

**Monitoring Review Report for**

**Restitution/Community Service Programs**

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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 juvenile’s parent/guardian within 15 business days of receiving the referral. 19. Restitution/CS, 19.4, A. 2.

[ ]  The program has contact with the victim(s) within 30 business days of receiving the referral to receive information regarding any monetary loss unless court staff made contact prior to the referral. 19. Restitution/CS, 19.4, A. 2. b.

[ ]  The program notifies the referring agent regarding the decision to admit the juvenile into the program within 15 business days of receiving the referral. 19. Restitution/CS, 19.4, B. 3.

[ ]  The timeline between the date of referral and admission to the program does not exceed 30 calendar days. 19. Restitution/CS, 19.4, B.

Youth served in the program adhere to the following parameters

Juvenile Court Referred: 19. Restitution/CS, 19.3, D. 1. a.

[ ]  Level I youth: up to 100 hours of community service and/or up to $500 in restitution

[ ]  Level II youth: between 100-200 hours of community service and /or restitution amounts greater than $500.

Juvenile Court Diverted, and Teen Referred: 19. Restitution/CS, 19.3, E. 1. a - b

[ ]  Teen Court: up to 20 hours of community service and/or up to $300 in restitution

[ ]  Juvenile Court Diverted: up to 20 hours of community service and/or up to $300 in restitution

Law Enforcement and Mediation/Conflict Resolution Referred: 19. Restitution/CS, 19.3, E. 2. a - b

 [ ]  Do not exceed 20 hours of community service.

 [ ]  Do not include restitution.

[ ]  The average optimal weeks and contact hours are within parameters specified for the SPEP Service Type indicated in the program agreement. 19. Restitution/CS, 19.3, 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:**       |

**Community Service Worksite Requirements**

[ ]  There is a signed and completed Community Service Worksite Agreement *(Form JCPC/WA 002)* on file for each worksite utilized by the program when the program is not providing direct supervision.19. Restitution/CS, 19.3, H.

[ ]  Each active worksite is inspected at least bi-yearly and documented using the Community Service Worksite Inspection Form *(Form JCPC/WR 001)* when the program is not providing direct supervision*.* 19. Restitution/CS, 19.3, I

[ ]  There are no more than 6 juveniles assigned to 1 appropriately trained staff or volunteer during any work activity. 19. Restitution/CS, 19.3, C.

[ ]  Juveniles are supervised at all times while engaged in Restitution and/or Community Service work. An appropriately trained program staff member or volunteer or employee/volunteer of the recipient agency is present to provide assignment instructions, document hours completed, and demonstrate appropriate role modeling and work ethics. 19. Restitution/CS, 19.3, F.

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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.

 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:**       |

# **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. 19. Restitution/CS, 19.6, 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. 19. Restitution/CS, 19.6, 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.

#  19. Restitution/CS, 19.6, 3.19.6 A 3

# [ ]  Each volunteer position has a job description. 19. Restitution/CS, 19.6, 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. 19. Restitution/CS, 19.6, 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.

#  19. Restitution/CS, 19.6, 3.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) 19. Restitution/CS, 19.6, 3. d

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

# 19. Restitution/CS, 19.6, 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 appropriateness 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. 19. Restitution/CS, 19.7, A. 1.

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

 19. Restitution/CS, 19.7, A. 1.

[ ]  Program offers training opportunities (internal, in-person and/or online) that will lead to continued personal and professional development. 19. Restitution/CS, 19.7, A. 2.

[ ]  Volunteers complete pre-service training specific to the program type prior to providing direct services to juveniles. 19. Restitution/CS, 19.7, 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.

 19. Restitution/CS, 19.7, A. 4

[ ]  All staff and volunteers of the program or worksite recipient agency who directly supervise juveniles assigned to the program have been oriented to the goals, objectives, and philosophy of the program and of community service work (by program staff); and have been appropriately trained (by the recipient agency) in the necessary skills for each particular work activity.

 Restitution/CS, 19.7, A. 5 a - b

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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.

 19. Restitution/CS, 19.4, B. 1.

Participation Agreement includes: 19. Restitution/CS, 19.4 B 4

 [ ]  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.

 19. Restitution/CS, D. 1.

[ ]  The program has submitted a copy of the termination form 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. 19. Restitution/CS, 19.4, D. 2.

 [ ]  A copy of the termination form is included in juvenile files. 19. Restitution/CS, D. 2.

The termination form includes: 19. Restitution/CS, D. 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 NCALLIESS

 [ ]  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(s)/legal guardian(s), juvenile's Court Counselor, and/or other referring entities, prior to termination, an aftercare/termination service plan for each juvenile. 19. Restitution/CS, 19.5

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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 - iii

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| **Active Client File Review** \* NOTE: The participation agreement may serve as the ISP for this program type. |
| **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) | Court Order or Diversion Plan (if referred by Juvenile Court Counselor)  | Timesheets documenting work hours completed | Documentation of restitution payments made |
| 1.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Terminated Client File Review** \* NOTE: The participation agreement can serve as the ISP for this program type. |
| **Client Name** | Referral Form  | Termination 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) | Termination Summary with date and reason for termination (matches client tracking) | Court Order or Diversion Plan if referred by Juvenile Court Counselor  | Timesheets documenting work hours completed | Documentation of restitution payments made |
| 1.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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NOTE: The participation agreement may serve as the ISP for this program type.

**Record Review Comments:**

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**Summary of Comments:**

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