

**Monitoring Review Report for**

**Structured Activities Programs**

Parent/Family Skill Building, Interpersonal Skills, Life Skills, Tutoring/Academic Enhancement, Vocational Development, Experiential Skills

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| **PROGRAM INFORMATION** |
| County: |       | Date of Monitoring: |       |
| Sponsoring Agency: |       |
| Component Name: |       | Component ID: |       |

**Service Delivery**

[ ]  The program schedules initial appointment with the referred juvenile and the parent(s)/legal guardian(s) within 15 business days of receiving the referral. 21. Skill Building, 21.4, A. 2.

[ ]  The program notifies the referring agency regarding the decision to admit the juvenile into the program within 15 business days of receiving the referral. 21. Skill Building, 21.4, B. 2

[ ]  The ratio of staff to juveniles in group sessions is no greater than 10 juveniles per trained facilitator. For each additional trained facilitator, group size may be increased by 5 additional juveniles. 21. Skill Building, 21.3, D.

[ ]  The average optimal weeks and contact hours are within parameters specified for the SPEP Service Type indicated in the program agreement. 21. Skill Building, 21.3, B.

[ ]  The program has a protocol manual that details the structure, format and content through which program services are delivered, evaluated and maintained.

 2. Program Operational Requirements, 2.3, A. 2.

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| **Comments:**       |

**Staff Recruitment**

## [ ]  The program follows all State and Federal workplace rules when hiring and supervising full-time and part-time staff, including the recruitment and training of volunteers.

2. Program Operational Requirements, 2.8, A. 2.

[ ]  The program has employment policies and procedures related to staff employment and supervision responsibilities. These policies include criteria regarding an individual’s eligibility/ineligibility for employment, contracting for services, volunteering and internships which keep in consideration the nature of the services to be delivered and the juveniles served.

2. Program Operational Requirements, 2.8, A. 4.

[ ]  There is a file for all staff, volunteers, interns, and contractor(s) containing:

 2. Program Operational Requirements, 2.8, A. 6. a - j.

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| Name(s) | S = StaffV = Volunteer I = InternC = Contractor | Job Description | Contract for Prof Services, if applicable | Volunteer Application, if applicable | Perf. Evaluation | Criminal Background Check | Reference Checks | Valid Driver's license, if applicable | Proof of Education | CurrentLicensure/Certification, if applicable | Policy Acknowledgement Statement |
|       |        | [ ]  |  [ ]  |  [ ]  | [ ]  |  [ ]  | [ ]  |  [ ]  | [ ]  |  [ ]  |  [ ]  |
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 NOTE: Job Description: Contractor files are exempt from this requirement.

 Volunteer Application: Applies only to programs utilizing adult volunteers

 Annual performance evaluation: Interns, volunteers and contractors are exempt from this requirement.

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| **Comments:**       |

# **General Qualifications**

[ ]  The Program Manager has at least a Bachelor’s degree in a human services or related field, or a 4-year degree in any other field with at least 2 years experience as a direct service professional in a juvenile serving agency. 21.Skill Building, 21.6, A. 1.

[ ]  Program Staff have at least an Associate’s degree in a human services field, or a high school diploma with at least 1 year of Human Services experience. 21.Skill Building, 21.6, A. 2.

[ ]  Staff implementing curricula or facilitating groups based on curricula have been trained and qualified in both the curriculum content and facilitation techniques. 21.Skill Building, 21.6, A. 2.

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| **Comments:**       |

# **Volunteer Program Staff**

# [ ]  The program did not utilize volunteers.

# [ ]  Volunteers providing direct service have at least 1 year of experience working with at-risk youth.

#  21. Skill Building, 21.6, A. 3.

# [ ]  Each volunteer position has a job description. 21. Skill Building, 21.6, A. 3., a.

# [ ]  A completed Program Volunteer Application Template *(Form JCPC/EA 001),* including 3 references has been provided, contacted, and documented on the completed form for each volunteer. 21. Skill Building, 21.6, A. 3., b.

[ ]  Each volunteer has been screened and the program determined that the volunteer possesses credentials/skills/experience commensurate to the requirements of the job description.

#  21. Skill Building, 21.6, A. 3., c.

For each volunteer who is involved in supervision the program has on file:

# [ ]  A criminal background check. 21. Skill Building, 21.6, A. 3., d.

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#  Additionally, for volunteers providing transportation of juveniles, the program has on file:

#  21. Skill Building, 21.6, A. 3., d. i-ii

[ ]  A valid driver license (a copy must be annually updated and on file); and

 [ ]  A safe drivers records check.

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| **Comments:**       |

**Staff and Volunteer Orientation and Training**

[ ]  Job appropriate orientation and training on policies, procedures, rules and regulations of the program and DPS policies are provided to program staff and volunteers within 30 days of employment/volunteering. 21. Skill Building, 21.7, A. 1.

[ ]  The program maintains documentation of program orientation and staff trainings.

 21. Skill Building, 21.7, A. 1.

[ ]  Personal and professional development training opportunities (internal, in-person and/or online) are offered to the staff and volunteers. 21. Skill Building, 21.7, A. 2.

[ ]  Volunteers complete pre-service training specific to this program type prior to providing direct service to juveniles*.* 21. Skill Building, 21.7, A. 3.

[ ]  Direct service staff participated annually in at least 12 hours of training in an area related to the service type provided, including at a minimum, basic interaction skills related to juveniles.

 21. Skill Building, 21.7, A. 4.

[ ]  Staff is eligible by degree or credential to provide treatment or, receives clinical supervision by someone eligible to provide such treatment. Professional and volunteer staff who lead program activities have the required special skills or certification in the skills necessary for each particular activity. 21. Skill Building, 21.7, A. 5.

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| **Comments:**       |

**Items Specific to Wilderness Adventure and Other High Risk Activities Programs**

21. Skill Building, 21.7, B. 1. - 2.

[ ]  Wilderness adventure and high-risk activity programs shall determine what are considered to be professionally acceptable procedures and training requirements for staff and volunteers to ensure, to the degree possible, the physical safety and well-being of the juveniles served.

[ ]  Wilderness adventure staff must have training in basic counseling skills.

**LICENSURE/CERTIFICATION REQUIREMENTS AND NOTIFICATION**

21. Skill Building, 21.7, C.

***NOTE: This is a Critical Standard and applies to all DPS JCPC Funded programs.***

[ ]  Direct service staff, professional or volunteer, working with wilderness adventured, or wilderness camp programs are trained or hold certification in the skills to administer, participate in, or supervise programs providing such activities.

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| **Comments:**       |

**Juvenile Records**

[ ]  The program has a hard copy paper record or digital record for each juvenile admitted to the program.

 [ ]  The program complies with JCPC policy, Appendix D. Digital Client Records.

 2. Program Operational Requirements, 2.4, A.

[ ]  Juvenile records are stored in a secure location. 2. Program Operational Requirements, 2.4, C.

[ ]  Juvenile records are maintained for a period of 5 years after the termination date.

 2. Program Operational Requirements, 2.4, C.

[ ]  The program enters data into client tracking within 7 days of the admission decision.

 21. Skill Building, 21.4, B. 1.

Participation Agreement includes: 21. Skill Building, 21.4, C. 1. - 5.

 [ ]  Name of the sponsoring agency and program name.

[ ]  Program guidelines, requirements, and projected dates of completion.

[ ]  Signed consent of parent(s)/legal guardian(s), juvenile and program staff for participation in the program.

[ ]  Specific requirements of the parent(s)/legal guardian(s) and each family member, if applicable

[ ]  Results of any non-compliance.

Termination Process:

[ ]  The program enters data into client tracking within 7 days of the termination decision.

 21. Skill Building, 21.4, E. 1.

[ ]  The program has completed and submitted a written termination form for each juvenile within 10 business days of termination from the program to the parent(s)/legal guardian(s), Court Services, if applicable, and other referring entities as appropriate. 21. Skill Building, 21.4, E., 2.

 [ ]  A copy of the termination form is included in juvenile files. 21. Skill Building, 21.4, E., 2.

The termination form includes: 21. Skill Building, 21.4, E., 2., a – g

[ ]  Name of the sponsoring agency and program name.

[ ]  Juvenile’s name

[ ]  Activities, results and recommendations

[ ]  Date of last contact

[ ]  The reason for termination which supports the reasons reported in NCALLIE

[ ]  Names of persons and agencies receiving the termination for

[ ]  The name of the program person completing the documentation.

[ ]  As needs were identified, the program developed (in collaboration with the juvenile, parent(s)/legal guardian(s), juvenile Court Counselor, and/or other referring entity, prior to termination, an aftercare/termination service plan for each juvenile. 21. Skill Building, 21.5

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| **Comments:**       |

[ ]  A review of 6 active and 6 terminated client records (randomly selected) has been conducted by the monitor. (If a program has less than 6 records in either category, review all records in that category.) The completed record review sheets for this component are attached.

 3. Program Oversight and Monitoring, 3.4, A., 1., c. i-ii

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| **Active Client File Review** |
| **Client Name** | Referral Form | Admission Date (matches client tracking)  | Referral Source (matches client tracking) | Referral Reason (matches client tracking) | Juvenile Assessment Data (YASI Summary when referred by court srv)  | Community Programs Risk Assessment  | Parental Consent to Participate | Medical / Medication Information (if applicable) | Consent for Release of Information (if applicable) | Individual Service Plan - ISP  | ISP shows expected changes in behavior, attitude, performance, and/or skills  | ISP shows Interventions / Activities to be provided | ISP shows expected duration of services | ISP shows how progress/changes will be measured | Contact Record with activities, dates, times, duration, results each time the youth and/or family is seen | Copy of Progress Reports to Juvenile Court Counselors at least every 30 days (if applicable) |
| 1.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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| 4.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Terminated Client Name** | Referral Form | Termination Date (matches client tracking)  | Referral Source (matches client tracking) | Referral Reason (matches client tracking) | Juvenile Assessment Data (when referred by court srv)  | Community Programs Risk Assessment  | Parental Consent to Participate | Medical / Medication Information (if applicable) | Consent for Release of Information (if applicable) | Individual Service Plan - ISP n/a for assessment only programs | ISP shows expected changes in behavior, attitude, performance, and/or skills  | ISP shows Interventions / Activities to be provided | ISP shows expected duration of services | ISP shows how progress/changes will be measured | Contact Record with activities, dates, times, duration, results each time the youth and/or family is seen | Termination Summary with date and reason for termination (matches client tracking) |
| 1.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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| 5.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Record Review Comments:**

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**Summary of Comments:**

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