitoring/GPS:

1. 95% of youth served will be maintained in a non-secure (own home, foster home, relative's home) setting.
2. 90% of youth served will not be apprehended for a delinquent offense during their involvement with the program.

Post-Dispositional Monitoring:

1. 100% of youth will have a plan developed for supervision, which will be completed in collaboration with the youth, family, case manager and program staff to address needs and skill building. They could use Carey Guides and BITS based on the results of the YASI.
2. 75% of youth served will not be adjudicated delinquent on additional charges while in the program.
3. 70% of youth will see a reduction in their risk score and an increase in their protective capacities (strengths).

REPORTING REQUIREMENTS:

Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.

Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/19, 7/15/19 and 10/15/19 to Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome and Demographic Reports must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.