

**Monitoring Review Report for**

**Juvenile Structured Day**

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

**Type of Structured Day Program (**Check one.)

*[ ]* Partial Day program operates at least 4 days per week for 3 or more hours per day.

 16. Juvenile Structured Day, 16.3, C., 1-5

 Includes, at a minimum, the following content:

 [ ]  Educational enrichment;

[ ]  Substance abuse education/awareness;

[ ]  Life skills/interpersonal skills;

[ ]  Family engagement; and

[ ]  Community involvement.

[ ]  Full Day program operates at least 5 days per week for 6 or more hours per day.

 16. Juvenile Structured Day, 16.3, D., 1-6

 Includes, at a minimum, the following content:

[ ]  Site-based academic services;

[ ]  Substance abuse services;

[ ]  Life skills/interpersonal skills;

[ ]  Counseling;

[ ]  Family engagement; and

[ ]  Community engagement

**Service Delivery**

[ ]  The program maintains 2 adult, direct services staff on duty supervising no more than 12 juveniles. Six additional juveniles may be served for each additional direct services staff person.

 16. Juvenile Structured Day, 16.3, F.

[ ]  The program contacts the court counselor regarding an admission status within 5 days when juveniles are referred by other referring agencies and having current or pending juvenile court involvement.

 16. Juvenile Structured Day, 16.4, A. 2.

[ ]  The program notifies the referring agent regarding the decision to admit the juvenile into the program within 15 business days of receiving the referral.

 16. Juvenile Structured Day, 16.4., A. 3.

[ ]  The average optimal weeks and contact hours are within parameters specified for the SPEP Service Type indicated in the program agreement. 16. Juvenile Structured Day, 16.3, E.

[ ]  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**

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

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

 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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| 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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| **Comments:**       |

[ ]  The program has employment policies and procedures related to staff employment and supervision responsibilities. These policies include criteria regarding an individual’s eligibility 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.

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| **Comments:**       |

# **General Qualifications**

[ ]  Education Oversight and Collaboration has staff that are North Carolina certified teacher(s) and provide a link between the Structured Day program and the juvenile’s home school.

 16. Juvenile Structured Day, 16.6, A. 2

[ ]  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. 16. Juvenile Structured Day, 16.6, A. 3

[ ]  Program Staff have at least an Associate’s degree in a human services related field, or a high school diploma with at least 1 year of Human Services experience. 16. Juvenile Structured Day, 16.6, A. 4

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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.

#  16. Juvenile Structured Day, 16.6, A. 5.

# [ ]  Each volunteer position has a job description. 16. Juvenile Structured Day, 16.6, A. 5. 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. 16. Juvenile Structured Day, 16.6, A. 5. 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.

#  16. Juvenile Structured Day, 16.6, A., 5. c.

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

# [ ]  A criminal background check. (See policy 2.8, A., 4) 16. Juvenile Structured Day, 16.6, A. 5. d

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

#  16. Juvenile Structured Day, 16.6, A. 5. 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**

[ ]  Orientation and training on policies, procedures, rules and regulations of the program and DPS are provided to program staff and volunteers within 30 days of employment.

 16. Juvenile Structured Day, 16.7 A., 1.

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

 16. Juvenile Structured Day, 16.7 A., 1.

[ ]  Program offers training opportunities (internal, in-person and/or online) that will lead to continued personal and professional development. 16. Juvenile Structured Day, 16.7 A., 2

[ ]  Volunteers complete pre-service training specific to this program type prior to providing direct services to juveniles. 16. Juvenile Structured Day, 16.7 A., 3

[ ]  Direct service staff shall participate annually in at least 12 hours of professional continuing education in an area related to the service type provided. 16. Juvenile Structured Day, 16.7 A., 4

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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.

 16. Structured Day.16.4, A. 1.

Participation Agreement includes: 16. Structured Day, 16.4, A. 4. a-e.

 [ ]  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.

 16. Structured Day.16.4, B. 1.

[ ]  The program has completed a written termination summary for each juvenile within 10 business days of termination from the program. 16. Structured Day.16.4, B. 2.

[ ]  The program has submitted a copy of the termination summary for each juvenile within 10 business days of termination from the program to the parent(s)/legal guardian, court services, if applicable and other referring entities as appropriate. 16. Structured Day.16.4, B. 2.

 [ ]  A copy of the termination summary is included in juvenile files. 16. Structured Day.16.4, B. 2.

The termination summary form includes:

[ ]  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 NCALLIS

[ ]  Names of persons and agencies receiving the termination form

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

[ ]  As needs were identified, the program developed (in collaboration with the juvenile, parent/legal guardian, juvenile court counselor, and/or other referring entities), prior to termination, an aftercare/termination service plan for each juvenile.

 16. Juvenile Structured Day, 16.5

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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 10 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 - iii

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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.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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| **Terminated 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.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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**Record Review Comments:**

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**Summary of Comments:**

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