**Monitoring Review Report for**

**Teen Court**

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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. 20. Teen Court, 20.4 A. 1. 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. 20. Teen Court, 20.4, B. 2.

[ ]  The program has contact with the victim(s) within 30 days of receiving the referral to receive information regarding any monetary loss unless the juvenile is diverted and court staff made contact prior to the referral. 20. Teen Court, 20.4, A. 1. c.

[ ]  The timeline between the date of referral and admission to the program does not exceed 30 calendar days. 20. Teen Court, D. 20.4, B.

Admissions to the program exclude youth who: 20. Teen Court, 20.4, A. 2. a. - c.

[ ]  Referred for Driving While Impaired under *N.C. Gen. Stat. §§ 20-138.1, 20-138.2, 20-138.3, 20-138.5 or 20-138.7,* or any other motor vehicle violation.

[ ]  Referred for a Class A1 Misdemeanor.

[ ]  Referred for an assault in which a weapon is used

[ ]  Referred for use of a controlled substance offense under Article 5 of Chapter 90 of the NC. General Statutes, other than simple possession of a Schedule VI drug or alcohol offense.

Sanctions utilized by Teen Court adhere to the following parameters: 20. Teen Court, 20.3, H.

[ ]  Community Service ordered does not exceed 20 hours

[ ]  Restitution ordered does not exceed $300

[ ]  Jury Duty ordered does not exceed 3 Teen Court Jury Duties.

[ ]  The average optimal weeks and contact hours are within parameters specified for the SPEP Service Type indicated in the program agreement. 20. Teen Court, 20.3, G.

[ ]  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.20. Teen Court, 20.3, D.

[ ]  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*.* 20. Teen Court, 20.3, E.

[ ]  There are no more than 6 juveniles assigned to 1 appropriately trained staff or volunteer during any work activity. 20. Teen Court, 20.3, I

[ ]  Juveniles participating in restitution and/or community service work assignments are supervised at all times by a Teen Court staff member or volunteer or an employee/volunteer of a worksite.[Teen Court may refer juveniles to a restitution/community service program to fulfil Teen Court dispositions.] 20. Teen Court, 20.3, B.

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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:**

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# **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. 20. Teen Court, 20.6, 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. 20. Teen Court, 20.6, 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.

#  20. Teen Court, 20.6, A. 3.

# [ ]  Each volunteer position has a job description. 20. Teen Court, 20.6, 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.

 20. Teen Court, 20.6, 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.

 20. Teen Court, 20.6, A. 3.c

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

20. Teen Court, 20.6, A. 3. d.

[ ]  A criminal background check. (See policy 2.8 A. 4) 20. Teen Court, 20.6, A. 3. b

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

20. Teen Court, 20.6, 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. 20. Teen Court, 20.7, A. 1.

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

 20. Teen Court, 20.7, A. 1.

[ ]  Program offers training opportunities (internal, in-person and/or online) that will lead to continued personal and professional development. 20. Teen Court, 20.7 A. 2.

[ ]  Volunteers complete pre-service training specific to the program type prior to providing direct services to juveniles. 20. Teen Court, 20.7 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.

 20. Teen Court, 20.7 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.

 20. Teen Court, 20.7 A. 5., a-b

## [ ]  Adult volunteers have completed in-service training annually as deemed appropriate and necessary for the position and as job task dictates in areas related to juvenile delinquency, at-risk youth, and family issues. 20. Teen Court, 20.7 B.

## [ ]  Youth volunteers in the role as prosecutors and defense attorneys have completed a minimum of 4 hours of training that is directly related to these roles. 20. Teen Court, 20.7 C.

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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 in client tracking within 7 days of the admission decision.

 20. Teen Court 20.4, B. 1.

Participation Agreement includes: 20. Teen Court, 20.4, B. 3. 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.

 20. Teen Court, 20.4, D. 1

[ ]  The program has completed and submitted a written 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. 20. Teen Court, 20.4, D. 2.

 [ ]  A copy of the termination summary is included in juvenile files. 20. Teen Court, 20.4, D. 2.

The termination summary form includes: 20. Teen Court, 20.4, D. 2. a - g

 [ ]  Activities, results and recommendations

 [ ]  Date of last contact

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

[ ]  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. 20. Teen Court, 20.5

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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: \*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) | Diversion Plan if referred to Teen Court by Juvenile Court Counselor | Jury Deliberation Form  |
| 1.       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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| **Terminated 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 | Termination Summary with date and reason for termination (matches client tracking) | Jury Deliberation Form  |
| 1.        | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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**Record Review Comments:**

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**Summary of Comments:**

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