REQUEST FOR INFORMATION FOR
SEX OFFENDER DAY TREATMENT PROGRAM
FOR JUVENILE JUSTICE YOUTH

REQUEST FOR INFORMATION: RFI # 10240

SUBMISSION DUE BY: SEPTEMBER 10, 2014 AT 11:00 A.M., EASTERN DAYLIGHT TIME

MAIL OR DELIVER RESPONSES TO:

GWEN YORK, PROCUREMENT MANAGER
FLORIDA DEPARTMENT OF JUVENILE JUSTICE
KNIGHT BUILDING
2737 CENTERVIEW DRIVE, SUITE 1121
TALLAHASSEE, FLORIDA 32399-3100
TELEPHONE NUMBER: (850) 717-2614

ELECTRONIC SUBMISSION FOR THIS RFI SHALL BE SUMITTED TO:

EMAIL ADDRESS: Gwen.York@djj.state.fl.us

Any alteration of the language of this RFI or any representation of modified language as the officially released RFI will not be permitted and will be sufficient cause for rejection of a response. In case of any dispute concerning the terms or language in this document, the Department printed file copy of this RFI will prevail.
Table of Contents

SECTION 1 INTRODUCTION................................................................. 2
  1.1 Schedule of Events ............................................................... 2
  1.2 Inquiries/Vendor Conference .............................................. 2
  1.3 Background ...................................................................... 3
  1.4 Statement of Need .............................................................. 4

SECTION 2 RESPONSE CONTENTS: ........................................... 4

SECTION 3 SUBMITTAL INSTRUCTIONS....................................... 5

Attachment I - Services to be Provided

Attachment II – Staff Qualifications Documentation Requirements
SECTION 1 INTRODUCTION

Pursuant to Rule 60A-1.042 Florida Administrative Code (F.A.C.), an agency may request information from the business community by issuing a written Request for Information (RFI). Agencies may use RFI’s in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual service, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation. A vendor’s answer to a Request for Information is not an offer and shall not be used to justify a contract with that vendor without otherwise complying with Chapter 287, Florida Statute, and Chapter 60A-1, F.A.C. Vendors submitting answers to an agency’s Request for Information are not prohibited from responding to any related subsequent solicitation. The Department reserves the right to use or reject any information supplied in response to this RFI.

THIS RFI IS NOT A PROCUREMENT THAT WILL RESULT IN A CONTRACT. However, information received in response to this RFI may be used to determine the availability of vendors statewide and their interest in competing to design, implement and operate a Sex Offender Day Treatment program. Interested vendors are encouraged to respond with information regarding their interest and ability in providing services to the Department that would be delivered in accordance with the Department’s Scope of Services (Attachment I) included with this RFI.

Interested parties may indicate their interest and ability to provide services in either Circuit 4 or Circuit 17 or both circuits. All questions should be directed to the contact person identified on the cover page of this Request for Information.

1.1 SCHEDULE OF EVENTS

Listed below are the important actions, dates, and times by which the actions must be taken or completed. All listed times are local time (Eastern Daylight Time) in Tallahassee, Florida.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 25, 2014</td>
<td>C.O.B.</td>
<td>Release of Request for Information (RFI)</td>
</tr>
<tr>
<td>July 31, 2014</td>
<td>5:00 p.m.</td>
<td>Due Date of Notice of Attendance at RFI Vendor Conference Call and Deadline to submit Pre-RFI Conference Questions</td>
</tr>
<tr>
<td>August 7, 2014</td>
<td>10:00 a.m.</td>
<td>RFI Vendor Conference Call: To Participate on the Conference Call telephone 1-888-670-3525 and enter code 7295882547 when directed Agenda can be found on MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs">http://www.myflorida.com/apps/vbs/vbs</a> www.main_menu under the RFI # 10240.</td>
</tr>
<tr>
<td>August 12, 2014</td>
<td>5:00 p.m.</td>
<td>Final Deadline for Questions – Last date and time written questions will be accepted for this RFI</td>
</tr>
<tr>
<td>August 26, 2014</td>
<td>C.O.B.</td>
<td>Anticipated date that the answers to the written questions will be posted to the Vendor Bid System</td>
</tr>
<tr>
<td>September 10, 2014</td>
<td>11:00 a.m.</td>
<td>RFI Submission Due</td>
</tr>
</tbody>
</table>

1.2 INQUIRIES/VENDOR CONFERENCE

The Department may conduct a RFI conference, for the purposes of asking questions of vendors regarding available services on the date and at the time specified in the Calendar of Events. At
the conference the Department will discuss the need, answer Vendors questions and clarify areas of misunderstanding or ambiguity.

If no interest in the RFI vendor’s conference is indicated by prospective providers, the Department has the option of cancelling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at http://fcn.state.fl.us/owa_vbs/owa/vbs www.main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Vendors interested in the RFI Conference shall take note of the following:

1. Notice of Attendance at RFI Vendor Conference Call: Vendors interested in participating in a conference are encouraged to submit their company name, address, city, state, zip code, contact name with telephone number and email address to the Procurement Manager by fax or e-mail at 850-414-1625 or Gwen.York@djj.state.fl.us. This is not a mandatory requirement.

2. Pre-RFI Conference Questions: Questions for verbal discussion at the RFI conference shall be submitted in writing and sent to the Procurement Manager, or by mail or facsimile at 850-414-1625 no later than the date shown in the above Schedule of Events. The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.

3. Agenda: An Agenda with questions submitted to date by prospective Providers will be posted on the MyFlorida.com website at http://fcn.state.fl.us/owa_vbs/owa/vbs www.main_menu under the RFI number no less than 24 hours (1 business day) prior to the meeting time.

4. RFI Vendor Conference Call: At the scheduled time of the conference call, Vendors shall contact the Bureau of Contracts at the conference call telephone number provided in the Schedule of Events.

5. Final Deadline for Questions: Final questions after the RFI conference, or any other inquiries regarding the RFI, shall be submitted in writing and sent to the Procurement Manager at Gwen.York@djj.state.fl.us or by mail or facsimile at 850-414-1625 and shall be received by the date specified for Final Deadline for Questions in the above Schedule of Events. The Department will not accept questions regarding this RFI after close of business on the date specified for Final Deadline for Questions in the Schedule of Events.

6. Non-Binding Communication: The Department will accept verbal questions during the RFI Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to questions subsequently submitted in writing. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Vendor.

7. Department’s Official Answer to Questions: The Department’s official response to all written questions will be posted at http://fcn.state.fl.us/owa_vbs/owa/vbs www.main_menu as an addendum to this solicitation on or about the date specified in the Schedule of Events.

1.3 BACKGROUND
The Office of Probation and Community Intervention is responsible for the care, and supervision of youth who are on probation, or classified as minimum risk commitment by the courts, or youth who are transitioning from a residential commitment program and classified as conditional release or placed on post-commitment probation. Most of these youth return to the family home or a home of a relative/caregiver. Many of these youth have been charged with a with a sexual offense or who have a history of sexually inappropriate behavior and are in need of intensive juvenile sex offender individual, group, and family treatment (counseling) services in a day treatment setting between the hours of 3:00 p.m and 9:00 p.m. (after the school day).
1.4 STATEMENT OF NEED
The Department is seeking information on providers who can implement and operate Juvenile Sex Offender Day Treatment Programs to provide services to youth who reside in Circuits 4 and Circuit 17, as specified in Attachment 1 of this RFI. The programs shall only serve youth who have been charged with a sexual offense or who have a history of sexually inappropriate behavior and who are referred by the Department. Youth to be served shall be youth who are placed on probation, or classified as minimum risk commitment by the courts, or youth who are transitioning from a residential commitment program and classified as conditional release or placed on post-commitment probation. Services shall be provided two-hundred fifty (250) calendar days per year at Department approved facilities that are Provider owned/leased. The Provider’s program will deliver juvenile sex offender day treatment services that address the criminogenic risk factors associated with sexual offenses, provide psychosexual evaluation and individual, group, and family treatment services (counseling) (as applicable), and provide structured activities and support services such as life skills training to improve pro-social decision-making.

SECTION 2 RESPONSE CONTENTS:
Responses to this RFI shall be submitted answering the following questions:
1. Contact Information: The vendor’s complete name, address, telephone number, facsimile number, email address, and name of the vendor’s contact person for this RFI.
2. Management Capability/Experience: Provide a general overview description of your company’s profile including a detailed description of the vendor’s experience, capability, and capacity providing services similar to the services described in this RFI that will meet the various needs of the population to be served.
3. Program/Service Description: Provide a detailed description of a juvenile sex offender day treatment program/services specific to this population as described in Attachment I that your agency might propose. All services must demonstrate how they will advance responsible decision making, empower self-sufficiency, instill pro-social behavior, strengthen family relationships, and increase public safety. This description shall include:
   a. the Circuit(s) where your agency proposes to deliver services;
   b. a detailed description of specific service tasks, elements that demonstrate innovation, and the likelihood of success in meeting the Department's goals and objectives, and
   c. how the program and treatment services specifically address the needs of the population to be served.
4. Staffing Documentation: Describe your ability to ensure that the staffing requirements for the provision of Juvenile Sex Offender Treatment Services will be met, and sufficient staffing will be maintained to ensure continued provision of services in accordance with the requirements of Attachment I would be provided in the case of absence, position vacancies etc. Identify staffing plan (levels and staff qualifications) of staff to be utilized for other program services as specified in Attachment I, including random curfew checks. Provide your understanding of the documentation of qualifications requirements for Juvenile Sex Offender Therapists as outlined on Attachment II of this RFI.
5. Target Population: Describe your understanding and past experience with the target population, i.e. delinquent youth charged with a sexual offense or inappropriate sexual behavior. Describe your understanding of specific treatment needs of this population and any gender specific support services provided.
6. Goals: Describe how a program that you might propose and the juvenile sex offender treatment services would help youth achieve the goals and objectives of their individualized treatment plans. Juvenile sexual offender therapy shall focus on guiding the youth to take responsibility for their behaviors that will prevent them from engaging in sexually abusive and harmful behaviors in the future, and lead productive and pro-social lives. The youth shall understand the inter-relationship between thoughts, feelings, and behaviors; their impact on one’s conduct; and then develop more healthy thinking patterns and appropriate techniques for managing emotions. The youth shall identify the
risk factors or triggers that are associated with their sexually abusive or inappropriate behaviors and subsequently develop healthy coping skills to address those risk factors.

7. **Outcome Measures/Success Rates:** Provide past success rates for longevity of any populations previously receiving relevant juvenile sex offender treatment services. Specifically describe the type of population served in the past. Include a methodology for how those rates/outcomes were measured. Describe an outcome that your agency might propose for Department referred youth in the target population.

8. **Questions or Concerns about Specifications**
The Department has clearly defined the requirements for Juvenile Sex Offender Day Treatment Services in the attached Scope of Services (Attachment 1). Please outline concerns that you have with the attached specifications that may prevent you from offering services to the Department. Please offer any proposed revisions to the specifications that the Department may consider.

9. **Implementation Timeframe:** Provide a suggested timeframe for implementation of the project/treatment services, including time frames that would be required before the contracting entity could begin accepting referrals for services.

10. **Pricing/Service Units/Deliverables:** Describe your agencies’ pricing structure. It is highly recommended that your agency develop a pricing structure based on a fixed per diem price per slot (per youth) for services/per deliverable, based on a monthly payment. If possible, provide an estimated price per diem per slot and a total estimated annual program budget total amount including the slot capacity of a program you might propose.

11. **Funding Accountability:** Describe your agencies ability to track expenditures to ensure any contracted funds, regardless of payment method, are utilized for allowable, reasonable and necessary expenditures by your agency in support of the services to be delivered.

12. **Florida Business Registration:**
   a. Is your company registered with the Florida Department of State to authorize your company to conduct business in Florida? If not please register at [http://www.sunbiz.org/](http://www.sunbiz.org/)
   b. Is your company registered to do business with the State of Florida in MyFloridaMarketPlace? If not please register at [https://vendor.myfloridamarketplace.com/](https://vendor.myfloridamarketplace.com/)

13. **Reservation of Rights:** The Department reserves the right to selectively request additional information from any and/or all vendors, and may invite such vendors to elaborate upon its RFI response in an Oral Presentation to Department staff. If scheduled, such presentations will be held at the Florida Department of Juvenile Justice headquarters in Tallahassee, Florida. If requested, the date and time will be identified after responses to this RFI are due. All presentations related to this RFI are open to the public.

14. **Public Records:** Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law generously defines what constitutes a public record in section 119.07, Florida Statutes. As such, all responses this RFI are public records unless exempt by law.

### SECTION 3 SUBMITTAL INSTRUCTIONS

Responses shall be submitted as follows:

1. **Format:** All emailed submissions shall be in the Microsoft format. Attachments shall be submitted in a PDF, Microsoft Word, Adobe and/or Microsoft Excel file. A copy of this RFI in WORD format may be requested by sending an e-mail to the Procurement Manager.

2. **Electronic submission:** Electronic submission of response to this RFI may be emailed to the Department’s Procurement Manager (listed in this RFI).
3. **CD submission:** Electronic responses saved on a compact disc may be mailed to the Department’s Procurement Officer (listed in this RFI).

4. **Deadline for Responses:** See Section 1.1 Schedule of Events

Submission for this RFI shall be submitted to:

Gwen York, Procurement Manager  
Florida Department Of Juvenile Justice  
Knight Building  
2737 Centerview Drive, Suite 1121  
Tallahassee, Florida 32399-3100  
Telephone Number: (850) 717-2614  
Gwen.York@djj.state.fl.us (preferred)

All written inquiries shall be directed to the Procurement Manager at the above electronic address and shall be received by the date and time specified in the above section 1.1 Schedule of Events. It is anticipated that all written inquiries and the Department’s answers will be posted on the web site on the time and date noted above in section 1.1 Schedule of Events.
ATTACHMENT 1
SERVICES TO BE PROVIDED

I. GENERAL DESCRIPTION

A. Services to be Provided

1. The Provider shall implement and operate a Juvenile Sex Offender Day Treatment Program to provide structured and intensive juvenile sex offender individual, group, and family treatment services to boys who reside in Circuits 4 and 17 as specified in this Attachment 1. The Program shall only serve youth who have been charged with a sexual offense or who have a history of sexually inappropriate behavior and who are referred by the Department. Youth to be served shall be youth who are placed on probation, or classified as minimum risk commitment by the courts, or youth who are transitioning from a residential commitment program and classified as conditional release or placed on post-commitment probation.

2. Program Services shall be designed to facilitate positive changes in the youth behavior and promote pro-social beliefs and attitudes. Services shall be designed to address sexual and family issues and needs with the goal of improving family functioning and ensuring that a family safety plan is in place for each youth and family. The term “safety plan” within this contract means a written document prepared by the juvenile sexual offender therapist as defined in Section 490.0145 F.S. and Rule 64B19-18.0025 F.A.C., or Section 491.0144 F.S., and Rule 64B4-7.007 F.A.C. in collaboration with the juvenile and his parent or legal guardian which identifies potential high risk contacts and situations and addresses ways in which contacts and situations will be handled without the juvenile sexual offender placing others at risk.

3. Services shall address the youth’s needs as determined through the juvenile psychosexual evaluation and other formal assessments. Treatment interventions should be driven by formal assessments and each youth’s Individualized Treatment Plan. Treatment goals shall be individualized, specific and measurable.

4. Services shall be provided two-hundred fifty (250) calendar days per year at Department approved facilities that are Provider owned/leased. The Provider’s program will deliver juvenile sex offender day treatment services that address the criminogenic risk factors associated with sexual offenses, provide psychosexual evaluation and individual, group, and family treatment services (as applicable), and provide associated life skills to improve pro-social decision-making.

B. General Description of Services

1. Youth admitted to the program shall receive juvenile sex offender treatment services including individual, group, and family counseling, and support services, to include psychosocial skills training, life skills training, mentoring, tutoring, and academic remediation as applicable to the youth’s needs. Each youth admitted to the Provider’s Program shall successfully complete their individualized treatment plan for juvenile sex offender treatment services prior to being successfully discharged from the Program.

2. Because the target population is at heightened risk for recidivism or return to placement in a residential commitment program, services include plans and strategies to engage the youth and his family by identifying their individual needs, and available resources to support programming and juvenile sex offender treatment.

3. The Provider shall provide psychosexual evaluations and individual, group, and family juvenile sexual offender therapy services as determined by the Psychosexual Evaluation and resulting Individualized Treatment Plan.

4. Psychosexual evaluations shall begin within three (3) business days of admission to and placement in the Program. If the youth and family cannot meet this
timeframe, the Juvenile Probation Officer or other Departmental designee shall be notified.

5. Psychosexual evaluations and juvenile sexual offender treatment/counseling services shall be designed and appropriate for youth charged with a sexual offense or who have a history of sexually inappropriate behavior.

6. The Provider shall provide psychosocial skills training (e.g., anger management, interpersonal problem solving skills, coping skills, self-esteem) and group counseling designed specifically for youth with a history of sexual offense or sexually inappropriate behavior.

7. Psychosexual evaluations shall be completed and a written report delivered to the Juvenile Probation Officer or the other Departmental designee, within fourteen (14) business days of accepting the Probation Resource Booking referral.

8. Counseling/therapy shall begin within five (5) business days of completion of the youth’s psychosexual evaluation.

9. All parents/guardians and youth shall receive an orientation explaining the interventions and procedures that will be utilized and any associated risks and benefits (e.g., informed consent).

10. The Provider shall also perform random curfew and adherence to the safety plan based on the youth’s needs and risks.

All juvenile sexual offender day treatment services shall be provided by appropriately certified and licensed professionals as defined in Florida Laws and Rules and in accordance with applicable federal laws and rules, the DJJ Rule 63D-12.000 F.A.C., the DJJ Rule, Chapter 63N-1 F.A.C., and this Contract. Specifically, juvenile sexual offender evaluation and treatment services must be provided by a licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or a licensed mental health counselor, licensed clinical social worker or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C. Additional guidelines for provision of sex offender treatment services are found in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C.

C. Authority for Specific Contracted Program Services

Pursuant to Chapter 985, Florida Statutes, and Rule 63D-8 through 63D-12, Florida Administrative Code (F.A.C.), the Department is authorized to provide community-based non-residential services to youth adjudicated delinquent by the Court. Section 985.475, Florida Statutes authorizes community-based sexual offender treatment.

D. Service Limits

The Program shall deliver juvenile sex offender day treatment services to youth referred by the Department. The Provider shall not co-mingle youth referred to the Program with other Department and non-Department youth in the delivery of day treatment services detailed in this Contract. Department youth may be co-mingled with other youth when transporting youth to and from the facility. The Provider shall not transport non-Department youth in vehicles supported through Contract funds.

E. Major Goal(s) of the Service

1. The goals of the program shall be to facilitate positive changes in youth behavior and promote pro-social beliefs and attitudes. Juvenile sexual offender therapy shall focus on guiding the youth to accept their guilt; assume responsibility for their sexual offense or present/past sexually inappropriate behavior; foster empathy with others; identify the deviant cycle; teach relapse prevention; and ensure restitution.

2. The primary goals of juvenile sexual offender treatment are for the youth to take responsibility for their behaviors, develop the necessary skills and techniques that will prevent them from engaging in sexually abusive and harmful behaviors in the future, and lead productive and pro-social lives. The youth shall understand the inter-relationship between thoughts, feelings, and behaviors; their
impact on one’s conduct; and then develop more healthy thinking patterns and appropriate techniques for managing emotions. The youth shall identify the risk factors or triggers that are associated with their sexually abusive or inappropriate behaviors and subsequently develop healthy coping skills to address those risk factors.

3. Effective programs facilitate a measurable and positive change in youth behavior, reduce favorable attitudes towards delinquent/criminal behavior(s) with a specific emphasis on sexual offenses, and provide youth with skills and tools to support these changes with the goal of preventing recidivism and/or future criminal involvement. Services include plans and strategies to engage the youth and his family by identifying their individual needs, and available resources to support programming.

4. Success in achieving these goals will be measured through the number and percentage of youth: 1) arrested for an offense committed while participating in the Provider’s program (ADS); 2) with an adjudication or adjudication withheld for an offense committed while under program supervision (ODS); 3) arrested for an offense committed within 12 months of program completion; and 4) with an adjudication, adjudication withheld, or an adult conviction for an offense committed within 12 months of program completion.

F. Definitions

1. Balanced and Restorative Justice Approach - a philosophy that focuses repairing harm caused to people and relationships by the criminal/delinquent act(s). Service(s) are delivered in a manner that holds youth accountable for their behavior and fosters a restorative community and culture where staff and youth are encouraged to participate in decision-making, conflict resolution, and community service and awareness activities that build leadership skills.

2. Chief Probation Officer (CPO) – the Department employee responsible for managing Probation program operations, and staff within each of Florida’s twenty (20) judicial circuits.

3. Conditional Release – legal status in which the youth remains on commitment status and is subject to transfer back to a residential commitment program if noncompliant with the conditions of his/her release.

4. Criminogenic Needs – critical factors identified during the assessment process, statistically proven to predict future criminal behavior.

5. Direct discharge – the direct release of a youth from a residential commitment facility that terminates supervision by the Department.

6. Gender-Specific/Responsive Services - services designed to meet the unique needs of boys and girls including gender identity development, identification of risk and protective factors that hinder pro-social and responsible decision-making, and skills competencies that promote responsible male/female behavior. Gender-specific services may include parenting; health and/or sexual education classes; and communication techniques utilizing research-based approach specific to boys/girls.

7. Inactive Status – a youth who is prohibited from attending the Program and participating in day treatment services due to placement in a Detention Center or jail, or other treatment service (in-patient treatment) program. Youth who fail to attend and for whom a diligent search was conducted shall be considered an absconder once the Affidavit of Diligent Search is submitted to the JPO, who will complete the Affidavit to Take Into Custody and submit the documentation to the Court for approval.

8. Individualized Services – services delivered in accordance with strengths and needs identified, both by the youth and through valid professional assessments, and guided by an individualized service plan. The service needed should be provided at the specific level, intensity and duration needed by the individual family.

9. Individual Treatment Plan (ITP): A written, individualized guide which structures the focus of a youth’s ongoing treatment. The individualized treatment plan must specify the youth’s DSM mental disorder and/or substance abuse disorder
symptoms that will be the focus of treatment, the goals and objectives of his treatment, treatment methods and interventions/strategies to be provided and the youth’s functional strengths and needs. The Individualized Treatment Plan shall be based on the findings of the Psychosexual Evaluation.

10. **Individual Treatment Plan Review:** A review of the individualized treatment plan must be conducted by the licensed juvenile sex offender therapist, as specified in Section III., every 30 days. The treatment plan review will assess the youth’s progress in meeting his/her treatment goals and objectives, and will ascertain whether modifications to the treatment plan are needed.

11. **Intervention** – an action taken or facilitated by the JPO to promote the reduction of a criminogenic need, and may include direct contact with youth, collateral contacts, referrals for services, monitoring progress, and following up with youth and family.

12. **Juvenile Justice Information System (JJIS)** – the Department’s electronic information system, used to gather and store information on youth having contact with the Department.

13. **Juvenile Probation Officer (JPO)** – an employee of the Department responsible for the intake of youth upon arrest and the supervision of youth on court ordered supervision in the community. The JPO serves as the primary case manager for the purpose of managing, coordinating, and monitoring the services provided and sanctions required for each youth. When the duties of the JPO are part of a contracted service, the JPO will not be responsible for the duties required of a contracted provider.

14. **Juvenile Probation Officer Supervisor (JPOS)** – an employee of the Department or a contracted provider who provides first line oversight and management of the JPO. The JPOS is responsible for overall direction and guidance of the services provided by the JPO including, but not limited to reviewing the progress of cases, documenting compliance with law and court orders, and approving YES Plans and revisions to YES Plans. When the duties of the JPOS are part of a contracted service, the JPOS will not be responsible for the duties required of a contracted provider.

15. **Minimum-Risk Commitment** – programs or program models at this commitment level work with youth who remain at home, and receive delinquency intervention services at least five (5) days per week at a day treatment program. Youth assessed and classified for programs at this commitment level represent a minimum-risk to themselves and public safety and do not require placement and/or services in a residential setting. Youth in this level have full access to, and reside in, the community.

16. **Minority Services** – services designed and delivered to address the unique needs of minority youth in a manner that recognizes the factors associated with disproportionate minority contact with the juvenile justice system.

17. **Non-Residential Facility** - facilities designed to serve youth who present a minimum-risk to public safety in the least restrictive environment, allowing the youth to live at home and receive interventions focusing on delinquent behaviors. Non-residential facilities are also subject to Chapters 63D-9 and 63D-10, F.A.C., relative to the provision of assessment and intervention services.

18. **Positive Achievement Change Tool (PACT)** – the primary assessment instrument used by the JPO to determine the youth’s risk to re-offend and identify criminogenic needs that require intervention. The Pre-Screen is completed and maintained for all youth who are referred to the department. The Full Assessment is completed and maintained for all youth who have been placed under the jurisdiction of the department by the court and have been identified as moderate-high or high risk to re-offend by the Pre-Screen.

19. **Post-Commitment Probation** - legal status in which the youth is released from commitment status to probation status, and is subject to court-ordered sanctions.

20. **Preliminary Screening** – the gathering of preliminary information to be used to determine a youth’s need for further evaluation or assessment or for referral for other substance abuse services through means such as psychosocial interviews, urine
and breathalyzer screenings, and reviews of available educational, delinquency and dependency records of the youth.

21. Pre-Release Notification – form utilized to notify the assigned JPO of youth’s anticipated release date. The residential commitment program, (unless the youth’s length of stay is forty-five (45) days or less) forwards to the JPO a Pre-release Notification and Acknowledgment form forty-five (45) days prior to the youth’s planned release date (ninety (90) days for sex offenders). The program’s notification to the JPO of release from a low-risk residential program with a length of stay forty-five (45) days, or less, must be made within seventy-two (72) hours of the youth’s admission to the program.

22. Probation – assessment and intervention services provided to youth who are court-ordered to community supervision after the court has determined that the youth committed a delinquent act.

23. Progressive Response System – a written plan developed in each circuit, in consultation with judges, the local state attorney, and public defenders that describes, in detail, the methodology for responding when youth under supervision violate a condition of their probation. These plans are based upon the principle that sanctions should be based upon the need to ensure public safety, the assessed criminogenic needs and risks of the youth, and how effective the sanction will be in moving the youth to compliant behavior.


25. Skill-Building - programs providing instruction, practice, incentives, and other such activities aimed at developing skills that help youth control his/her behavior and participate in normative pro-social functions. The main forms of this are: behavioral programs, life skills and social skills training, challenge programs.

26. State Fiscal Year - the period from July 1 through June 30.

27. Structured Activities - any activity that allow youth to interact with positive peers, mentors, family members, employment, job search, community service and other approved services. These activities include but are not limited to:
   a. School related sports activities
   b. Community program sports activities
   c. Faith based program involvement (youth group, choir, faith based mentorship)
   d. Career Exploration
   e. Regularly scheduled employment with a verified employer
   f. Vocational programming
   g. Educational enhancement
   h. Verified employability skills training and/or job search

28. Successful Program Completion – completion of all program services and treatment services required to be delivered by the Provider by the youth. Includes goals and objectives contained on the youth’s Individualized Treatment Plan, court-ordered sanctions, and daily program attendance. Youth achieving his goals and meeting attendance requirements for which the Department loses jurisdiction due to age, may be considered a successful completion.

29. System of Care - a comprehensive continuum of delinquency and related services provided in a specific geographic area that incorporate the local community’s priorities.

30. Trauma-Informed Care - trauma is the experience of violence and victimization often leading to mental health and other types of co-occurring disorders. This may result from sexual abuse; physical abuse; severe neglect; loss; domestic violence, and/or the witnessing of violence; terrorism; or disaster(s). Trauma-Informed Care services are designed to determine the root cause of delinquency, and mental health/co-occurring disorders, and is based on the premise that many youth in the juvenile justice system have experienced trauma(s) associated with abuse, violence, and/or fear.
31. **Violation of Supervision** – a noncompliant act committed by a youth that violates the conditions of the probation or post-commitment probation court order.

## II. YOUTH TO BE SERVED

### A. General Description of the Youth to be Served

1. Program services shall be delivered to boys the ages of 13 to 18 who reside in Circuit 4 or Circuit 17. Youth falling outside this age range may be served on a case by case basis when mutually agreed upon by the Provider and the Department.

2. Youth will have been charged with a sexual offense or have a history of sexually inappropriate behavior and demonstrate a heightened need for juvenile sex offender treatment services and who demonstrate risk factors associated with negative peer associations, sexual offenses, and who will need support services such as life skills training, mentoring, academic tutoring and other assistance/support that can be provided during program hours to assist them in transitioning and assimilating into the home community.

3. Youth will be identified by a Psychosexual Evaluation as in need of juvenile sex offender treatment services which shall be addressed through the Provider’s programming.

### B. Youth Eligibility

Services are available to youth who have been charged with a sexual offense or have a history of sexually inappropriate behavior, who have been placed or who are placed on probation, or classified as minimum risk commitment by the courts, or youth who are transitioning from a residential commitment program and classified as conditional release or placed on post-commitment probation. If youth is in a residential facility, the Department will identify youth for services during the youth’s Commitment Staffing Transition Process.

### C. Youth Referral/Determination

1. The Provider shall be reimbursed for services rendered to youth admitted to its Program who were referred by the Department.

2. The Department will forward referrals to the Provider utilizing the Juvenile Justice Information System (JJIS) Probation Resource Booking (PRB) Module. Note: The Department will provide training in JJIS prior to the start date of this Contract to ensure the Provider’s staff possesses the necessary training and permissions to access JJIS (documented by completing the Provider JJIS Access Agreement Form).

3. The Provider shall have access, through JJIS to the following forms and information, when available.
   a. Expanded Face Sheet;
   b. School information, (e.g. FCAT scores, Individual Education Plans [IEPs], 504 Plans, IQ scores or ratings [e.g. “normal”], grades, behavior and attendance records;
   c. Arrest affidavit, violation of probation or transfer request;
   d. Victim statements;
   e. Positive Achievement Change Tool (PACT) Mental Health and Substance Abuse Report and Referral Form;
   f. PACT Overview Report;
   g. Release of Information forms;
   h. Prior assessments available to the Department (i.e. SAMH-2, Psychological Evaluation, Bio-Psychosocial Assessment, or predisposition Comprehensive Evaluation);
   i. Prior medical information available to the Department (i.e. medical history and/or results of a medical exam after obtaining release when necessary);
   j. Prior mental health information available to the Department (i.e., Baker Acts, Marchman Acts, prior inpatient and/or outpatient treatment)
k. History of employment and vocational training;
l. Most recent Pre-Disposition Report (PDR); and
m. Signed Authority for Evaluation and Treatment (AET) form.

4. All referrals must be contacted and admission initiated within two (2) business days of the date of the Department’s referral in JJIS.
5. The Provider is responsible for completing admission and entering placement of youth in JJIS within five (5) business days of initial face-to-face contact with the youth.
6. If the Program is at capacity, the Provider shall send written documentation to the Department stating the Program is at capacity along with the anticipated date a slot will be available. No youth shall be placed on a Waiting List.
7. Any referral disputes shall be forwarded in writing within two (2) business days of receipt of referral to the Department’s Contract Manager listed in this Contract with copy to the Chief Probation Officer in the applicable circuit.
8. In the event the youth refuses to attend the Program, the Program must contact the JPO and the JPO Supervisor within 24 hours of the youth’s refusal to attend the Program. In the event that the program has not been contacted by the JPO or JPO Supervisor within an additional 24 hours, the Program shall contact the Chief Probation Officer.
9. The Provider and the JPO shall coordinate together to engage the youth in attending the program.
10. If the Provider determines, after Program admission, that a youth is not appropriate for juvenile sex offender treatment services, the Provider shall submit to the Department’s Contract Manager, with a copy to the Chief Probation Officer, a written request explaining why the youth is not appropriate for Program services. The Provider shall provide services detailed in this Contract while awaiting the Department’s decision. The decision of the Department’s Chief Probation Officer in the circuit of service is final.

D. **Youth Admission/Acceptance for Services:**

1. **Unless the Provider is at service capacity, all youth referred for program services by the Department shall be accepted and a psychosexual evaluation shall be conducted and completed within three (3) business days of admission to the Program (10 days of referrals from the Department, unless admission is denied).**

2. A licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or a licensed clinical social worker, licensed mental health counselor or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C. shall perform the psychosexual evaluation and assess all youth for appropriateness of community-based juvenile sexual offender day treatment.

3. After the psychosexual evaluation is completed, the Provider shall be responsible for developing the individualized treatment plan and proceeding with juvenile sex offender treatment services.

4. Depending on the youth’s age and circumstance(s) of the offense(s), the Provider shall be knowledgeable and willing to network with Department of Children and Families’ Providers or other community resources that provide sex offender treatment to the youth in order to assure that existing services are not duplicated through this Contract.

5. The Provider shall ensure that prior to any services being rendered, youth and parents/legal guardians sign appropriate forms outlining informed consent for treatment and release of treatment records in accordance with Florida law and DJJ Rule, Chapter 63N-1, Florida Administrative Code, including releases that allow the Department access to all service information.

6. The Provider shall ensure the provision of admission screening as set forth in Rule 63D-12.000 F.A.C.
E. Discharge/Termination of Services:

1. Discharges/Terminations shall require written approval by the Department prior to the youth's release from the program. The Provider shall provide a written report to the Department requesting a discharge/termination of a youth prior to their release.

2. The Department will accept a youth's discharge/termination from the program when the youth has successfully completed the recommended course of treatment outlined in the treatment plan or reached the time limits of service for the youth. Documentation supporting the discharge/termination shall be submitted to the Department when any youth is discharged/terminated from the program.

3. Successful completion shall be deemed to have occurred when:
   a. The youth has completed 90% of his individual treatment goals that were determined by the original psychosexual evaluation and upon the Provider's validation that the goals have been completed based on a clinical assessment, completion of course work, and when appropriate, additional testing. Includes goals contained on the youth's court-ordered sanctions, and daily program attendance. Youth achieving his goals and meeting attendance requirements for which the Department loses jurisdiction due to age, may be considered a successful completion. The rationale for termination shall have been clearly documented in the youth's termination summary and approved by the Chief Probation Officer or designee.
   b. The youth has received the maximum services available and will no longer obtain benefit as determined by the Provider. The rationale for the youth reaching maximum benefit shall be based on a clinical assessment, testing when appropriate, or documentation of an on-going pattern of behavior that supports this premise, and shall clearly be documented in the termination summary that is approved by the Chief Probation Officer or designee.
   c. The youth's period of supervision by the Department has expired, or Department custody has ended.
   d. Other reasons for discharge/termination include, but are not limited to, death, receiving adult sentencing, or the youth has moved outside the boundaries of the Circuit.

4. The Provider shall provide proper documentation for a violation of Probation, violation of Post-Commitment Probation, and/or a violation of Conditional Release or transfer. The documentation shall clearly state that:
   a. The needs of the youth are such that he/she can no longer be served through community-based services without substantial risk to the community.
   b. The needs of the youth are such that he can no longer be served appropriately by this Provider but would be more appropriate for another community-based service.

5. The Provider shall contact the JPO immediately if determined that a youth as absconded or has been incarcerated as follows:
   a. Absconder - If the Provider has reasonable cause to believe a youth has absconded from supervision, the Provider must immediately notify the assigned JPO and conduct a diligent search. At a minimum, a diligent search includes a home visit, school visit, employment visit (if applicable), and an interview with parents, family, teachers, and known associates. Upon completion of the diligent search, not to exceed five (5) business days, the Provider shall provide written notification to the JPO. The JPO will prepare the Custody Order and Affidavit to take into Custody. The Department's JPO will update the placement in JJIS as “absconder.” The
Provider shall remove the youth from its Census when the JPO is notified of completion of the diligent search.

b. Incarcerated Youth - The Provider shall notify the JPO - The JPO would probably notify the provider upon notification a youth has been arrested, and as a result placed in jail or detention. If the youth is not released from jail or detention within ten (10) business days, the Provider shall remove the youth from the JJIS program census and notify the JPO. The JPO will prepare the Custody Order and the Affidavit to take into Custody. Upon release from jail, the Provider shall resume services, and update the JJIS program census. The Provider is eligible for payment the date the youth reports for services. The Provider shall submit to the JPO a notice of technical violation for any youth in the program who commits a technical violation along with a recommendation regarding the need to submit an affidavit of violation.

F. Limits on Youth to be Served
1. The average length of participating in the Sex Offender Day Treatment program is nine (9) to twelve (12) months. Program participation shall occur until such time as the youth is considered to have successfully completed the program and the JPO has been notified and is in agreement with the discharge.
2. Admission, program orientation, juvenile sex offender treatment and other related support activities shall be provided during traditional business hours and evening hours to accommodate school and employment commitments of youth and his/her parents.
3. Total transportation time between the youth’s home and the Program facility may not exceed ninety (90) minutes each way.

III. SERVICES TO BE PROVIDED
A. Service Tasks to be Performed
The Provider shall ensure the following requirements are met and service tasks are performed as part of the Juvenile Sex Offender Day Treatment Program.
1. General Program Requirements:
a. Program Activities:
   1) A Psychosexual Evaluation shall be administered to each youth and shall be utilized to determine the youth’s appropriateness for juvenile sex offender treatment as well as to guide the Individualized Treatment Plan.
   2) Each youth must receive individual, group, and family juvenile sex offender treatment in accordance with their individualized treatment plan as well as additional support services and structured activities while participating in the day treatment program.
   3) Additional support services shall include service planning, psychosocial skills training, life skills training and other structured activities that are in addition to the juvenile sexual offender treatment services.
   4) Structured activities include any activity that allow youth to interact with positive peers, mentors, family members, employment, job search, community service and other approved services which enhance the day treatment experience for the youth, as well as enhance the safety of the community.

b. Daily Program Operations
The Provider shall make the contracted number of slots continuously available throughout the term of the contract to ensure daily program operations for the facility based sex offender day treatment program. A slot is defined as available only if the Provider could accept a juvenile for
admission to the program with 48 hours of notice and implement services.

1) The Provider shall submit a monthly invoice with sufficient documentation to fully justify payment for the number of days for filled slots. The Provider shall report, in accordance with Department policy, all youth admissions, releases, and inactive status. Failure by the Provider to promptly report as required may result in a reduction in the monthly invoice.

2) It is the responsibility of the Provider to notify the Department when contract slots are not available. It is further the responsibility of the Provider to reduce the monthly invoice when slots are not available; however, the Department reserves the right to reduce the monthly invoice if the Provider fails to do so.

3) If the Department determines admissions to the program must be suspended due to safety, security, staffing or other programming concerns, the Department will notify the Provider, in writing, of the suspension of admissions until the Department determines the suspension can be removed and admissions resumed.

4) The Provider shall not receive payment for services rendered prior to the execution date or after the termination date of this Contract.

5) Invoices for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

6) Payment shall be for filled.

c. Informed Consent/Records Release: The Provider shall obtain informed consent for treatment and release of treatment records in accordance with Florida law and DJJ Rule, Chapter 63N-1, Florida Administrative Code.

d. Documentation and Record Management: The Provider is responsible for implementing a record-keeping system which ensures the confidentiality, security and integrity of information on youth relating to services provided in this Contract. The Provider shall document psychosexual evaluations, individual juvenile sexual offender therapy, family and group juvenile sex offender therapy services that address the components listed in the Contract. Documentation shall be maintained in the youth’s mental health file which shall be kept separate from the youth’s program case file and shall be kept in accordance with Florida law and DJJ Rule, Chapter 63N-1, Florida Administrative Code.

e. Behavior Management: Program staff shall maintain order and safety through services that adhere to a behavior management system that delivers services that correlate to the C-PACT domains the youth has an identified risk and/or need, provide constructive discipline, train youth in effective conflict resolution, conduct daily performance evaluations, and impose consequences consistent with the local circuit’s Progressive Effective Response Matrix Policy. The Provider shall utilize behavior management to focus on positive reinforcement, and increase the frequency of pro-social behaviors while decreasing anti-social behaviors.

2. Program Orientation

   a. The Provider shall conduct an orientation and facility tour for all youth and his/parent(s) within twenty-four (24) hours of the youth’s admission to the Juvenile Sex Offender Day Treatment Program.

   b. This includes 1) delivery of handbook or brochure detailing Program goals and services; and 2) a review of the service planning process, telephone usage guidelines (including calls to the Florida Abuse Hotline),
the Program’s policy on searches, youth rights and incident and grievance reporting, the transportation plan, a copy of the Program Schedule, and the name, title, the contact information for key staff.

c. The Provider shall review the State of Florida’s Child Abuse Reporting procedures, the program’s behavior management system, Program goals, expectations of the youth and his parents, emergency procedures, the dress code, and identify how the youth will be transported to and from the Program each day (Provider vehicle, private vehicle, local school district, or public transportation).

d. Youth shall also be advised the length of stay in the Program is nine (9) to twelve (12) months or less and successful completion requires the completion of goals contained on their Individualized Treatment Plan (ITP).

e. Program orientation activities shall be conducted by the appropriate qualified staff as per Section III, C. Staffing and shall occur within twenty-four hours of the youth’s admission to the program and/or release from residential commitment.

3. Juvenile Sex Offender Treatment Services

At a minimum, the Provider shall provide the following tasks for the provision of Juvenile Sex Offender Treatment/Counseling Services:

a. Psychosexual Evaluation

The Provider shall provide psychosexual evaluation services to youth charged with sexual offenses or who have a history of inappropriate sexual behavior. The Provider shall assess the youth’s risk and needs and recommend the most appropriate course of treatment. A psychosexual evaluation shall be conducted for all youth referred for services.

1) Psychosexual Evaluation: A sex offender evaluation shall include review of collateral information, including, but not limited to, the following:

   a) Police report/arrest report;
   b) Pre-disposition report;
   c) Victim’s statement of offense (when available);
   d) Offender’s statement of offense;
   e) Offense history;
   f) Juvenile Justice records (referrals, placements, previous interventions and treatment);
   g) Mental health/psychiatric records (when available); and
   h) Parent/guardian interview.

2) A psychosexual evaluation shall reflect consideration of the following:

   a) Presenting problem;
   b) History
      (1) Home environment/family functioning;
      (2) Physical abuse, sexual abuse, neglect, witnessing violence and other forms of trauma;
      (3) Health (physical health, mental health, substance abuse);
      (4) Behavioral functioning;
      (5) Educational history;
      (6) Social history; and
      (7) Sexual history;
   c) Testing/evaluation procedures including:
      (1) Sex offender inventory/questionnaire;
      (2) Vocational testing;
      (3) Personality testing; and
(4) Cognitive/intelligence testing;
d) Face-to-face Clinical interview including:
(1) Antecedents of sexual offense(s);
(2) Attitudes and knowledge regarding sexuality;
(3) Cognitive distortions regarding sexually deviant behavior;
(4) Degree of empathy and denial;
(5) Emotional functioning;
(6) Anger;
(7) Depression; and
(8) Aggression;
e) Behavioral observations (including mental status examination and current functioning and symptoms);
f) Results/findings (including DSM-IV-TR diagnoses, or most recent edition of the DSM, Axis I – Axis V); and
g) Summary and recommendations which includes a statement about the juvenile sexual offender’s amenability to treatment and relative risk to the victim and the community as well as treatment recommendations that address the youth’s mental health and/or substance abuse needs, educational needs, health needs, and all other pertinent treatment information.

b. Psychosexual Evaluation Reports
1) The psychosexual evaluation shall include the elements specified in subsection III 1.a and III.1b., of this attachment and shall also include a psychosexual examination, neurological information, psychological analysis, psychiatric analysis, educational testing and review, and in-depth vocational testing and analysis. The Provider shall include recent child status information as gathered from the youth and family and ensure the report includes a review of medical, educational, vocational, substance abuse, and mental health histories. At a minimum, the Provider shall include the following components as part of the written evaluation:
a) Overview of the youth in each domain;
b) Compilation of existing documented information;
c) Emphasis on domain(s) that are indicated as higher need;
d) Youth status update through interview of the youth and parent;
e) Extensive evaluation and examination of high need areas; and
f) Recommendation for a course of treatment.
2) The Provider shall provide a detailed psychosexual evaluation report that shall be forwarded to the Department’s assigned Juvenile Probation Officer or Department approved referral source within fourteen (14) business days of receipt of referral.
3) The psychosexual evaluation report shall be provided on the Provider’s stationary and contain the name, title, original signature, and Florida license number of the licensed professional as specified in Section III, C. Staffing, who conducted the evaluation and the date of the evaluation(s) and report.

c. Individualized Treatment Plan (ITP)
1) An ITP shall be developed for each youth prior to the provision of counseling services by the licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III., C, Staffing. The Individualized Treatment Plan shall be based upon an in-depth psychosexual evaluation. A copy of the youth’s treatment plan and progress/treatment notes shall be forwarded to the youth’s Juvenile Probation Officer or Department approved referral for permanent filing in the youth’s DJJ Individual Healthcare Record (mental health section). The ITP shall contain the following elements:
   1) The youth’s DSM-IV-TR diagnoses or most recent edition of the DSM (Axis I, Axis II, Axis III, Axis IV, Axis V);
   2) The specific symptoms and behaviors that will be the focus of treatment;
   3) The type of counseling and anticipated number of sessions to be completed by the youth and, when applicable, his/her family;
   4) Juvenile sex offender treatment goals and objectives, written in achievable and measurable terms, which are:
      a) Related to the diagnosis;
      b) Responsive to the youth’s risk factors, symptoms and inappropriate sexual behaviors;
      c) Address specific risk factors, behaviors, symptoms, skill deficits, strengths and needs of the youth; and
      d) The youth’s functional strengths/abilities and preferences/needs that may affect his success in treatment.
      e) The intervention/strategies to be provided and target dates for completion and;
      f) The youth’s psychiatric service needs (for youth’s receiving psychotropic medication or other psychiatric services).

2) The ITP shall be developed and signed and dated by the licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III., C, completing the treatment plan, the youth, and the parent(s)/legal guardian(s) within ten (10) days of completion, and treatment team member participating in development of the plan. If the parent(s)/legal guardian(s) signature is not included on the treatment plan, the Provider shall include documentation of the reason for non-involvement; efforts to secure the parent(s)/legal guardian(s) involvement; and/or the reason for non-involvement consistent with statutory requirements. The Treatment Plan shall be documented on form MHSA 016 as specified in Rule 63N-1 F.A.C.

3) ITP Review: A licensed professional meeting the requirements of a juvenile sexual offender therapist, as specified in Section III., C. Staffing, treatment team, youth and parent/legal guardian shall conduct a review of the Individualized Treatment Plan every thirty (30) days. The ITP review will assess the youth’s progress in meeting his/her treatment goals and objectives and ascertain whether modifications to the treatment plan are needed. The ITP review findings and recommendations shall be documented
by the licensed professional and treatment team, or form MHSA 017 as specified in Rule 63N-1, F.A.C.

4) ITP Modifications: Modifications made to the ITP shall be documented on the review form and shall be clearly and specifically identified as a modification to the ITP. The ITP review shall be documented on form MHSA 017 as specified in Rule 63N-1, F.A.C.

The treatment plan review form must be signed and dated by the licensed professional meeting the requirements of a juvenile sexual offender therapist in Section III.C., the youth, parent/legal guardian and treatment team members participating in the treatment plan review.

**d. Individual Juvenile Sexual Offender Therapy**

The Provider shall schedule and conduct individual juvenile sexual offender therapy services to youth referred by the Department who meet the criteria for placement in a juvenile sexual offense-specific treatment program. All individual juvenile sexual offender counseling sessions shall be sixty (60) minutes in duration (counseling time) and must be conducted by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III., C. Staffing.

1) Individual juvenile sexual offender therapy shall be based on the youth’s Individualized Treatment Plan (ITP).

2) Individual juvenile sexual offender therapy shall be documented in progress/treatment notes, which provide a description of the treatment session/activity and the youth’s participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth’s progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.

3) A copy of the youth’s treatment plan and progress/treatment notes shall be forwarded to the youth’s Juvenile Probation Officer for permanent filing in the youth’s Department Individual Healthcare Record (mental health section).

4) The Provider shall document youth participation and progress in the youth’s file and provide a written monthly update to the Department’s assigned Juvenile Probation Officer on the referral or Department approved referral source.

5) All youth participating in individual juvenile sexual offender therapy sessions shall sign in and out at the start and end of each session. Copies of sign-in sheets shall be provided to the Department with the invoice for reimbursement.

**e. Group Juvenile Sexual Offender Therapy**

The Provider shall schedule and conduct group juvenile sexual offender therapy to youth referred by the Department who meet the criteria for placement in a juvenile sexual offense specific treatment program. All juvenile sexual offender group therapy sessions shall be sixty (60) minutes in duration (counseling time), shall not exceed ten (10) youth and shall be conducted by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III, C. Staffing.

1) Group therapy shall be based on effective treatment models such as Cognitive Behavioral Therapy. Research-based treatment and curriculums should be used, whenever possible.

2) Group therapy shall be based on the youth’s Individualized Treatment Plan as specified above.
3) Group therapy shall be documented in progress/treatment notes, which provide a description of the treatment session/activity and the youth’s participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth’s progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.

4) A copy of the youth’s treatment plan and progress/treatment notes shall be forwarded to the youth’s Juvenile Probation Officer for permanent filing in the youth’s Individual Healthcare Record (mental health section).

5) The Provider shall document youth participation and progress in the youth’s file and provide a written monthly update to the Department’s assigned Juvenile Probation Officer or Department approved referral source, listed on the referral.

6) All youth participating in group juvenile sexual offender therapy sessions shall sign in and out at the beginning and end of each session. Copies of sign-in sheets for group sessions shall be provided to the Department with the invoice for reimbursement.

7) Group Psychosocial Skills Training
   The Provider shall also provide psychosocial skills training (e.g., anger management, interpersonal problem solving skills, coping skills, self-esteem) designed specifically for youth with a history of sexual offense or sexually inappropriate behavior. Psychosocial Skills Training shall be provided by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III, C. Staffing.

f. Family Juvenile Sexual Offender Therapy
   The Provider shall schedule and conduct family juvenile sexual offender therapy services with families of Department youth who meet criteria for placement in the program. All family juvenile sexual offender counseling sessions shall be sixty (60) minutes in duration (counseling time) and must be conducted by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in Section III, C. Staffing.

1) Family therapy shall be based on the youth’s Individualized Treatment Plan as specified above.

2) Therapy shall be documented in progress/treatment notes which provide a description of the treatment session/activity and the youth’s and family member’s participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth’s progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.

3) A copy of the youth’s treatment plan and progress/treatment notes shall be forwarded to the youth’s Juvenile Probation Officer, or Department approved referral source, for permanent filing in the Department’s Individual Healthcare Record (mental health section).

4) The Provider shall document the youth’s and family member’s participation and progress in the youth’s file and provide a written monthly update to the Department’s assigned Juvenile Probation Officer listed on the referral, or Department approved referral source.
5) All youth and family members participating in family juvenile sexual offender therapy sessions shall sign-in and sign-out at the beginning of each session. Copies of sign-in sheets for group sessions shall be provided to the Department with the invoice for reimbursement.

4. Support Services

The Provider shall deliver the following services that enhance the juvenile sex offender treatment services and support responsible and pro-social decision-making. Participation in the following services shall not result in extension of day treatment services to allow youth to complete support services. Participation in a support service is based on individualized assessed need(s) and shall be age and developmentally appropriate.

a. **Life Skills Training**
   The Provider shall facilitate group life skills training. Youth will have the ability to use resources specific to deficiency areas noted in the assessment and work independently to master skills. Life skills training shall teach peace building, improve communication skills, increase a youth’s self-esteem and build their confidence utilizing the Restorative Justice philosophy. Group Life Skills Training sessions shall cover topics relevant to youth, including, but not limited to, communication, self-esteem, restorative justice, needs inventory, understanding behavior, values, stereotyping, judgments, prejudice, conflict escalation, conflict resolution, empathy, and leadership.

b. **Career Exploration**
   The Provider shall cultivate career interests and exploration of required competencies and training needed for various careers. Career exploration services shall be provided to all youth participating in the Program who are 16 years and older, or who are enrolled in a GED or vocational curriculum.

c. **Mentoring Services:**
   Mentoring services shall be provided to transitioning youth, and shall be specifically designed to be relationship based and ongoing, provided in a manner to help youth transition to adulthood by fostering a strong set of connections to pro-social adults and peers and a sense of belonging to their community. Overall, mentoring services should strive to instill a sense of permanency in the youth’s life and maintain a long-term view towards the youth’s well-being.

d. **Homework Assistance and Tutoring:**
   The Provider shall offer direct assistance with school or vocational assignments and tutoring with focus on educational or vocational needs.

e. **Cognitive Skills Restructuring:**
   The Provider shall offer instruction/training on decision-making; including individual analysis of thought processes and emotions that have an impact on choices. The Cognitive Skills Restructuring shall be provided by a Licensed Professional as set forth in III.C.

5. **Structured Activities:**

Structured activities include any activity that allow youth to interact with positive peers, mentors, family members, employment, job search, community service and other approved services which enhance the treatment experience for the youth, as well as enhance the safety of the community. These activities include but are not limited to:

a. School related sports activities
b. Community program sports activities
c. Faith based program involvement (youth group, choir, faith based mentorship)
d. Career Exploration
6. Structured Treatment Activities:
Structured treatment activities include an activity that is provided by a Juvenile Sex Offender Therapist for Juvenile Sex Offender Treatment Services (individual, group, family) as set forth in section III.A. Structured treatment activities also include Psychosocial Skills Training and Cognitive Skills Restructuring training in this section and shall be provided by in section III.C., Staffing and shall be related to the goals and objectives of the youth’s Individualized Treatment Plan.

7. Curfew Checks
   a. The Provider shall conduct random weekend (Saturday, Sunday), and holiday curfew checks utilizing staggered schedules during traditional and non-traditional business hours. Provider shall assign staff responsible for performing in-person curfew checks, and conducting collateral contacts with the youth’s place of employment, and with the youth’s parent(s), and other service professionals. In-person curfew checks shall be consistent with the youth’s risks and needs. Curfew checks may be conducted via the telephone, when the youth’s performance in meeting his goals on the Individualized Treatment Plan (ITP) or other program goals and court sanctions are satisfactory, and warranted based on his continued assessment of risks and needs.
   b. The Provider shall notify the Department’s JPO when a youth violates his curfew and/or other goals. The JPO and the Provider’s staff shall ensure additional sanctions for non-compliance shall be consistent with the local Progressive Response Matrix.
   c. For any youth who has a Structured Activity schedule incorporated into their service plan or YES Plan, the program will maintain a schedule of the activity, location of the activity and contact information during the schedule activity. Program staff shall also have face to face contact with the sponsor of the Structured Activity no less than once per month so long as the youth is participating in the activity, and shall have, at minimum, telephonic contact with the sponsor of the Structured Activity one time per week.
   d. The Provider shall utilize their effective response system for youth not attending their structured activities and document absences and use of effective responses in case notes.

8. Transportation Services
   a. The Provider shall provide transportation to Department youth admitted to the Program by a Florida licensed driver when the youth requires it, including transport from a residential commitment facility.
   b. Youth will be transported by an Provider leased or owned vehicle from his/her school, an approved staff vehicle (vehicle must be inspected by the Executive Director, have working seat belts, and driven by a licensed and approved staff member) or public transportation immediately after each school day, and transport the youth home at the end of scheduled day treatment services each day.
   c. Use of vehicles leased by the Program with Contract funds is limited to the Provider’s background screened staff, and youth enrolled in the Provider’s program.

9. JJIS and Data Reporting Requirements
The Provider shall ensure the following tasks for the Department’s Juvenile Justice Information System and for data collection requirements are met throughout the term of the Contract.
a. The Provider shall utilize the Department’s Juvenile Justice Information System (JJIS) for data entry and shall monitor accuracy at all times.
b. The Youth Placement Facility module shall be utilized to handle all referral acceptance, rejection, and placement. Referrals made by the Department must be reviewed and either accepted or rejected (Provider shall determine they will or will not work with the referred youth) within 48 hours of referral.
c. The Youth Release module shall be used to complete all releases and is an up to date census for all youth currently being served. All youth receiving services from a subcontractor (program) must appear on the youth release module listing.
d. Youth must be entered as “released” from the services in JJIS within 24 hours of release/discharge.
e. The Provider shall keep their own reports on all referrals (both accepted and rejected), placements (admissions), and discharges/releases with dates and reasons notated for each youth.
f. Within the JJIS System, staff verification data shall be maintained by the Provider utilizing the Staff Verification System (SVS) module.
g. At a minimum, the following data shall be collected and reported in JJIS throughout the term of the Contract:
   a) Date of Youth admission for service, and date of discharge/release
   b) Release reason for each youth admitted.

NOTE: The Department’s Data Integrity Officer (DIO) will facilitate JJIS training. JJIS Access and Data Reporting requirements are based on the Department’s capability to provide access and utilization of JJIS to the successful Respondents.

10. Meals and Snacks
The Provider shall serve a light meal (i.e. beverage, sandwich, and snack) to each youth each day. Meals are provided to youth admitted to the Program at scheduled times reflected in the Program Facility Schedule. Meals shall be served family-style and a registered dietician shall approve the menu. Nutritious, well-balanced meals and snacks shall be prepared and served in a manner that ensures the needs of each youth are taken into consideration. Food services shall be provided in accordance with the U.S. Department of Agriculture’s National School Lunch Program. The dietician or nutritionist shall be licensed in accordance with chapter 468, Florida Statutes.

B. Service Task Limits
The Provider shall be responsible for notifying the JPO if a youth is not attending services or appears to be a high public safety issue.

C. Staffing/Personnel
The Provider and all personnel provided under this Contract, whether performance is as a Provider, subcontractor, or any employee, agent or representative of the Provider or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Provider shall provide copies of all current licenses or certificates required for the delivery of services under this Contract, to the Department’s Contract Manager, prior to the delivery of services, and/or upon request. All staff delivering services to Department youth must have documentation in his/her Personnel File demonstrating successful completion of Department required Direct Service Training, a background screening conducted by the Department’s Office of the Inspector General, training as required for the provision of Juvenile Sex Offender Treatment Services (as required by Statute, rule and this scope of services), and the minimum education and professional qualifications for the applicable position.

1. Staffing Qualifications
All staff shall possess the following required education, professional experience, and training to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines.

a. **Executive Director (or equivalent title)**
   The Executive Director shall possess a Bachelor’s Degree from an accredited four-year college or university in Social Work, Business Administration, Criminal Justice, Psychology or Department approved related field of study and three years of; or a Master’s Degree in Social Work, Psychology, Business Administration, Criminal Justice, or Department approved related field of study and two (2) years of professional experience working with at-risk or delinquent youth; OR ten (10) years of increasing responsible professional experience working with at-risk or delinquent youth and enrolled in a four-year college or university with a major in Social Work, Business Administration, Criminal Justice, Psychology, or a Department approved related course of study.

b. **Business Manager (or equivalent title)**
   The Business Manager shall possess High School Diploma/GED plus a minimum of four (4) years of professional experience in an office environment, including bookkeeping and/or budget management experience; or an Associate of Arts Degree and a minimum of two (2) years of experience as an Administrative Assistant, with experience in bookkeeping and/or budget management; or a Bachelor’s Degree in Business Administration, Education or related field.

c. **Juvenile Sexual Offender Therapist(s)/Licensed Professionals**
   Juvenile Sexual Offender Therapist shall be either a licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or a licensed mental health counselor, licensed clinical social worker or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C., to provide all psychosexual evaluations, all individual juvenile sexual offender treatment, all group juvenile sexual offender treatment, and all family juvenile sexual offender treatment.

d. **Driver (or equivalent)**
   The Driver shall possess a High School Diploma, or GED, a current Florida Drivers’ License, with a Commercial Drivers’ License (S endorsement), and a safe driver status. Employee in this position must not have more than two (2) qualifying violations for every three (3) years of employment.

2. **Staff Vacancies**
   The Provider shall ensure qualified all staff are cross-trained to ensure successful delivery of Program services in the event of a position vacancy. Services may not be cancelled or re-scheduled due to employee termination, illness, or vacation, and must be delivered as scheduled.

3. **Staff Training**
   All Provider staff having direct contact with youth shall successfully complete JJIS, Motivational Interviewing, Department approved assessment tool, PAR, CPR, First Aid, Civil Rights, Prison Rape Elimination Act, Information Security Awareness, Safety and other mandatory training as specified in FDJJ 1520, Employee Training Procedures; the Department's Direct Care Staff Training Rule 63H-2.001-.008 F.A.C; Rule 63H-1.001-.016, Florida Administrative Code (F.A.C.); Chapters 63D-9 and 63D-10, F.A.C., FDJJ 1205, Provider Access to the Juvenile Justice Information System (JJIS) and JJIS Data Procedures, and the State’s Staff Verification System (SVS), pursuant to the Department's directive (October 31, 2005).
The Provider shall also provide the following training prior to the delivery of services to Department youth:

a. Overview of the Florida's Juvenile Justice System and Day Treatment services.
b. Client Confidentiality
c. Professionalism and Ethics
d. Gang-Awareness and Gender-Responsive Programming
e. Restorative Justice Philosophy
f. Cultural Competency
g. Trauma-Informed Care
h. Motivational Interviewing (MI)
i. Medication Self Administration
j. Emergency Planning and Disaster Drill Procedures

The Provider is responsible for all training costs associated with the Contract. Provider training shall be accomplished in accordance with the requirements contained herein, and shall be coordinated with the Department. Any training to be provided by the Department shall be coordinated with the Department's Contract Manager.

4. Staff Changes

Changes to the minimum number of staff and qualifications required in this Contract are not authorized. The Provider shall provide prior written notification to the Department’s Contract Manager for changes to key Program positions (Executive Director, Business Manager, Regional Care Coordinator, and the position responsible for contract management).

D. Service Location and Times

1. Service Locations:
   Service shall be provided in either Circuit 4 and/or Circuit 17 at a Department approved facilities that are Provider owned/leased. Final locations to be determined and set forth in the final contract.

2. Service Times
   Administrative services shall be provided Monday through Friday during regular business hours, excluding state holidays. Program Services shall be provided Monday through Friday, after school hours (typically 3:00 – 9:00 p.m.) and Saturday, excluding state holidays, during traditional and non-traditional business hours, in accordance to the approved Program Facility Schedule.

3. Changes to Service Locations/Times
   The Provider shall submit a request for written approval prior to any changes to the location of services or times for service delivery to the Chief Probation Officer and Department’s Contract Manager. Approval shall be obtained in writing from the Department, prior to any such changes.

E. Property

1. Non-Expendable Tangible Property: The Provider is authorized to purchase Non-Expendable Tangible Personal Property for Program Operations, in accordance with an approved Contract budget.
   a. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
      1) Expenditure of funds provided by the Department under a cost-reimbursement contract;
      2) Expenditure of funds provided by the Department as pre-operational; and/or
      3) Expenditure of funds provided by the Department as operational expense dollars.
   b. All state-furnished property acquired by the Provider through funding sources identified above, with a cost of $1,000 or more and lasting more than one year, and hardback-covered bound books costing $250 or
more, shall be accounted for in accordance with chapter 10.300, Rules of
the Auditor General. All such property, including replacements to state-

furnished property that is lost, destroyed, exhausted or determined
surplus under the terms of this Contract, shall be returned to the
Department upon Contract termination. Any replacements shall be in
equal or greater value when returned to the Department.
c. Upon delivery of Department-furnished property to the Provider, the
Provider assumes the risk and responsibility for its loss and damage.
d. All state-furnished property with a cost of $100 or more, but less than
$1,000, shall be accounted for by the Provider using a system developed
by the Provider and approved by the Department. The Provider’s
property accountability system shall contain, at a minimum: item number,
item description, physical location of the property, serial or
manufacturer’s number, name, make or name of manufacturer, model
year, date purchased, method of procurement, and condition of property.
The system shall be designed to reflect any changes to the status of
property such as condition or disposition. All such property shall be
either returned to the Department upon Contract termination or disposed
of as instructed by the Department. Any replacements shall be of equal
or greater value when returned to the Department.
e. The Provider shall submit to the Contract Manager, on a quarterly basis,
a listing of all items purchased that quarter under the Contract. The
listing shall include a statement as to whether the items were purchased
with Department or Provider funds, and include supporting
documentation of funds used.
f. The Provider shall not dispose of state-furnished property without the
written permission of the Department. Department policies and
procedures shall be followed when disposing of state-furnished property.
g. The Provider shall not use any state-furnished property for any purpose
except the delivery of services identified in this Contract.
h. The Provider shall submit a final inventory report for approval by the
Department at conclusion of the Contract.
i. The Provider shall submit an annual joint inventory report of all state-
furnished property and all Provider-owned property located at the facility
to the Contract Manager.
j. The Provider shall report annually to the Contract Manager an inventory
of all state-titled vehicles or other vehicles purchased with state funds.
The Provider shall maintain a monthly vehicle log for each vehicle and
submit the completed log to the Contract Manager by the 5th day of each
month. When utilizing state-furnished vehicles, the Provider shall comply
with the Department’s Vehicle Operations Policy and Fleet Management
Manual.
k. The Department finds it necessary to purchase property through the
Provider as opposed to direct acquisition for the following reason(s):
1) The property is solely intended for use by the Provider in the
delivery of the contracted services or the same or different
Providers under subsequent continuing Contracts intend
continued use of this property throughout its useful life. It is not
intended for direct use by Department staff;
2) The property is critical to the delivery of the contracted services and
the Department more appropriately identifies the cost as a
Contract cost rather than Operating Capital Outlay; and
3) Direct purchase by the Provider is more efficient than
Department purchase, which would include additional costs for
storage, delivery, retrieval, disposal, etc.
2. Information Resource Request (IRR)
The Provider shall receive written approval from the Department prior to the purchase of Information Resource Request (IRR) components used in the performance of contractual obligations under this Contract when the cumulative total cost is equal to or greater than five hundred dollars ($500.00). The Provider shall secure written approval by means of a Department IRR form before the purchase of information technology components. The Contract Manager shall serve as the liaison between the Provider and the Department's Management Information System (MIS) bureau during the completion of the IRR process. The IRR form is available in the Department's Forms Library. The use of contract funds for the purchase of IRR components must be approved by the contract manager as appropriate and allowable under the terms of the Contract.

3. Facility Standards, Department Property, Maintenance, and Repair
This facility is Provider owner or leased. The Provider shall comply with standards required by fire and health authorities. The Provider shall ensure that all buildings and grounds, equipment and furnishings are maintained in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, and employees.

IV. DELIVERABLES
A. Detail of a Service Unit
   Filled Slot
   A filled slot is a program slot occupied by a youth who is participating in a sex offender day treatment program services in accordance with this contract, to include an array of daily program services based on the youth's needs, including but not limited to assessment, program orientation, juvenile sex offender treatment (individual, family and group) community supervision, and support services and structured activities as outlined in this Attachment I. The youth in a filled slot shall be reflected on the monthly census with documentation of specific services received. The Department will only pay for filled slots.

B. Reports
   The Department will require progress or performance reports throughout the term of the Contract. The Provider shall complete reports as required to become eligible for payment. Following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
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</tbody>
</table>

After execution of this Contract, any changes in the information contained in this section shall be provided to the other party in writing, shall be sent by United States Postal Service or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record. All notices required by this Contract or other communication regarding this Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

1. Invoice
   A properly prepared invoice shall be submitted directly to the Contract Manager within ten (10) business days following the end of the month for which services
were rendered. Payment of the invoice shall be pursuant to section 215.422, Florida Statutes and any interest due shall be paid pursuant to section 55.03(1), Florida Statutes. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Provider is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 800-848-3792.

2. Youth Census Report
A complete list of youth provided services required under the terms and conditions of this Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Census Report shall include the youth name, juvenile justice identification number, date of service, and the service required by the Contract that was provided. Prior to the submission of the monthly Census Report, the Provider shall confirm the accuracy of youth census data in JJIS.

3. Semi-Annual Expenditure Report
A list of all expenditures using contract funds shall be submitted two times per year with the Provider’s invoice on February 10 and August 10. This will cover two (2) reporting periods (January 1 through June 30 and July 1 through December 31) of each year.

4. Proof of Insurance
A Certificate of Insurance shall be provided to the Department’s Contract Manager prior to the delivery of service, and prior to expiration. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in this Contract.

5. Subcontract(s)
A copy of all subcontracted agreements entered into by the Provider and a subcontractor for services required of the Provider via this Contract, shall be submitted to the Department in advance for approval. A signed copy of the subcontract, approved by the Department, shall be provided to the Department’s Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.

6. Organizational Chart
The Provider’s organizational chart shall be provided upon execution of this Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Provider’s organization.

7. Staff Vacancy Report
The Provider shall provide a complete list of all vacant program positions required by this Contract, and include the position title, position number, date of vacancy, and position description. The Provider shall provide the Department’s Contract Manager with an explanation for vacancies, which exceed 90 calendar days. Services shall be provided to all Department youth by qualified Provider staff regardless of whether a position(s) is vacant.

8. Certified Minority Business Enterprise (CMBE)
The Provider shall submit to the Contract Manager, along with each monthly invoice, a copy of Exhibit 8, Florida MBE Utilization Report, available at: http://www.djj.state.fl.us/providers/contracts/index.html, listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment.

9. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Provider shall submit a COOP, which provides for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved Plan format can be found on the Department’s website. Additional information can be found in FDJJ 1050, Continuity of Operations Plans.

10. Youth Monthly Progress Report
The Provider shall provide monthly updates concerning youth progress in counseling to the assigned Juvenile Probation Officer, and maintain documentation of progress in the youth's confidential file.

11. Youth Status Report
The Provider shall furnish a written status report for each youth to the Juvenile Probation Officer or the Department designated referral source can ensure documentation of juvenile sex offender treatment or mental health or substance abuse services is permanently filed in each youth’s Department of Juvenile Justice Individual Healthcare Record (mental health section). The Provider shall include in the report any referrals for other services or any additional relevant information.

12. Psychosexual Evaluation Reports
The Provider shall provide copies of the psychosexual evaluation reports as required as per Section III.A.2. of Attachment I, which shall be forwarded to the Department’s assigned Juvenile Probation Officer or Department designated referral source within fourteen (14) business days of completion of the youth’s testing and assessment. Documentation shall include Sign In Sheets/ Sign-Out Sheets (Individual, Group, and Family Therapy).

<table>
<thead>
<tr>
<th>REPORT LIST</th>
<th>FREQUENCY</th>
<th>DUE DATES</th>
<th>DUE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Monthly</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Youth Census Report</td>
<td>Monthly</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Expenditure Report</td>
<td>Twice per year</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>Upon Contract execution; annually, and upon changes</td>
<td>Prior to the delivery of services and July 1</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Proof of Insurance Coverage</td>
<td>Annually; and upon changes</td>
<td>Prior to the delivery of services and prior to expiration of insurance</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Copy of Subcontracts</td>
<td>Upon execution of Contract and any subsequent amendments</td>
<td>Upon execution</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Staff Vacancy Report</td>
<td>Monthly</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>CMBE Utilization Report</td>
<td>Monthly</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Continuity of Operations Plan (COOP)</td>
<td>Annually</td>
<td>Prior to the delivery of services and July 1</td>
<td>Contract Manager</td>
</tr>
<tr>
<td>Youth Monthly Progress Report</td>
<td>Monthly</td>
<td>10th day of the following reporting month</td>
<td>Contract Manager, Juvenile</td>
</tr>
</tbody>
</table>
C. Report Receipt and Documentation
The Provider shall submit written reports with all required documentation within the timeframes listed above to the correct individuals to become eligible for payment. Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Contract Manager shall approve or reject deliverables and reports.

V. PERFORMANCE MEASURES, OUTCOMES, AND EVALUATIONS
A. Performance Outputs
The Provider shall achieve the following throughout the term of this Contract:

1. **GOAL:** 100% of youth enrolled shall attend the program daily.
   **MEASURE:** Program attendance records and JJIS case notes to confirm attendance.
   **MINIMUM STANDARD:** 85% of youth enrolled shall attend the program daily.

2. **GOAL:** 100% of youth referred shall receive juvenile sexual offender therapy from a licensed professional meeting the requirements to practice juvenile sexual offender therapy as specified in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C.
   **MEASURE:** This will be measured by reviewing the professional license of the juvenile sexual offender therapist providing therapy as specified in 490.0145., and Rule 64B19-18.0025 F.A.C or Section 491.0144 F.S., and Rule 64B4-7.007 F.A.C. and the sign-in sheet for each session.
   **MINIMUM STANDARD:** 100% of youth referred shall receive juvenile sexual offender therapy services from a licensed professional meeting the requirements to practice juvenile sexual offender therapy as specified in Section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or Section 491.0144, F.S., and Rule 64B4-7.007 F.A.C.

3. **GOAL:** 100% of the youth referred for a psychosexual evaluation shall have the psychosexual evaluation completed by a licensed professional meeting the requirements to practice juvenile sexual offender therapy as specified in 490.0145., and Rule 64B19-18.0025 F.A.C., or Section 491.0144 F.S., and Rule 64B4-7.007 F.A.C, and the report submitted within fourteen (14) business days of youth of referral/request by the Department.
   **MEASURE:** This will be measured by review of youth files by comparing the date of referral for a psychosexual evaluation to the date the evaluation report was submitted.
   **MINIMUM STANDARD:** 90% of the youth referred for psychosexual evaluations shall have the psychosexual evaluation completed, and the report submitted within fourteen (14) business days of youth of referral/request by the Department.
4. **GOAL:** 100% of youth referred shall receive individual, family and/or group juvenile sexual offender therapy based upon the youth’s Individualized Treatment Plan.

**MEASURE:** This will be measured by review of youth files to ensure inclusion of a signed Individualized Treatment Plan and documentation of juvenile sex offender therapy as found on the Individualized Treatment Plan in the file.

**MINIMUM STANDARD:** 85% of youth referred shall receive individual, family and/or group juvenile sexual offender therapy based upon the youth’s Individualized Treatment Plan.

B. **Performance Outcomes**

1. **GOAL:** 100% of the youth admitted for services shall successfully complete the goals and objectives of their Individualized Treatment Plan.

**MEASURE:** This will be measured by reviewing the youth’s case file and reviewing the documentation of completion of goals and objectives of their Individualized Treatment Plan.

**MINIMUM STANDARD:** 80% of youth successfully complete the goals and objectives of their Individualized Treatment Plan.

2. **GOAL:** 100% of the youth successfully completing services shall not be adjudicated for a new sex offense within one year after release.

**MEASURE:** This will be measured by a review of JJIS charges and disposition information comparing the date of completion and the date of any new charges (if any).

**MINIMUM STANDARD:** 80% of youth successfully completing services shall not be adjudicated for a new sex offense within one year after release.

3. **GOAL:** 100% of enrolled youth shall not be administratively transferred, have a new arrest, or have a VOP filed during service delivery.

**MEASURE:** JJIS review to confirm the percentage of youth who were transferred, received a new law violation, or a VOP while in day treatment.

**MINIMUM STANDARD:** 75% of enrolled youth shall not be administratively transferred, have a new arrest, or have a VOP filed during service delivery.

4. **GOAL:** 100% of the youth completing the program shall show an increase in protective factors or decrease in risk factors as demonstrated by the Pre- and Post-PACT.

**MEASURE:** The PACT ‘Comparative Protective Factor Scores’ Report and the PACT ‘Comparative Risk Factor Scores’ Report to determine the percentage of youth with an increase in protective factors or decrease in risk factors.

**MINIMUM STANDARD:** 75% of the youth completing the program shall show an increase in protective factors or decrease in risk factors as demonstrated by the Pre- and Post-PACT. Any PACT re-assessments conducted within fourteen (14) calendar days of release shall be considered the Post-PACT.

5. **GOAL:** 100% of youth completing the Program shall not recidivate within one year of release.

**MEASURE:** JJIS review to confirm the percentage of youth who recidivate within one year of release of the Program.

**MINIMUM STANDARD:** 75% of youth completing the program shall not recidivate within one year of release.

C. **Performance Evaluation**

1. The Provider is required to collect and report to the Department, the following data for determination of performance measures and evaluation purposes:
   a. Youth admission, and termination dates
   b. Number of youth who successfully complete the Program
   c. Number of youth who unsuccessfully complete the Program
   d. Release reason for each youth admitted, and
   e. First and last name and DJJ ID of each youth served

2. The Provider, throughout the term of the Contract, shall document compliance with required service tasks, performance and provide documentation of such for
inspection via contract management, annual program monitoring, and quality improvement inspections and deliver findings in applicable reports.

3. The Department will conduct outcome evaluations and recidivism studies concentrating on the re-offending and re-adjudication of juveniles who complete day treatment.

4. The evaluation will use the process and outcome data collected throughout the duration of the contract to determine the effectiveness of the services.

5. The results may be used in evaluation of the service needs or the Provider’s performance when considering future contract renewals and funding.
Attachment II

STAFF QUALIFICATIONS DOCUMENTATION REQUIREMENTS

Department of Juvenile Justice Requirements for Contracted Mental Health Professionals Qualifications to provide Psychosexual Evaluations, Juvenile Sexual Offender Evaluations, and Outpatient Juvenile Sex Offender Therapy

Providers shall provide the following documentation of qualifications (as set forth in the scope of services, section III.C) for each Proposed Staff member that will be providing services under a contract resulting from this Rate Agreement

Proposed Provider's Name: ____________________________________________

Licensed Professional's Name: ________________________________________

Chapter 490-Licensed Psychologist – Documentation of Qualifications

☐ Chapter 490 Licensure: Provide Active and Clear Florida License
License Number:___________, Expiration Date:____________

☐ Documentation of Qualifications set forth in Rule 64B19-18.0025:
Rule 64B19-18.0025 F.A.C., states the following:
Qualifications to Practice Juvenile Sexual Offender Therapy.
Effective December 31, 2005, a psychologist, prior to practicing juvenile sexual offender therapy, must be a Florida licensed psychologist, except as otherwise provided within Section 490.012, F.S.
The psychologist shall have education, training, and experience that demonstrates competency and interest in this area of practice. The training of a psychologist practicing juvenile sexual offender therapy must include:
(1) Coursework and/or training in child behavior and development, child psychopathology, and child assessment and treatment; and
(2) Thirty (30) hours of training in juvenile sex offender assessment and treatment.

Provide documentation of completion of
a) Coursework and/or training in child behavior and development, child psychopathology, and child assessment and treatment; and
b) Thirty (30) hours of training in juvenile sex offender assessment and treatment

Documentation of coursework/training may be provided through college transcripts, continuing education courses, other formal training recognized under Rule 64B19 FAC.

Chapter 491-Licensed Clinical Social Worker, Marriage and Family Therapy, Mental Health Counselor – Documentation of Qualifications

☐ Chapter 491 Licensure: Provide Active and Clear Florida License
License Number:___________, Expiration Date:____________

☐ Documentation of Qualifications set forth in Rule 64B4-7.007 FAC
Rule 64B4-7.007 states:
*Effective October 1, 2000, in order for a licensed clinical social worker, marriage and family therapist or mental health counselor to hold oneself out as one qualified to practice juvenile sex offender therapy the licensee must have:
(1) Completed education and training through course work which meets the standards for approval as set forth in Rule 64B4-6.002, F.A.C., in the following subject areas:
   (a) Theories of child and adolescent development and psychopathology;
   (b) Developmental sexuality, including sexual and reproductive anatomy and physiology, gender and sexual identity, and sexual diversity;
   (c) Interaction between sexuality and the dynamics of interpersonal and family relationships;
   (d) Sexual arousal patterns, including both typical and deviant fantasy patterns;
   (e) Sexual dysfunctions, disorders, and deviancy, including sexual abuse patterns and the thinking errors that support the cycle of abuse;
   (f) Victim empathy and victimology;
   (g) Use and misuse of defense mechanisms;
(h) Dynamics of power and control;
(i) Compulsivity management, arousal control, anger regulation, and relapse prevention;
(j) Social resilience, competence and interpersonal effectiveness of juveniles;
(k) Group therapy and biomedical approaches in treating sexual dysfunctions, disorders and deviancy;
(l) Legal, ethical, and forensic issues in treating juvenile sex offenders.

(2) Complete 20 hours of continuing education credits each license renewal biennium in any of the above subject areas or subject areas stated in paragraph 64B4-7.004(2)(a), F.A.C."

Provide documentation of completion of education and training through coursework in the subject areas above. Also provide documentation that the completed course work meets the standards for approval set forth in Rule 64B4-6.002(1)(a), or (b) or (c) or (d) or (e).

For individuals licensed under chapter 491 for more than two years, provide documentation of the required Continuing Education specified in 64B4-7.004(2)(a), F.A.C.

Staff shall have completed 20 hours of continuing education credits each license renewal biennium in any of the above subject areas or subject areas below;

a) Sexual and reproductive anatomy and physiology
b) Developmental sexuality
c) Gender-identity issues
d) Socio cultural factors related to sexuality and sexual functioning
e) Interaction between sexuality and dynamics of interpersonal family relationships
f) Sexual offender treatment
g) Diagnosis of sexual dysfunctions, disorders, and deviancy
h) Legal, ethical, and forensic issues in sex therapy
i) Sexually transmitted diseases
j) Risk assessment with sex offenders
k) Psychopharmacological therapy with sexual dysfunctions, disorders, and deviancy
l) Research on sexual dysfunctions, disorders, and deviancy
m) Sexual abuse treatment
n) Victimology/victim therapy
o) Group therapy in treatment of sexual dysfunctions, disorders, and deviancy