

Sex Offender Management Board (SOMB)

Juvenile Justice Subcommittee

Juvenile Court and Probation Presentation 5/14/2026



Information Packet

Assessments and Evaluations (Services Descriptions)	Page
Psychosexual Evaluations: Initial, Update, Addendum, Complex, Consultation	2
JSAB Assessment	15
Sexual Interest Assessment.....	25
Polygraphs: Clinical, Consultation	30
Outpatient Services (Services Descriptions)	
JSAB Parent Education and Peer Support.....	37
JSAB Counseling Services: Individual, Family, and Group.....	43
Victim Counseling Services	56
Residential/ Out of Home Services (Services Descriptions)	
JSAB Group Home.....	58
JSAB Behavioral Health Residential Treatment	67
JSAB Behavioral Health Inpatient Facility.....	78
Other	
Maricopa JSAB Rules of Probation	91
AOC Polygraph Exceptional Circumstances Guidelines	93



PSYCHOSEXUAL EVALUATIONS



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Psychosexual Evaluation Service Specification
 Service Codes 118, 119, 122, 180, 310

PSYCHOSEXUAL EVALUATION, Service Codes 118, 119, 122, 180 & 310	
Category	Evaluation, Polygraph, and Laboratory Services (Form F-2)
Setting	<ul style="list-style-type: none"> Professional office environment in a mental health center, detention, or private practice appropriate to the provision of evaluation, assessment, and treatment services.
Targeted Population	<ul style="list-style-type: none"> Juveniles adjudicated by the Superior Court for a sexually abusive offense * or as ordered by the court. Psychosexual evaluations are not for the purpose of determining sex offender registration status. <p>*Pursuant to ARS §8-350.01(C), “ ‘sex offender’ means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, Chapter 14 and/or Chapter 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.”</p>
Professional License	<ul style="list-style-type: none"> Psychologists must be licensed by the Arizona Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 & 3. Contractor must provide evaluation services only if it is within his/her scope of practice and has experience and training in normative sexual behavior in youth, adolescent development, in addition to juvenile-focused treatment/management /evaluation of issues related to sexually abusive behavior and general delinquency. Contractor must remain current with changes and advancements in the profession, through collaboration and training related to psycho-sexual evaluation of adolescents. Pursuant to §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the American Psychological Association (APA) professional code of ethics and the Association for Treatment of Sexual Abuser (ATSA) Juvenile Treatment Guidelines. Use of psychometrists is outlined in Paragraph 37 (B)(C) of the AOC <u>Standard Terms & Conditions</u> for Full Procurement, and Paragraph 32 (A) AOC <u>Standard Terms & Conditions</u> for Independent Contractors.
Service Description	<ul style="list-style-type: none"> Psychosexual Evaluation: This service includes a thorough and holistic psychological evaluation, the purpose of which is to assess and diagnose a juvenile’s overall relevant cognitive and developmental, emotional, behavioral, trauma, and/or psychological conditions. The Primary purpose of this evaluation is to assess what contributed to the juvenile’s current



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

offense, the overall risk factors, juvenile’s criminogenic risk, needs and responsivity for, appropriate interventions and what can be done to facilitate healthy youth development.

- Psychosexual evaluations are not for the purpose of determining sex offender registration status.
- In addition, the service provides a sexual evaluation focused on the developmental and etiological factors related to sexual development and the development of sexually abusive behavior. This includes but is not limited to the range of sexual behaviors across the continuum from normative to atypical, abusive, and/or illegal; sources of sex education; consensual sexual experiences; sexual apprehension and confidence; exposure to sexual stimuli/use of pornography; sexual victimization; and fantasies accompanying the experience of arousal and behavior.
- Recommendations for treatment must not be limited to the juvenile’s sexually abusive behaviors, but must be multi-dimensional, must address any victimization and/or trauma as reported by the juvenile, and must address the youth’s general adjustment as well as other treatment and support needs identified by the juvenile and family. All recommendations for treatment or services must conform to the current Arizona Department of Health Services (ADHS) terminology for counseling and types of out of home care placements and/or Administrative Office of the Courts Levels of Care terminology.
- **Evaluation Addendum**: Within the ninety (90) days after the evaluation is completed, the evaluation addendum can be utilized for clarifications or a summary of additional information or test results which were not available at the time the evaluation was conducted. This service does not include client contact and does not require a formal report. New information or concerns are appropriately addressed by an Evaluation Update.
- **Evaluation Update**: This service includes a clinical interview and an updated review of records/information, including new information; may include additional testing; and is inclusive of a written evaluation update report, updating existing information that was cited in an evaluation prepared within the preceding ten (10) months. This report will make specific updated treatment recommendations, identifying significant changes or addressing further need for evaluation. The Contractor may request a comprehensive re-evaluation if it is determined an evaluation update alone will not adequately address the reason for referral. If more than ten (10) months has passed, another comprehensive Psychological Evaluation may be necessary to adequately address the reason for referral.
- **Professional Consultation**: Provide consultation service to the probation department and/or the court which can include developing and writing evaluation questions, court testimony or specific activities requested by the referring probation department. Professional Consultation is not case management.



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

Service Tasks	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none">1. Review the Arizona Youth Assessment System (AZYAS) report provided by the referring probation department for integration into the evaluation. Document the delinquency risk level in the juvenile’s evaluation report as reflected on the Service Authorization Form (SAF) and as determined by the probation department using the AZYAS full report.2. Prior to evaluating the juvenile, participate in a professional consultation with the assigned JPO or designee to develop the referral questions to be answered through the psychosexual evaluation. This consult should also be utilized to determine if, due to the complexity of the case the evaluation may require additional time to complete. This may include dual wards with significant levels of trauma, significant mental health issues and developmental delays such as Autism Spectrum Disorder (ASD). Documentation is required for complex cases needing additional time for completion.3. Psycho-sexual Evaluation must include review of referral material and information from the Probation Department, including the juvenile’s school records, if applicable, information regarding the Juvenile’s Individual Education Plan (IEP), previous assessments/evaluations, assessment of the individual’s readiness for testing, development of an evaluation strategy and testing instruments to be used and formulation of recommendations for treatment.4. Recommendations for specifics of court disposition must not be part of the treatment evaluation (i.e., sex offender registration, specific probation level of supervision [JIPS or Standard], recommendation for ADJC or detention, etc.). Instead, the recommendations should reflect the risk / needs, protective and promotive factors of the juvenile, reflecting the levels and intensity of treatment that are needed and how probation terms / interventions should match the identified risks and needs.5. Conduct collateral interviews with the following parties, all attempts to conduct interviews must be documented and maintained in the client file including;<ol style="list-style-type: none">a. <u>Probation Officer</u>: Through a professional consultation, talk to assigned JPO or designee to write the referral questions and discuss the nature of the current offense behavior; history of other delinquent behaviors or sexual offense issues to be assessed, including criminogenic risk, protective factors, and highlight present concerns impacting the juvenile, family, and identified victim(s); relevant records such as police reports, victim statements, and juvenile court history.b. <u>Parent/Guardian</u>: Obtain information regarding developmental history, relevant injuries, or medical history (including any prior hospitalizations, placement history, medical or developmental diagnoses and medications), family history, history of any trauma, dynamics and functioning of the juvenile and family, and parental reactions
----------------------	--



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

	<p>to and impressions of the presenting problems, the needs of the juvenile and the caregiver's ability to meet the needs of the juvenile.</p> <p>c. <u>Interested Parties</u>: Gather information from school personnel (to include copies of the most recent IEP, disciplinary reports, accomplishments, and positive school involvement, assigned case managers from other agencies (Department of Child Safety (DCS), Arizona Healthcare Cost Containment System (AHCCCS), Department of Developmental Disabilities (DDD), counselors and others, who have been or are currently involved directly with the juvenile and family.</p> <p>6. Conduct one or more clinical interviews with the juvenile (only the licensed psychologist may conduct the clinical interview).</p> <p>7. Evaluate the strengths of the juvenile and family, including community supports. Psycho-social assessment must include all of the following domains: Developmental history; history of trauma, including victimization; family and caregiver information; mental health history; delinquent / behavioral history; home environment; school/employment history and community; and must identify specific risk, needs and responsivity factors for the juvenile and family and an evaluation of any victimization reported by the juvenile (e.g. sexual victimization, domestic violence, physical abuse etc.).</p> <p>8. Conduct relevant psychological / psychometric / psycho-educational testing, to measure cognitive and emotional processes, learning, and general level of functioning, including attitudes, intelligence, and/or emotional concerns. Assessment of cognitive and developmental functioning must be included unless such has been performed within the last year and is reviewed and results are documented as part of this evaluation. All testing should be used with validity to the assessment/procedural manual and be developmentally appropriate in addition to must be performed through standardized, validated, reliable, and non-abbreviated psychometric assessments. All psychometric assessments must be validated (normed for use with juvenile unless clinically appropriate) for use with adolescents for the youth's current age. Testing instruments for adults must not be utilized with a juvenile. If any tests are used which do not conform to these guidelines, the evaluator's report must provide the clinical justification for their use. All evaluations must include J-SOAP II (if applicable), IQ / cognitive testing, unless this has been done in the last year, and the results are reviewed and included in the current evaluation. As applicable, if diagnostic statements include formal DSM diagnoses, these must conform to the most current Diagnostic and Statistical Manual of Mental Disorders (DSM) terminology.</p> <p>9. Evaluate the sexual history including normative sexual behaviors, illegal and abusive sexual behaviors and:</p> <ul style="list-style-type: none">a. Behaviors that are considered age and developmentally appropriate for adolescents.b. Abusive sexual behaviors (current or previous).
--	--



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

	<ul style="list-style-type: none">i. Types of abusive sexual behavior (e.g., hands on, hands off, illegal use of sexually explicit material, sexting).ii. Victims' genders and ages, and relationship of the victim as well as number of persons sexually abused.iv. Level of coercion or violence used or threats of violence before, during or afterwards, or level of gratuitous aggression.v. Degree of invasiveness, (i.e., over the clothes, fondling, penetration).vi. Degree to which the juvenile demonstrates responsibility for behavior(s) which occurred. <p>c. Patterns of offending:</p> <ul style="list-style-type: none">i. Antecedents.ii. Frequency.iii. Duration / desistance.iv. Escalation or de-escalation in frequency or severity; and. <p>d. Other problematic sexual behaviors including:</p> <ul style="list-style-type: none">i. Preoccupation with sexual fantasies and behaviors.ii. Excessive sexual activities such as compulsive masturbation.iii. Frequent highly sexualized language.iv. Frequent Sexualized gestures and behaviors, andv. Persistent sexual interests involving significantly younger children, or coercion or force. <p>10. Provide an individualized written Psychosexual Evaluation Report to the referring Juvenile Court containing all of the following information, within fifteen (15) business days of the evaluation appointment, in accordance with the AOC <u>Standard Terms & Conditions</u> (only the licensed psychologist may write the report and provide interpretation of testing and assessment data). Record the dissemination of the report in the juvenile's file:</p> <ul style="list-style-type: none">a. Referring Probation Department reason for referral.b. Name and birthdate of the juvenile being evaluated.c. Date, time, and location where the evaluation was conducted.d. List of sources and specific records reviewed prior to the evaluation; these may include, but are not limited to prior psychological reports, IEPs, DDD evaluation, disposition reports, victim statements or police reports.e. Summary of psycho-social information gathered from identified collateral sources, including probation, parents/guardians, school personnel, and/or other interested parties.
--	---



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

	<ul style="list-style-type: none">f. Name/credentials of person conducting testing and identification of testing instruments utilized. Include any rationale and determination of clinical appropriateness for utilizing.g. Provide the psychological interpretation and diagnostic impressions; describe the risk / need profile for the juvenile; and discuss how the issues identified in Service Tasks 5-8 may impact the juvenile being evaluated and his/her problem sexual behaviors, including ability to participate in treatment. Treatment implications of existing medical, behavioral health and developmental diagnoses and medications must be considered (e.g., learning disabilities, Autism Spectrum Disorder, Down syndrome, Fetal Alcohol Syndrome, etc.).h. If the diagnostic statements include formal DSM diagnoses, these must conform to the most current DSM terminology; there must be clearly identified supporting characteristics and symptoms specified in the report. Portions of the diagnosis based on historical data or information gathered should include the statement “by history”.i. Provide a statement of findings, conclusions and recommendations that respond to the referral questions developed with the Probation Officer, to the Court, in language or format that is easily understandable as follows:<ul style="list-style-type: none">i. Provide the psychological interpretation and diagnostic statements which specify the juvenile’s issues (identified in Service Tasks 5-8); and discuss how these factors may impact the juvenile being evaluated, including history of trauma, developmental or learning disabilities or limitations.ii. Considering the clinical interview, collateral information, testing, and information from all the domains assessed and protective and promotive factors identified, determine what factors may have contributed to the juvenile engaging in sexually abusive behaviors.iii. Treatment recommendations should be informed by the bio-psycho-social and ecological model; treatment implications and limitations from existing medical and cognitive / developmental diagnoses and factors that are present currently and in the foreseeable future must also be considered.iv. Make treatment recommendations and/or types of treatment interventions that match the juvenile’s individual characteristics, learning style, cognitive, developmental, mental health, medical challenges, cultural norms, and identified gender and correspond with the findings without recommending a specific treatment provider or location. Treatment recommendations should match the juvenile’s identified criminogenic risks, needs, and responsivity factors, including interventions to address any history of prior victimization and overall child well-being. Treatment recommendations must not be limited to addressing the juvenile’s sexually abusive behaviors but must also address the juvenile’s overall adjustment and other
--	--



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

identified issues and responsivity needs of the juvenile. The recommendations to the court must not include any referrals to the provider's own services. Treatment recommendations for counseling or out-of-home placement must utilize current ADHS terminology and / or the AOC Levels of Care terminology; if requested by the Court, recommendations may include general statements about matching the probation interventions to the risk / needs profile of the juvenile.

- v. Describe the type(s) of care or services needed (i.e., substance use disorder, mental health, sexually abusive behavior services, trauma treatment, psychiatric services, specific educational support or interventions, interventions specific to criminogenic/risk needs responsivity model).
- vi. Designate the least restrictive level of care (community-based, intensive outpatient, or out-of-home).
- vii. Identify the intensity / frequency of care commensurate with the medical / psychological diagnoses and the overall behavioral health treatment needs of the juvenile.
- viii. If recommending placement into out-of-home care, the Psychosexual Evaluation Report must provide the medical / psychological justification as to why the examiner does not feel that the juvenile can be adequately treated in an outpatient or intensive outpatient setting; recommendations for placement in out-of-home care settings are not to be based on risk to recidivate.
- ix. The recommended treatment should involve family and/or other caregivers' input and information, unless contra-indicated.
- x. Identify any need for other diagnostic assessments.
- xi. Recommendations must include cultural considerations as applicable.

11. Provide testimony at court hearings if necessary.

REVIEW AND QUALITY ASSURANCE:

The AOC may periodically require the Contractor to participate in a peer review process to ensure that the Contractor is providing quality evaluations and maintaining acceptable service delivery.

PLEASE NOTE: For court order evaluations parental consent is best practice but not required. However, you are required to include a Minute Entry, Release Order, or a copy of the juveniles' Terms of Probation. A copy of the Minute Entry, Release Order or a copy of the juveniles' Terms of Probation shall be maintained in the juvenile 's file.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Psychosexual Evaluation Service Specification
 Service Codes 118, 119, 122, 180, 310

Professional Consultation	<ul style="list-style-type: none"> • Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code; and billed only in conjunction with a contracted service. Consultation services can include developing and writing evaluation questions, providing court testimony or other specific activities requested in writing from the referring probation department. Professional Consultation is not case management. • The juvenile file must include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation. • Professional consultation must be documented in the juvenile file and must include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name of person providing consultation. Consultation must not be provided in lieu of a contracted or non-contracted service. Professional consultation does not include emails and should occur either in person, phone, or a secured video platform.
Service Frequency	<ul style="list-style-type: none"> • Single service, as approved by a Service Authorization Form (SAF) or as court ordered.
Service Duration	<ul style="list-style-type: none"> • One unit equals one evaluation, addendum, or update. • Additional time for complex cases and the need for additional time must be clearly documented in the professional consultation.
Staffing	<p>STANDARDS/LICENSURE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Psychologists must be licensed by the Arizona Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 & 3. • Psychometric testing may be performed by qualified Psychometrists, as outlined in the AOC <u>Standard Terms & Conditions</u>, Paragraph 37 (B)(C)(FP) & Paragraph 35 (C)(IP); psychometrists require AOC approval. • Only the licensed psychologist may conduct the clinical interviews, analyze, and interpret the results of the psychometric testing; make recommendations, and write reports. • Contractor may provide psycho-sexual evaluation services only if it is within his/her scope of practice. • Contractor must have experience and training in the field of sexually abusive behaviors, including training in J-SOAP-II. • Demonstrate specialized training and experience in forensic clinical practice and the ethical principles, standards of



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Psychosexual Evaluation Service Specification
 Service Codes 118, 119, 122, 180, 310

	<p>practice, and guidelines associated with forensic clinical work.</p> <ul style="list-style-type: none"> • Demonstrate training and experience in the field of adolescent development, mental health, and juvenile justice. • Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, Section V, must have occurred within the preceding five (5) years of providing services under this contract.
Staff to Client Ratio	<ul style="list-style-type: none"> • One-to-one.
Hours of Operation	<ul style="list-style-type: none"> • Day, evening hours and may include weekends. • Hours of service should not conflict with the juvenile’s academic day.
Desired Service Outcomes	<ul style="list-style-type: none"> • To provide a comprehensive evaluation describing the cognitive, developmental, emotional, behavioral, trauma, and/or educational needs of the juvenile and family; to assess behavioral health and emotional needs of the individual within the individual’s cultural context. • To provide an evaluation of the juvenile’s sexual history, specific victim profile, offense history, and risk (both sexual and general delinquency) to the community. • The report will make holistic treatment recommendations to address the juvenile’s risk, needs, protective factors, well-being and identify the least restrictive level of care, which match the criminogenic risk / needs responsivity model for the juvenile evaluated. • Recommendations for placement will be commensurate with the juvenile’s medical / psychological / behavioral health needs and will not be based on risk to recidivate. • Addendums and updates will provide supplemental or updated information related to the original report.
Unit of Service	<ul style="list-style-type: none"> • Psycho-sexual Evaluation, Evaluation Addendum, or Evaluation Update: One unit equals one Evaluation, Addendum, or Update and includes the written report for the Evaluation or Update. • Professional Consultation: One unit equals a 15-minute increment and only as authorized on SAF. • The need for additional time for evaluations of complex cases must be clearly documented in the professional consultation notes. Complex Cases with documentation will be compensated at an additional flat rate for psycho-sexual evaluations only.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Psychosexual Evaluation Service Specification
 Service Codes 118, 119, 122, 180, 310

Proposed Services & Rates:

Psychosexual Evaluation	<u>Rate</u>
AOC does not wish to pay more than the stated rate(s) below:	
Evaluation Addendum (sc 118)	<u>\$188.00</u> /Addendum
Other Proposed Service Rate: Evaluation Addendum (sc 118)	\$_____ / Addendum
Evaluation Update (sc 119)	<u>\$581.00</u> /Update
Other Proposed Service Rate: Evaluation Update (sc 119)	\$_____ / Update
Psychosexual Evaluation (sc 122) In-County	<u>\$1,063.00</u> /Evaluation - 8 hours of clinical time and testing with youth, report, and case/record review
Other Proposed Service Rate: Psychosexual Evaluation (sc 122) In-County	\$_____ / Evaluation additional hours needed after 8 hours billed in 15-minute increments
Psychosexual Evaluation (sc 122) Out of County	<u>\$1,238.00</u> /Evaluation - 8 hours of clinical time and testing with youth and case/record review
Other Proposed Service Rate: Psychosexual Evaluation (sc 122) Out of County	\$_____ / Evaluation additional hours needed after 8 hours billed in 15 minute increments
Additional Rate: Complex Cases with documentation (310) added to in county and out of county rates	<u>\$437.00</u> /.Evaluation
Other Proposed Service Rate: Complex Case (sc 310)	\$_____ / per Evaluation
Professional Consultation (sc 180)	<u>\$44.00</u> /per 15 minutes (PhD)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / per 15 minutes (PhD)



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Psychosexual Evaluation Service Specification
Service Codes 118, 119, 122, 180, 310

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Psychosexual Evaluation services, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Psychosexual Evaluation Service Specification
 Service Codes 118, 119, 122, 180, 310

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Psychosexual Evaluation	Rate
Evaluation Addendum (sc 118)	<u>\$188.00</u> /Addendum
Evaluation Update (sc 119)	<u>\$581.00</u> /Update
Psychosexual Evaluation (sc 122) (In-County)	<u>\$1,063.00</u> /Evaluation
Psychosexual Evaluation (sc 122) (Out-of-County)	<u>\$1,238.00</u> /Evaluation
Additional Rate: Complex Cases with documentation (310) equals additional flat rate added to in county and out of county rates	<u>\$437.00</u> / per Evaluation
Professional Consultation (sc 180)	<u>\$44.00</u> /per 15 minutes (PhD)

Other agreement (please list all counties you are willing to serve Out-of-County, if applicable):

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Psychosexual Evaluation services, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



JSAB BEHAVIOR ASSESSMENT



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

SEXUALLY ABUSIVE BEHAVIOR ASSESSMENT, Service Codes 127 & 180	
Category	Evaluation, Polygraph, and Laboratory Services (Form F-2)
Setting	<ul style="list-style-type: none"> Professional office environment or private practice appropriate for the provision of the service. Telemedicine services must be pre-approved by the AOC prior to utilizing this method of delivery.
Targeted Population	<ul style="list-style-type: none"> Low, Moderate-, or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by probation department using the Arizona Youth Assessment System (AZYAS) full report. Generally, this assessment is appropriate for juveniles adjudicated delinquent by the Superior Court for a sexually abusive offense* or as ordered by the court. <p>*Pursuant to ARS §8-350.01(C), “ ‘sex offender’ means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.”</p>
Facility License	<ul style="list-style-type: none"> No facility license is required if the individual performing the assessment is independently licensed; however, if an individual performing the assessment has a master’s degree or higher and works for an agency, the agency must have an Arizona Department of Health Services (ADHS) license.
Service Description	<ul style="list-style-type: none"> This service provides a comprehensive assessment to evaluate sexualized behavior problems. The assessment will address the frequency and pervasiveness of risk-related behaviors and protective factors; identifies dynamic risk factors as treatment targets; and provide risk- and needs-relevant recommendations (both sexual and general delinquency) for effective interventions and treatment intensity to reduce the juveniles risk for re-offending both sexually and non-sexually. This service provides a sexual assessment focused on the developmental and etiological factors related to sexual development and the development of sexually abusive behavior. This includes but is not limited to the range of sexual behaviors across the continuum from normative to atypical, abusive, and/or illegal; sources of sex education; consensual sexual experiences; sexual apprehension and confidence; exposure to sexual stimuli/use of pornography; sexual victimization; and fantasies accompanying the experience of arousal and behavior. The Sexually Abusive Behavior Assessment includes a full social history, developmental history; current familial environment and history, mental health history; delinquent / behavioral history; school/employment history; and must



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<p>include protective factors and an evaluation of any victimization reported by the juvenile (e.g., sexual victimization, domestic violence, physical abuse etc.).</p> <ul style="list-style-type: none"> • The assessment Report shall include a written statement of conclusions reached through interview, observation, and review of records and must provide recommendations to address the needs of juvenile and family. If additional evaluations are needed, the Report must recommend this to the Court. • Given that the current research on adolescents who have engaged in sexually abusive behaviors indicates that these juveniles are more likely to re-offend non-sexually rather than sexually, the treatment recommendations must not be limited to the juvenile’s sexually abusive behaviors, but must be multi-dimensional and must address any victimization and/or trauma as reported by the juvenile, and must address the youth’s general adjustment as well as other treatment and support needs identified by the juvenile and/or family. • Recommendations for treatment or services must conform to the current Arizona Department of Health Services (ADHS) terminology for counseling and types of out of home care placements and/or Administrative Office of the Courts Levels of Care terminology.
<p>Service Tasks</p>	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none"> 1. Review the Arizona Youth Assessment System (AZYAS) report provided by the referring probation department for integration into the assessment. Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and as determined by the probation department using the AZYAS full report. 2. Prior to evaluating the juvenile, obtain and review relevant information from the referring probation officer, including educational information, such as known learning disabilities or an existing IEP. 3. Complete a clinical assessment within five (5) business days and enter it in writing into a client's record. Provide a written report to the referring juvenile court within fifteen (15) business days from the receipt of the referral. Record the dissemination of the assessment in the juvenile’s file. In addition to content required in Paragraph 46 (FP), or Paragraph 41 (IP) of the AOC <u>Standard Terms & Conditions</u>, the assessment must include: <ol style="list-style-type: none"> a. Prior psychological evaluations completed within the last year. b. School records. c. Other agency involvement and any other collateral information relevant to assessment. d. The juvenile’s presenting problems, their duration, pervasiveness, and related behaviors. e. The juvenile’s current and historical degree of substance use and periods of abstinence, onset, frequency,



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<p>duration, and type of substance use.</p> <ul style="list-style-type: none"> f. The juvenile’s mental status. g. The juvenile’s intellectual and emotional functioning. h. The juvenile’s academic/employment history. i. The current services the juvenile and family are receiving, if applicable. j. The juvenile’s behavioral health or co-occurring issues, if applicable. k. The social and functional history of the juvenile and the juvenile’s family. l. The legal status of the juvenile, present and past. m. The juvenile’s pertinent medical history and present medication usage. n. The juvenile’s current and historical leisure and recreational activities. o. Previous participation in substance abuse treatment services. p. History of trauma and victimization experienced by the juvenile. q. Juvenile’s protective and promotive factors. <p>4. Evaluate the strengths, assets and protective factors of the juvenile and family, including community supports. Clinical assessment shall include all the following domains: Developmental history; history of trauma, including victimization; family and caregiver information; mental health history; delinquent / behavioral history; home environment; school and community; and shall identify specific needs and responsivity factors for the juvenile and family.</p> <p>5. In addition to content required in Paragraph 46 (FP), or Paragraph 41 (IP) of the AOC <u>Standard Terms & Conditions</u>, the assessment must include:</p> <ul style="list-style-type: none"> a. History of delinquency (both sexual and non-sexual general). b. History of and/or current substance use. c. History of trauma, including any sexual or other victimization of the juvenile. d. Level of cognitive functioning, based on review of other assessments, IEP, etc., and any known diagnoses of cognitive or developmental disorders. e. Any prior mental health hospitalizations, including number of hospitalizations, duration, and cause. f. Prior treatment for sexually abusive behaviors, or non-sexual conduct problems. <p>6. The assessment shall also include the sexual history, i.e., sexually abusive behaviors, along with normative sexual behaviors including:</p>
--	---



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<ul style="list-style-type: none"> a. Behaviors that are considered age and developmentally appropriate for adolescents (considering age and cognitive development). b. Abusive sexual behaviors (current or previous): <ul style="list-style-type: none"> i. Types of abusive sexual behavior (e.g., hands on, hands off). ii. Gender and age of person victimized. iii. Relationship to the person victimized. iv. Level of coercion or violence used. v. Degree of invasiveness. vi. Degree to which the juvenile demonstrates responsibility for behavior(s) which occurred. c. Patterns of offending: <ul style="list-style-type: none"> i. Antecedents. ii. Frequency. iii. Duration/desistance. iv. Escalation in frequency or severity; and. d. Other problematic sexual behaviors including: <ul style="list-style-type: none"> i. Preoccupation with sexual fantasies and behaviors. ii. Excessive sexual activities such as compulsive masturbation. iii. Frequent highly sexualized language. iv. Sexualized gestures and behaviors, and. v. Persistent sexual interests involving significantly younger children, or coercion or force. <p>7. Conduct one (1) or more of the most empirically supported, independently evaluated, sex offense-specific risk assessment instruments recognized in the juvenile sex offender assessment and treatment field to assess the juvenile’s level of risk to the community. At a minimum, all assessments must include J-SOAP II, as applicable. If diagnostic statements include formal DSM diagnoses, these must conform to the most current Diagnostic and Statistical Manual of Mental Disorders (DSM) terminology.</p> <p>8. Provide professional and/or diagnostic conclusions describing both strengths and barriers of the juvenile and family and the family’s willingness to participate in treatment. Provide the psychological interpretation and diagnostic impressions; describe the risk / need profile for the juvenile. Portions of the diagnosis based on historical data or information gathered should include the statement “by history”.</p>
--	--



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<p>9. Complete the assessment and provide a written report to the referring juvenile court within fifteen (15) business days from receipt of the referral. Record the dissemination of the assessment in the juvenile’s file.</p> <ol style="list-style-type: none"> a. The Assessment Report should recommend to the Court appropriate treatment services and/or types of treatment interventions which link to and correspond with the findings without recommending a specific treatment provider or location. Treatment recommendations should match the juvenile’s criminogenic risks and identified needs, and responsivity factors, including interventions to address any history of prior victimization and overall child well-being. Treatment recommendations must not be limited to addressing the juvenile’s sexually abusive behaviors but shall also address overall adjustment and other identified issues and responsivity needs of the juvenile, including issues associated with any DSM diagnosis. The recommendations to the court shall not include any referrals to the provider’s own services. b. Describe the type(s) of care or services needed (i.e., substance abuse, mental health, sexually abusive behavior services, trauma treatment, psychiatric services, specific educational support or interventions, interventions specific to criminogenic needs). Any treatment recommendations shall utilize current ADHS terminology and / or the AOC Levels of Care terminology. c. Designate the least restrictive level of care (community-based or out-of-home). d. Identify the intensity/ frequency of care consistent with the juvenile’s risk / needs / responsivity profile; any diagnoses and the overall behavioral health treatment needs of the juvenile. If recommending placement into out-of-home care, the Assessment Report must justify why the examiner does not feel that the juvenile can be adequately treated in an outpatient or intensive outpatient setting. e. The recommended treatment shall involve family/caregivers’ input and information, unless contra-indicated. f. Identify any need for other diagnostic tests if applicable. g. Recommendations shall include cultural considerations as appropriate. <p>10. Ensure that all services, procedures, and forms provided to the juvenile and family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws.</p>
Professional Consultation	<ul style="list-style-type: none"> • Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code; and billed only in



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<p>conjunction with a contracted service. Consultation services may include court testimony or specific activities requested in writing from the referring probation department. Professional Consultation is not case management.</p> <ul style="list-style-type: none"> • The juvenile file must include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation. • Professional consultation must be documented in the appropriate juvenile file and must include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name, dated signature, degree and title of person providing consultation. Consultation must not be provided in lieu of a contracted or non-contracted service.
Service Frequency	<ul style="list-style-type: none"> • Single service, as approved by a Service Authorization Form (SAF) or as court ordered.
Service Duration	<ul style="list-style-type: none"> • N/A
Staffing	<ul style="list-style-type: none"> • At a minimum, service will be provided by a person who holds a master’s degree in a Human Service related field and is licensed to practice independently by the Arizona Board of Behavioral Health Examiners or is exempt from licensure pursuant to A.R.S. Title 32, Chapter 33. • Licensure is not required for those persons with a master’s degree in a Human Service related field who are employed by a licensed behavioral health agency, although supervision must be provided by a person meeting the qualifications set forth in Paragraph 36 of the AOC <u>Standard Terms & Conditions</u> for Full Procurement. <p>Sexually Abusive Behavior additional staffing requirements:</p> <ul style="list-style-type: none"> • Pursuant to ARS §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the professional code of ethics from the Association for the Treatment of Sexual Abusers (ATSA).” • To provide Sexually Abusive Behavior (SAB) services, a person must possess a Master’s degree or above in the behavioral or social sciences, or in a healthcare/medical field, from a fully accredited college. The Contractor is responsible for documenting in the staff’s personnel file verification of professional credentials and written records reflecting two (2) years’ full-time prior experience in providing therapeutic mental health services to the juvenile justice population. At a



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

	<p>minimum one-year of those therapeutic services must have been provided to juveniles with sexually abusive behaviors after the person was awarded a master’s degree as prescribed above. Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, must have occurred within the preceding five (5) years of providing services under this contract.</p> <ul style="list-style-type: none"> • A person providing sexually abusive behavior services must participate in a minimum of 40 hours of training focusing on sexually abusive behavior topics during their first year of providing SAB treatment services under the AOC contract and 20 hours of on-going SAB training each year after the first year providing SAB services under the AOC contract. The hours required herein may be applied toward the training hours required in the AOC <u>Standard Terms & Conditions</u>, Section VII. • Contractor must demonstrate experience and training in the field of sexually abusive behaviors, including training in J-SOAP-II including training and experience specific to juveniles.
Staff to Client Ratio	<ul style="list-style-type: none"> • One to one
Hours of Operation	<ul style="list-style-type: none"> • Day, evening hours and may include weekends. • The hours shall not conflict with the juvenile’s academic day.
Desired Service Outcomes	<ul style="list-style-type: none"> • To provide a thorough assessment of the juvenile’s sexualized behavior problems as well as cognitive, developmental, personal, emotional, behavioral, trauma, and social issues, in the context of the family and cultural environment based on conclusions reached through interview, observation, and review of records; to assess behavioral health and emotional needs of the individual within the individual’s cultural context. • The Assessment report will make holistic treatment recommendations to address the juvenile’s risk, needs and well-being, at the least restrictive level of care, and which match the risk / needs profile for the juvenile evaluated. • Recommendations for placement will be consistent with the juvenile’s medical / psychological / behavioral health needs and will not be based on risk to recidivate.
Unit of Service	<ul style="list-style-type: none"> • One unit equals one assessment and written report. • Professional Consultation = Per 15-minute increment and only as authorized on SAF.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

Proposed Service Rates:

Sexually Abusive Behavior Assessment:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Sexually Abusive Behavior Assessment (sc 127) (In-County)	<u>\$440.00</u> / Assessment
Other Proposed Service Rate: Sexually Abusive Behavior Assessment (sc 127)	\$ _____ / Assessment
Sexually Abusive Behavior Assessment (sc 127) (Out-of-County)	<u>\$440.00</u> / Assessment
Other Proposed Service Rate: Sexually Abusive Behavior Assessment (sc 127)	\$ _____ / Assessment
Professional Consultation (sc 180)	<u>\$34.00</u> / per 15 minutes (Master's)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$ _____ / per 15 minutes (Master's)
Professional Consultation (sc 180)	<u>\$44.00</u> / per 15 minutes (PhD)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$ _____ / per 15 minutes (PhD)

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Assessment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behavior Assessment Service Specification
 Service Codes 127, 180

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Service Rates:

Sexually Abusive Behavior Assessment:	<u>Rate:</u>
Sexually Abusive Behavior Assessment (sc 127) (In-County)	<u>\$440.00</u> / assessment
Sexually Abusive Behavior Assessment (sc 127) (Out-of-County)	<u>\$440.00</u> / assessment
Professional Consultation (sc 180)	<u>\$34.00</u> / per 15 minutes (Master’s)
Professional Consultation (sc 180)	<u>\$44.00</u> / per 15 minutes (PhD)

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Assessment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



SEXUAL INTEREST ASSESSMENT



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexual Interest Assessment Service Specification
 Service Codes 174, 180

SEXUAL INTEREST ASSESSMENT - Service Code 174, 180	
Category	Evaluation, Polygraph and Laboratory Services (Form F-2)
Setting	<ul style="list-style-type: none"> Professional office environment in a mental health center, or private practice appropriate to the provision of evaluation, assessment, and treatment services.
Targeted Population	<ul style="list-style-type: none"> Low, Moderate-, or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by probation department using the Arizona Youth Assessment System (AZYAS) full report.
Facility License	<ul style="list-style-type: none"> No facility licensed is required.
Service Description	<ul style="list-style-type: none"> This service provides an objective sexual interest assessment used by clinician to evaluate juveniles adjudicated for sexually abusive offenses. It is specifically designed for use with juveniles ages 12-17 to obtain information regarding involvement/interest with regards to the youth's sexual interest to a specific type of demographic regarding sexual behaviors. Administer an ABEL Assessment for Sexual Interest (AASI-2)™ for juveniles to obtain baseline data, treatment needs and progress if juvenile is currently receiving services. The clinician provides a report with baseline data, treatment guidance and evaluation of the juvenile's progress throughout the treatment process.
Service Tasks	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none"> Review the Arizona Youth Assessment System (AZYAS) report provided by the referring probation department for integration into the assessment. Document the delinquency risk level in the juvenile's file as reflected on the Service Authorization Form (SAF) and as determined by the probation department using the AZYAS full report. Obtain and review relevant information from the referring probation officer, including educational information, such as known learning disabilities or an existing IEP. Clinician conducting the sexual interest assessment will complete the assessment and provide the AASI-II, computer-generated sexual interest inventory report to the referring juvenile court within seven (7) business days from receipt of the referral. Clinician will administer the ABEL AASI-2™ for boys and girls™.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexual Interest Assessment Service Specification
 Service Codes 174, 180

	5. Clinician will provide the report to the referring probation department and record dissemination of the assessment in the juvenile’s file.
Professional Consultation	<ul style="list-style-type: none"> • Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code; and may only be billed in conjunction with a contracted service. Consultation services may include court testimony or specific activities requested by the referring probation department. The individual juvenile record shall include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation. Professional Consultation is not case management. • Professional consultation shall be documented in the appropriate juvenile file and shall include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name, dated signature, degree and title of person providing consultation.
Service Frequency	<ul style="list-style-type: none"> • As approved in the Service Authorization Form (SAF), or as court ordered.
Service Duration	<ul style="list-style-type: none"> • One unit equals one assessment.
Staffing	<ul style="list-style-type: none"> • At a minimum, service will be provided by a person who holds a Master’s degree in a Human Service related field and is licensed to practice independently by the Arizona Board of Behavioral Health Examiners and trained and licensed to use the ASSI-2 for children. • Own or lease the license to use the ABEL AASI-2™ for boys and girls sexual interest assessment program, pass any examination required to provide the sexual interest inventory and retain documentation of this certification.
Staff to Client Ratio	<ul style="list-style-type: none"> • One to one.
Hours of Operation	<ul style="list-style-type: none"> • Day, evening hours and may include weekends. • Hours should not conflict with the juvenile’s academic day.
Desired Service Outcomes	<ul style="list-style-type: none"> • To provide a thorough assessment of the juvenile’s abusive or problematic sexual behaviors based on conclusions reached through the ABEL ASSI-II™ online sexual interest assessment.
Unit of Service	<ul style="list-style-type: none"> • One unit equals one assessment



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexual Interest Assessment Service Specification
 Service Codes 174, 180

- Professional Consultation = Per 15-minute increment and only as authorized on SAF

Proposed Services & Rates:

Sexual Interest Assessment:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Sexual Interest Assessment (sc 174)	\$241.00 / assessment
Other Proposed Service Rate: Sexual Interest Assessment (sc 174)	\$_____ / assessment
Professional Consultation (sc 180)	\$34.00 / per 15 minutes (Master’s)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / per 15 minutes (Master’s)
Professional Consultation (sc 180)	\$44.00 / per 15 minutes (PhD)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / per 15 minutes (PhD)

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexual Interest Assessment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexual Interest Assessment Service Specification
 Service Codes 174, 180

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Sexual Interest Assessment:	<u>Rate:</u>
Sexual Interest Assessment (sc 174)	<u>\$241.00</u> / assessment
Professional Consultation (sc 180)	<u>\$34.00</u> / per 15 minutes (Master's)
Professional Consultation (sc 180)	<u>\$44.00</u> / per 15 minutes (PhD)

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexual Interest Assessment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



POLYGRAPHS: CLINICAL, CONSULTATION



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION
 Service Codes 177, 180

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS - Service Codes 177 & 180	
Category	Evaluation, Polygraph and Laboratory Services (Form F-2)
Setting	<ul style="list-style-type: none"> Professional office environment in a mental health center or private practice appropriate to the provision of polygraph services or in a confidential location within a probation department.
Targeted Population	<ul style="list-style-type: none"> Polygraph may only be utilized with juveniles who are post-adjudication and are not excluded as identified in Service Task #8 (below).
Facility License	<ul style="list-style-type: none"> N/A
Service Description	<ul style="list-style-type: none"> Clinical Polygraph examination means the employment of an instrument used to measure and record physiological responses (blood pressure, pulse, respiration, and skin conductivity) while a person is asked and answers a series of questions. Clinical polygraph examination is specifically intended to assist in the treatment of juveniles who have been adjudicated delinquent and convicted of a sexual offense pursuant to ARS Title 13, Chapter 14 and/or Chapter 35. Pursuant to ARS §8-350.01(C), “sex offender” means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 and/or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.” Treatment for a person with sexually abusive behavior is provided only to those who meet the statutory definition of a “sex offender.” Such a juvenile must be placed in a program with juveniles of a similar age and developmental maturity level if group treatment is prescribed by the treatment provider. The use of polygraph with juveniles shall be used only in exceptional circumstances and shall be approved for use only by a judicial officer as outlined in Arizona Code of Judicial Administration (ACJA) 6-105.01. The use of a polygraph with juveniles is governed by the American Polygraph Association (APA) Model Policy for Post-Conviction Sex Offender Testing (PCSOT), and by the most current Association for the Treatment of Sexual Abusers (ATSA) Practice Guidelines which state that the polygraph should not be used with juveniles.
Service Tasks	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none"> Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report.



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION
Service Codes 177, 180

	<ol style="list-style-type: none">2. Obtain in writing from the Treatment Provider the reason for the examination and specific issues related to treatment to be addressed prior to completing the polygraph.3. Obtain in writing from the court and/or probation department within the referring jurisdiction the written judicial directive (court order) approving the use of the polygraph prior to completing the examination. This service will not be billable without a valid SAF and court-order approving this service.4. Conduct the polygraph in accordance with the most current protocols and requirements for Testing Technique Procedures as outlined in the APA PCSOT.<ol style="list-style-type: none">a. Provide the result of the examination both verbally and in writing (encrypted email, fax, or letter) to the referring probation department within 24 hours of the examination and include the following:<ol style="list-style-type: none">i. Juvenile's current level of functioning.ii. Medications and any mental health diagnosis.iii. How those may relate to the polygraph results.5. Submit a written report containing a factual and objective account of all pertinent information developed during the examination must be submitted to the probation department within thirty (30) business days of the referral.<ol style="list-style-type: none">a. Written reports are intended for treatment purposes only. Record the dissemination of the report (to the court/probation department) in the juvenile's file, along with the court ordered approval.<ol style="list-style-type: none">i. Dissemination of the polygraph results may only be provided to the current, requesting Treatment Provider with an approving court order. (See IP and FP AOC <u>Standard Terms & Conditions</u>, Paragraph 21).b. Each report must include the following information:<ol style="list-style-type: none">i. The date of the examination, including the beginning and ending time.ii. Name of person requesting examination.iii. Reason for referral / treatment issues to be addressed.iv. Justification rationale provided in writing by the referring Treatment Provider.v. Name and birthdate of juvenile.vi. Type of court supervision (Standard, JIPS, Other).vii. Date of last clinical polygraph examination.viii. The juvenile's current mental health diagnosis, if applicable and the following:<ol style="list-style-type: none">A. Current level of functioning, including any cognitive and developmental delays.B. Any reported trauma and victimization history.
--	--



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION
 Service Codes 177, 180

	<p>C. Current prescribed and non-prescribed medications.</p> <p>D. The report must address how these factors may affect the polygraph outcome.</p> <p>E. Statement attesting to the juvenile’s suitability for polygraph testing (medical / psychiatric / developmental)*.</p> <p>*The AOC will not pay for any polygraph which is contra-indicated by the juvenile’s lack of suitability for polygraph testing or when any of the criteria in Service Task #7 are present.</p> <p>ix. Case background information.</p> <p>x. Examination questions and answers. Examination questions should be designed to address a specific risk-related treatment issue identified by the clinician. Examination questions may not be solely designed to elicit additional confessions, disclosures, or victims, in the absence of specific risk-related rationale for treatment needs.</p> <p>xi. Statements made by the examinee during the pre-test and post-test interviews.</p> <p>xii. Any additional information deemed pertinent by the examiner.</p> <p>xiii. Reasons for inability to complete the examination (if applicable).</p> <p>xiv. Post-test phases of the examination.</p> <p>xv. Test results.</p> <p>xvi. Date and method the report was disseminated to the court.</p> <p>6. If the juvenile makes any statements that give the examiner reason to believe that the juvenile has been a victim of abuse (sexual or other) or neglect, the examiner must immediately make a report to the appropriate law enforcement and the Department of Child Safety Hotline or to a tribal law enforcement or social services agency for any Indian minor who resides on an Indian reservation in accordance with ARS §13-3620.</p> <p>7. The polygraph must not be used for an adjudicated juvenile who:</p> <p>a. Is less than 14 years of age.</p> <p>b. Is diagnosed with and/or demonstrates evidence of significant mental health, cognitive, social, or other developmental diagnosis, difficulties, or impairments; or</p> <p>c. Exhibits any of the other Exclusionary Criteria for the polygraph (PCSOT).</p>
<p>Professional Consultation</p>	<ul style="list-style-type: none"> • Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION
 Service Codes 177, 180

	<ul style="list-style-type: none"> • May only be billed in conjunction with a contracted service. Consultation services may include court testimony or specific activities requested by the referring probation department. Professional Consultation is not case management. • The juvenile file must include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation; and • Professional consultation must be documented in the appropriate juvenile file and must include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name, dated signature, degree and title of person providing consultation. Consultation must not be provided in lieu of a contracted or non-contracted service.
Service Frequency	<ul style="list-style-type: none"> • As approved on the Service Authorization Form (SAF) and as court ordered. • Limitations on the number and frequency of polygraphs per juvenile are governed by the most current APA Model Policy and ATSA guidelines and Standards.
Service Duration	<ul style="list-style-type: none"> • Each Service Authorization (SAF) is for one (1) Clinical Polygraph only upon approval of the court.
Staffing	<ul style="list-style-type: none"> • Polygraph examiners must hold, at a minimum, a Baccalaureate Degree from an accredited college or university. • Polygraph examiners must hold a full membership in good standing with the APA or another polygraph practitioner association/licensure approved by the AOC. • Polygraph examiner must complete initial and ongoing training as specifically prescribed by the APA or other association through which the polygraph examiner is certified. • Polygraph examiner must have completed the PCSOTS training for polygraph with sexually abusive behaviors. • Polygraph examiner must have 1-year prior experience conducting polygraphs with juveniles.
Staff to Client Ratio	<ul style="list-style-type: none"> • One to one.
Hours of Operation	<ul style="list-style-type: none"> • Day, evening hours and may include weekends. • Hours should not conflict with the juvenile's academic day.
Desired Service Outcomes	<ul style="list-style-type: none"> • Juvenile’s Probation Officer and Therapist will receive a Clinical Polygraph Report to be utilized for the sole purpose of supporting their progress on treatment goals as outlined in a therapeutic treatment plan.
Unit of Service	<ul style="list-style-type: none"> • One unit equals one (1) completed Clinical Polygraph (Rate includes Examination & Report). • Professional Consultation: One unit equals a 15-minute increment and only as authorized on SAF.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Service Codes 177, 180

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION

Proposed Services & Rates:

Clinical Polygraph for PCSOT:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Clinical Polygraph Examination (sc 177)	\$425.00/ Exam
Other Proposed Service Rate: Clinical Polygraph Examination (sc 177)	\$ _____ / Exam
Professional Consultation (sc 180)	\$34.00/ per 15 minutes (Bachelor's or higher)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$ _____ / per 15 minutes (Bachelor's or higher)

Other proposed agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the service of Clinical Polygraph for Post-Conviction Sex Offender Testing, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029

CLINICAL POLYGRAPH FOR POST-ADJUDICATION JUVENILES WITH SEXUALLY ABUSIVE BEHAVIORS SERVICE SPECIFICATION
Service Codes 177, 180

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Clinical Polygraph for PCSOT:	<u>Rate:</u>
Clinical Polygraph Examination (sc 177)	<u>\$425.00</u> / Exam
Professional Consultation (sc 180)	<u>\$34.00</u> / per 15 minutes (Bachelor’s or higher)

Other proposed agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the service of Clinical Polygraph for Post-Conviction Sex Offender Testing, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



JSAB PARENT EDUCATION AND PEER SUPPORT



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behaviors (JSAB) Parent Education and Peer Support Service Specification
 Service Code 313

JUVENILE SEXUALLY ABUSIVE BEHAVIORS (JSAB) PARENT EDUCATION AND PEER SUPPORT - Service Code 313	
Category	Standard Services (Form F-4)
Setting	<ul style="list-style-type: none"> Community-based
Targeted Population	<ul style="list-style-type: none"> Parents/Family Members of juveniles with sexually abusive behaviors.
Facility License	<ul style="list-style-type: none"> This service does not require an agency license.
Service Description	<ul style="list-style-type: none"> This service provides parents, guardians, and family members with interactive and engaging psychoeducational classes and support for family members of JSAB youth. Provide support to parents/family members through the group process to enhance parents/family members ability to care for the juvenile safely in the home and community.
Service Tasks	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally;</p> <ol style="list-style-type: none"> Ensure that all services, procedures, and forms provided to the family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws. Therapist facilitates and engages structured education and support to families through handouts & verbal information, engaging each participant to share their challenges and develop new skills for parenting the JSAB juvenile in the home and community. Topics should include but not limited to understanding of the reasons behind why juveniles sexually act out, offense cycle, contributing factors/triggers, healthy vs. unhealthy sexual behaviors, age-normative sexual development/ behaviors, primary and secondary victim trauma, safety planning in the home and community, relapse prevention skills, understanding and setting boundaries, overcoming juveniles thinking errors and reframing negative thoughts, helping to promote healthy prosocial sexual & social behaviors, promoting development of juveniles healthy coping skills and self-regulation. Support provided to the group should include appropriate parenting, coping skills and conflict resolution strategies for parents of juveniles with sexually abusive behaviors; connecting family to community resources and supports; planning for long-term functioning of the juvenile and family; and communication with the probation officer.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behaviors (JSAB) Parent Education and Peer Support Service Specification
 Service Code 313

	<ol style="list-style-type: none"> 5. Contractor shall provide a progress note for the day of the service in accordance with AOC <u>Standard Terms & Conditions</u>, Paragraph 49(C) & 50(C)(xi) (FP) and 44(C) & 45(C)(xi) (IP). 6. Document the date and time of group, length of session, educational topics covered, resources, materials and family support provided for each group session with an attendance sheet along with name and signature of attendees. 7. Contractor shall submit a discharge report which at minimum includes the requirements outlined in the AOC <u>Standard Terms & Conditions</u>, Paragraph 61(D) (FP) and 49(D) (IP).
Service Frequency	<ul style="list-style-type: none"> • As approved in the Service Authorization Form (SAF) and as prescribed in individualized service plan, or as court ordered. • At a minimum provide at least 1 hour of JSAB parent education and peer support per group session.
Service Duration	<ul style="list-style-type: none"> • Service is individualized and based on Contractor’s established criteria for participation.
Staffing	<ul style="list-style-type: none"> • Pursuant to A.R.S. §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the professional code of ethics from the association for the treatment of sexual abusers.” • At a minimum, direct therapeutic service will be provided by a person who holds a Master’s degree in a Human Service related field and is licensed to practice independently by the Arizona Board of Behavioral Health Examiners or is exempt from licensure pursuant A.R.S. Title 32, Chapter 33. • Licensure is not required for those persons with a Master’s degree in a Human Service related field who are employed by a licensed behavioral health agency although supervision must be provided by a person meeting the qualifications set forth in Paragraph 36 of the AOC <u>Standard Terms & Conditions</u> for Full Procurement. • To provide Juveniles Sexually Abusive Behavior (JSAB) Parent Education and Peer Support, a person must possess a master’s degree or above in the behavioral or social sciences, or in a healthcare/medical field, from a fully accredited college. The Contractor is responsible for documenting in the staff’s personnel file, verification of professional credentials and written records reflecting 2 two years’ full-time prior experience providing therapeutic mental health services to the juvenile justice population. At a minimum, one-year of the therapeutic services must have been provided to juveniles with sexually maladaptive or abusive behaviors <i>after</i> the person was awarded a master’s degree as prescribed above. Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, must have occurred within the preceding five years of providing services under this contract.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behaviors (JSAB) Parent Education and Peer Support Service Specification
 Service Code 313

	<ul style="list-style-type: none"> A person providing JSAB Parent Education and Peer Support must participate in a minimum of 40 hours of training focusing on Sexually Abusive Behavior (SAB) topics, including the J-SOAP-II during their first year of providing SAB treatment services under the AOC contract and 20 hours of on-going SAB training annually. The hours required herein may be applied toward the training hours required in the AOC <u>Standard Terms & Conditions</u>, Paragraph 42 (FP) and Paragraph 37 (IP).
Staff to Client Ratio	<ul style="list-style-type: none"> A minimum of 1 Group Facilitator per group session.
Hours of Operation	<ul style="list-style-type: none"> Day/ Evening hours and may include weekends. Hours should not conflict with parent’s work schedule.
Desired Service Outcomes	<p>Family will:</p> <ul style="list-style-type: none"> Demonstrate an increase in protective factors. Parent/Family member will demonstrate an understanding of the special circumstances and needs to ensure safety and wellbeing for JSAB juvenile, family, and members of the community. Demonstrate an increased ability to effectively interact with and care for the juvenile in their home and in the community, including increased ability to apply appropriate rewards and consequences. Experience improved family functioning and communication. Have diminished need for emergency interventions.
Unit of Service	<ul style="list-style-type: none"> One unit equals one hour. Case management and additional records documentation time cannot be billed as staff time / interaction with group.

The following documentation and information must be submitted with the service specification:

1. Identify the name(s) of all written programs to be utilized in delivery of services included in this service specification:



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Juvenile Sexually Abusive Behaviors (JSAB) Parent Education and Peer Support Service Specification
 Service Code 313

Proposed Services & Rates:

JSAB Parent Education and Peer Support Services:	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
JSAB Parent Education and Peer Support (sc 313)	\$ <u>49.00</u> / hour
Other Proposed Service Rate: (sc 313)	\$ _____ / hour

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide JSAB Parent Education and Peer Support, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029

Juvenile Sexually Abusive Behaviors (JSAB) Parent Education and Peer Support Service Specification
Service Code 313

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

JSAB Parent Education and Peer Support Services:	Rate:
JSAB Parent Education and Peer Support (sc 313)	\$ <u>49.00</u> / hour

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the JSAB Parent Education and Peer Support, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



JSAB COUNSELING SERVICES



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

SEXUALLY ABUSIVE BEHAVIORS COUNSELING - Service Codes 207, 208, 209, 210, 212, 216 & 180	
Category	Sexually Abusive Behaviors Service (Form F4)
Setting	<ul style="list-style-type: none"> • Professional office environment • Home Based
Targeted Population	<ul style="list-style-type: none"> • Low, Moderate-, or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by probation department using the Arizona Youth Assessment System (AZYAS) full report. • Pursuant to ARS §8-350.01(C), “sex offender” means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.” Treatment for a person with Sexually Abusive Behavior (SAB) is provided only to those who meet the statutory definition of a “sex offender” or as ordered by the court. Such a juvenile must be placed in a program with juveniles of a similar age and developmental maturity level if group treatment is prescribed by the treatment provider.
Facility License	<ul style="list-style-type: none"> • Full Procurement agency must hold a current, applicable Arizona Department of Health Services (ADHS) license for each facility from which this service will be provided.
Service Description	<ul style="list-style-type: none"> • Risk-Needs-Responsivity assessments (J-SOAP-II) provide information that facilitates risk reduction and prosocial development as core elements for this service. • Sexually abusive behavior(s) treatment addresses problem sexual behavior(s) and also must address relevant non-sexual delinquency and conduct problems, as identified. • Treatment must be inclusive of mental health treatment for mental health issues if such are diagnosed and identified when appropriate. • Treatment services overall must be informed by the bio-psycho-social and ecological model and focused on risk-relevant areas. Services must also focus on enhancing or maintaining protective factors. • SAB services utilize evidence-based interventions that recognize the diversity of sexually abusive adolescents and individualize treatment to match the presenting risks, protective factors, and treatment needs. • SAB services should use a variety of modalities including services may include psycho-education curricula focusing on sexual health, consent, pornography & misinformation, rules, laws, and potential consequences of SAB for everyone impacted that match the juvenile and families’ intervention needs and responsivity factors.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

	<ul style="list-style-type: none"> • Services are delivered through scheduled therapeutic visits with the therapist and can be delivered in individual, family, or group sessions, and may include multi-family group sessions depending on individual needs. Treatment services will involve a family / guardian component and should seek to strengthen family relationships by improving communication and improving family members’ ability to support the juvenile’s treatment progress. Intervention incorporates a caregiver/family-involved model and other prosocial supports. • Juveniles with diagnosed and/or identified symptoms of mental illness, trauma, victimization and/or emotional disturbance that may significantly interfere with functions in at least one life domain (e.g., family, social, work, education) must receive mental health interventions or referral to another provider as part of this service when appropriate.
<p style="text-align: center;">Service Tasks</p>	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable. Additionally:</p> <ol style="list-style-type: none"> 1. Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. Additionally, document justification for group counseling placement that demonstrates that low-risk juveniles are not placed in groups with moderate and high-risk juveniles. 2. Consideration shall be given to placement of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence). Consideration shall also be given to assignment of juveniles according to self-identified gender and their developmental stage (early, middle, late adolescence). Ensure that all services, procedures, and forms provided to the juvenile and family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws. 3. The dynamic criminogenic risks and needs of the juvenile must be identified at the initiation of treatment, addressed throughout the course of treatment, and recorded in the juvenile’s file. Ongoing discussion with the probation officer about dynamic criminogenic needs is required and documentation maintained in the progress notes. 4. Complete a clinical assessment prior to initiation of counseling services in accordance with AOC <u>Standard Terms & Conditions</u>, Paragraph 46 (FP) and Paragraph 41 (IP). The assessment must include assessment of protective and promotive factors within the family, community, etc. 5. Consent to Treat and Program Rules for juveniles must not include the juvenile and/or family waiving the juvenile’s 5th amendment rights. 6. The Contractor shall at all times be aware of and informed about the juvenile’s terms and conditions of probation, in



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Sexually Abusive Behaviors Counseling Service Specification
Service Codes 207, 208, 209, 210, 212, 216, 180

	<p>order to assist and encourage compliance.</p> <ol style="list-style-type: none">7. Services must address development of necessary skills and techniques to prevent the juvenile from engaging in problem sexual behaviors and other harmful behaviors in the future. If cognitive / developmental capacity precludes the demonstration of empathy and understanding of the impact SAB can have on all impacted. Services must focus on assisting the juvenile with the recognition of social and emotional cues to develop these needed skills.8. Family based interventions focus on strengthen the caregiver’s protective capacity to mitigate family and community risk by using positive behavior management strategies and appropriate supervision.9. Collaborate with other professionals and caregivers to provide opportunities to participate in normative, developmentally appropriate prosocial activities. When practical, collaborate to provide services that allow juveniles to practice skills and use social supports in real-life situations.10. Develop a treatment service plan in accordance with the AOC <u>Standard Terms and Conditions</u>, Paragraph 43, 44 (IP) and Paragraph 48, 49 (FP).11. The treatment plan must address the juvenile's current level of functioning, including any history of trauma or sexual victimization related to the juvenile and their family.12. The treatment plan must address the individual, family, and other socio-ecological risk, and protective and promotive factors. The treatment plan must address the general adjustment of the youth within their social context.13. Provide structured sessions that work toward the attainment of mutually defined goals as specified in the treatment plan.14. Utilize the Juvenile Sex Offender Assessment Protocol (J-SOAP-II) Sexually Abusive Behavior risk assessment tool, as applicable, to assess and report findings to probation in the monthly progress report.15. The use of a polygraph must not be a regular requirement of treatment; it may be used in exceptional circumstances and only with judicial approval, in accordance with ACJA 6-105.01; AND using the protocols outlined by the AOC. Additionally, the following apply when a polygraph is used:<ol style="list-style-type: none">a. Request for Exceptional Circumstance Polygraph may be made by a provider when:<ol style="list-style-type: none">i. The juvenile has been in treatment for sufficient time to engage and work with providerii. Unique barriers to treatment progress have presented; the provider has attempted to address those barriers by alternate methodsiii. The treatment provider identifies a treatment-based rationale that supports the use of a polygraph to address those barriers and aligns with the juvenile’s risk/need profile
--	---



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Sexually Abusive Behaviors Counseling Service Specification
Service Codes 207, 208, 209, 210, 212, 216, 180

	<p>b. The findings from any polygraph examination may not be used as the sole determining factor for – or to drive decisions about – the assessment of risk, determinations of treatment progress, including successful or unsuccessful discharge or transition to another level of care.</p> <p>16. File a written monthly progress report with the probation officer in compliance with AOC <u>Standard Terms & Conditions</u>, Paragraph 49 (IP) and Paragraph 61-B (FP). In addition to the items outlined in Paragraph 61-B, each monthly progress report must address:</p> <ul style="list-style-type: none">a. Progress made toward alleviating mental health symptoms that interfere with the juvenile’s functioningb. Progress in pro-social and developmentally appropriate skill developmentc. Include risk factors and triggers associated with problem sexual behaviorsd. Identify protective factors which support program progress and community integration (NOTE: When other elements of progress are present, the juvenile’s denial or lack of full disclosure must not be used as the sole measure of progress in treatment or unsuccessful discharge)e. Other needs that have been disclosed that need to be addressed into treatment (victimization, abuse [sexual or other]). <p>17. If the juvenile is transitioning to a home where a prior victim currently resides, there must be documented efforts to address the safety and wellbeing of the victim and the juvenile. This may include communication between the juvenile and victim’s treatment providers, family members, guardians and/or Department of Child Safety Case Manager as applicable. Clarification sessions can be utilized if appropriate. Refer to AOC <u>Standard Terms & Conditions</u>, Paragraph 21 for court ordered release of information requirements.</p> <p>18. Pursuant to A.R.S. §8-350.01(B)(2), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections must not include the use of images that are in violation of title 13, chapters 35 and 25.1.”</p> <p>19. All JSAB treatment must include therapeutic work with the family to build protective factors, development of a relapse prevention and community reintegration plan while ensuring that the family is addressing the needs of the victim(s) when that victim is in the home and following victim reunification best practices.</p> <p>20. All JSAB treatment must include active and ongoing participation of the family, including discharge planning and family reunification services, or an alternate care plan if the juvenile cannot return to the home and documented in the case notes of the client’s file.</p> <p>21. Provide written recommendation for referral to the juvenile/family and the probation officer for general medical,</p>
--	--



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

	<p>psychiatric, psychological, and psychopharmacology needs when necessary.</p> <p>22. Signatures for each adult family member, and juvenile when applicable, attending multi-family group counseling must be recorded on a dated attendance form for each day multi-family group service is provided. The attendance documentation must be maintained for the entire length of the contract and made available for review.</p> <p>23. Discharge planning should occur throughout the service duration and be specific, measurable, attainable, realistic and time bound. Planning should identify the risk factors or triggers associated with the juvenile’s problem sexual behaviors and result in the subsequent development of healthy coping skills to address those risk factors and identify relevant strengths and protective factors. The discharge plan should include juvenile’s implementation of coping skills and self-regulation, implement strategies that mitigate risks and increase protective/promotive factors that support ongoing reintegration to the community, document the readiness of the client for discharge and/or transition to the next level of care, and if applicable, document barriers that prevent successful discharge from service.</p> <p>24. The final discharge/aftercare plan shall identify specific recommendations for referrals, specific providers, identification of formal and informal supports, and any additional or continued services to ensure continuity of care. Provide a copy of the completed plan to the juvenile, juvenile’s parent/guardian/supportive adult, and the probation officer prior to or at the time of service termination with documentation of the dissemination recorded in the juvenile’s file.</p> <p>25. Contractor shall submit a discharge report which at minimum includes the requirements outlined in the AOC <u>Standard Terms & Conditions</u>, Paragraph 61(D) (FP) and 49 (D) (IP).</p>
<p>Professional Consultation</p>	<ul style="list-style-type: none"> • Provide consultation service to the probation department and/or the court which has been authorized through a Service Authorization Form (SAF); billed in fifteen (15) minute increments under the appropriate service code; and billed only in conjunction with a contracted service. Consultation services may include court testimony or specific activities requested in writing from the referring probation department. Professional Consultation is not case management. • The juvenile file must include a copy of a court’s order or written directive for testimony or the probation department’s written request for specific consultation. • Professional consultation must be documented in the appropriate juvenile file and must include a summary of consultation provided; location at which consultation occurred; persons participating in the consultation; date of consultation; duration of consultation; and name, dated signature, degree and title of person providing consultation. Consultation must not be provided in lieu of a contracted or non-contracted service.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

Service Frequency	<ul style="list-style-type: none"> As approved on the Service Authorization Form (SAF) and as prescribed in the individualized treatment plan, or as court ordered.
Service Duration	<ul style="list-style-type: none"> Treatment is individualized and based on professional criteria for admission and continued treatment, as well as the juvenile’s ability to benefit from individual treatment goals.
Staffing	<p>Contract requirements set forth in the AOC Standard Terms & Conditions are applicable.</p> <ul style="list-style-type: none"> Refer to AOC <u>Standard Terms & Conditions</u> Paragraph 35-37(FP) and Paragraph 31 (IP). Pursuant to A.R.S. §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the professional code of ethics from the association for the treatment of sexual abusers. At a minimum, direct therapeutic service will be provided by a person who holds a Master’s degree in a Human Service related field and is licensed to practice independently by the Arizona Board of Behavioral Health Examiners or is exempt from licensure pursuant A.R.S. Title 32, Chapter 33. Licensure is not required for those persons with a Master’s degree in a Human Service related field who are employed by a licensed behavioral health agency although supervision must be provided by a person meeting the qualifications set forth in Paragraph 36 of the AOC <u>Standard Terms & Conditions</u> for Full Procurement. To provide Sexually Abusive Behavior (SAB) counseling services, a person must possess a master’s degree or above in the behavioral or social sciences, or in a healthcare/medical field, from a fully accredited college. The Contractor is responsible for documenting in the staff’s personnel file, verification of professional credentials and written records reflecting 2 two years’ full-time prior experience providing therapeutic mental health services to the juvenile justice population. At a minimum, one-year of the therapeutic services must have been provided to juveniles with sexually maladaptive or abusive behaviors <i>after</i> the person was awarded a master’s degree as prescribed above. Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, must have occurred within the preceding five years of providing services under this contract. A person providing Sexually Abusive Behavior and counseling services must participate in a minimum of 40 hours of training focusing on Sexually Abusive Behavior topics, including the J-SOAP-II during their first year of providing SAB treatment services under the AOC contract and 20 hours of on-going SAB training annually. The hours required herein may be applied toward the training hours required in the AOC <u>Standard Terms & Conditions</u>, Paragraph 42 (FP) and



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

	Paragraph 37 (IP).
Staff to Client Ratio	<ul style="list-style-type: none"> • Individual Counseling = 1 therapist for 1 juvenile. • Family Counseling = 1 therapist for 1 family. • Juveniles Group Counseling = 1 therapist for up to 8 juveniles. • Multi-Family Group Counseling = 1 therapist for up to 4 juveniles/families.
Hours of Operation	<ul style="list-style-type: none"> • Day, evening hours and may include weekends. • Hours of service should not conflict with the juvenile’s academic day or parents work schedule.
Desired Service Outcomes	<ul style="list-style-type: none"> • Juvenile will have exhibited progress on treatment goals as outlined in treatment plan. • Juvenile will have improved daily functioning and diminished behavioral health needs. • Juvenile consistently recognizes and interrupts patterns of thought and/or behavior associated with sexually abusive behavior and other conduct problems. • Juvenile self-manages impulsivity and cognitive-emotional states that support or contribute to potential to engage in sexually abusive behavior and other conduct problems. • Juvenile will demonstrate a reduction in the dynamic criminogenic risks identified by the probation officer, as evidenced by a decrease in moderate and high-risk scores for both non-sexual delinquency and conduct problems as identified upon re-assessment of the AZYAS, or as observed progress on the service goals that were targeted to those factors. • Juvenile is aware of and demonstrates skills related to crisis plan and/or safety plan. • Improved general functioning overall and socially appropriate adjustment within school, community, and family. • Juvenile will demonstrate skills to establish and maintain prosocial relationships with age-appropriate friends. • Juvenile will demonstrate the ability to maintain stable prosocial lifestyle characterized by stable and appropriate living arrangements, and educational and leisure activities.
Unit of Service	<ul style="list-style-type: none"> • Individual Counseling = Per hour. • Group Counseling = Per juvenile/ hour. • Family Counseling = Per hour. • Multi-Family Group Counseling = Per family/hour. • One hour = 50 minutes of counseling and 10 minutes of documentation.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

	<ul style="list-style-type: none"> Case management and additional records documentation cannot be billed as therapy or direct paraprofessional services. Professional Consultation = Per 15-minute increment and only as authorized on SAF.
--	---

The following documentation and information must be submitted with the service specification:

1. Identify the name(s) of all written curricula to be utilized in delivery of services included in this service specification:

2. The table of contents from each evidence-based curriculum utilized in delivery this service.

3. If applicable, identify facility name, address and ADHS license number from which services will be provided.

Facility Name	Facility Address	ADHS License Number
1.		
2.		
3.		
4.		



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

Proposed Services & Rates:

Trauma Specialization: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Sexually Abusive Behavior Counseling:</u>	
<u>Office Based: Complete the "Other Proposed Rates" below for each service that you desire to provide. Leave all others blank.</u>	<u>Rate:</u>
AOC does not wish to pay more than the stated rate(s) below:	
Individual (sc 207)	<u>\$118.00</u> / hour
Other Proposed Service Rate: Individual (sc 207)	\$ ____ / hour
Family (sc 210)	<u>\$118.00</u> / hour
Other Proposed Service Rate: Family (sc 210)	\$ ____ / hour
Group (sc 208)	<u>\$49.00</u> / hour / juvenile
Other Proposed Service Rate: Group (sc 208)	\$ ____ / hour / juvenile
Multi-Family Group (sc 212)	<u>\$49.00</u> / hour /family
Other Proposed Service Rate: Multi-Family Group (sc 212)	\$ ____ / hour /family
In-County Home Based (sc 209)	<u>\$151.00</u> / hour
Other Proposed Service Rate: In-County Home Based (sc 209)	\$ ____ / hour
Out of County Home Based (sc 216)	<u>\$225.00</u> / hour
Other Proposed Service Rate: Out of County Home Based (sc 216)	\$ ____ / hour
Professional Consultation (sc 180)	<u>\$34.00</u> / per 15 minutes (Master's)
Other Proposed Service Rate: Professional Consultation (sc 180)	\$ ____ / per 15 minutes (Master's)
Professional Consultation (sc 180)	<u>\$44.00</u> / per 15 minutes (PhD)



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Sexually Abusive Behaviors Counseling Service Specification
Service Codes 207, 208, 209, 210, 212, 216, 180

Other Proposed Service Rate: Professional Consultation (sc 180)	\$_____ / per 15 minutes (PhD)
---	--------------------------------

Other agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Counseling (SAB) services, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Sexually Abusive Behaviors Counseling Service Specification
 Service Codes 207, 208, 209, 210, 212, 216, 180

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Trauma Specialization: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Sexually Abusive Behavior Counseling:</u>	
<u>Office Based:</u>	<u>Rate:</u>
Individual (sc 207)	\$ <u>118.00</u> / hour
Family (sc 210)	\$ <u>118.00</u> / hour
Group (sc 208)	\$ <u>49.00</u> / hour / juvenile
Multi-Family Group (sc 212)	\$ <u>49.00</u> / hour /family
In-County Home Based (sc 209)	\$ <u>151.00</u> / hour
Out of County Home Based (sc 216)	\$ <u>225.00</u> / hour
Professional Consultation (sc 180)	\$ <u>34.00</u> / per 15 minutes (Master’s)
Professional Consultation (sc 180)	\$ <u>44.00</u> / per 15 minutes (PhD)

Other agreement:



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Sexually Abusive Behaviors Counseling Service Specification
Service Codes 207, 208, 209, 210, 212, 216, 180

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Counseling (SAB) services, and I agree to all requirements, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



VICTIM COUNSELING SERVICES

EXHIBIT B: SCOPE OF WORK**Victim Counseling Services****1. INTENT.**

The Maricopa County Juvenile Court of the Judicial Branch is contracting master or doctoral level therapists or clinicians to provide professional, trauma informed, counseling services to victims under the age of 18 that have been the victim of juvenile sexually abusive behavior (JSAB).

2. POPULATION TO BE SERVED.

Intended Clients are under the age of eighteen (18) who have been the victim of juvenile sexually abusive behavior (JSAB) and that share the same household as the adjudicated juvenile offender. Victims must be resident of Maricopa County.

3. PROVIDER REQUIREMENTS.

3.1 All providers of professional counseling services to victims of Juvenile Sexually Abusive Behaviors (JSAB) shall:

- 3.1.1** Be a licensed master's level Therapist;
- 3.1.2** Be Trauma certified;
- 3.1.3** Have knowledge and experience in clarification and reunification processes;
- 3.1.4** Have knowledge and experience in helping families address sequelae of sibling sexual abuse;
- 3.1.5** Have experience working with Juvenile Probation and the Court system;
- 3.1.6** Undergo fingerprint & background check through the Judicial Branch (an Arizona Department of Public Safety fingerprint card will be acceptable);
- 3.1.7** Wait for clearance and approval by Juvenile Probation Department prior to providing services;
- 3.1.8** Provide a listing of staff that will be providing services (if applicable); all staff that will be providing services will need to meet the requirements as listed in 3.1.1 – 3.1.7.

4. SERVICE TYPES AND RATES.

- 4.1** Victim Family Counseling (svc code: 210.2). **RATE:** \$90.00/hour (to include Specialty Track – Trauma Specialization).
- 4.2** Victim Home Based Counseling (svc code: 209.2). **RATE:** \$115.00/hour (to include Specialty Track – Trauma Specialization).
- 4.3** Victim Individual Based Counseling (svc code: 207.2). **RATE:** \$90.00/hour (to include Specialty Track – Trauma Specialization).

5. AUTHORIZATION AND INVOICING PROCESS.

- 5.1** Probation Officer completes the Family Counseling Fund Authorization form and sends to Supervisor or designee.
- 5.2** Supervisor reviews/approves and sends to provider.
- 5.3** Provider accepts/signs Family Counseling Fund Authorization form and sends back to Supervisor.
- 5.4** Provider shall submit invoice(s) using the attached Exhibit A: Vendor Invoice excel document, completing both tabs (Cover Invoice and Vendor Invoice) and original authorization form to: JudicialAPIInvoices@JBAZMC.Maricopa.Gov, Cc'ing both supervisors.



JSAB LICENSED GROUP HOME



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

JUVENILE SEXUALLY ABUSIVE BEHAVIOR LICENSED GROUP HOME - Service Code 307	
Category	Out-of-Home Care Services (Form F3)
Setting	<ul style="list-style-type: none"> Residential
Targeted Population	<ul style="list-style-type: none"> Low or Moderate juveniles adjudicated by the Superior Court for a sexually abusive offense as a step down from a higher level of care with a clinical recommendation for this level of care. Additional outpatient services may be needed to address co-occurring diagnoses including a history of child abuse/neglect, Substance Use Disorder's, General Mental Health, or other maladaptive behaviors in addition to juvenile probations terms and conditions as referenced in AOC <u>Standard Terms & Conditions</u>, Paragraph (33)(D)(ii) and as indicated on Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. Pursuant to A.R.S. §8-350.01(C), "sex offender" means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument." Treatment for a person with sexually abusive behavior (SAB) is provided only to those who meet the statutory definition of a "sex offender." Such a juvenile shall be placed in a program with juveniles of a similar age and developmental maturity level, if group treatment is prescribed by the treatment provider. Non-adjudicated juveniles cannot be considered for this service unless ordered by the court.
Facility License	<ul style="list-style-type: none"> Must be licensed by Arizona Department of Child Safety, Office of Licensing & Regulation (DCS/OLR) as a Child Welfare Agency for Group Home.
Service Description	<ul style="list-style-type: none"> DCS Licensed Group Homes provide 24-hour supervision for juveniles in an age-appropriate, individualized, and structured group setting. The service is provided by trained staff who are awake overnight. Juveniles in this level of care require consistent behavior management, supervision, and enhancement of the life skills acquired and behavioral changes made at the higher level of care. For JSAB youth that are engaged in out-patient JSAB counseling or have completed a higher level of treatment as a step



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

	<p>down to a lower level of care.</p> <ul style="list-style-type: none"> • Staff shall provide a safe and nurturing environment to help juveniles facilitate change in their behaviors, attitudes, self-regulation, and personal interactions. Staff are to provide consistent daily programming, supervision, support family reunification and engagement.
<p>Service Tasks</p>	<p>Contract requirements set forth in the AOC <u>Standard Terms & Conditions</u> are applicable.</p> <ol style="list-style-type: none"> 1. Provide a structured group home setting appropriate to the individualized needs of the juveniles in residence, including 24-hour supervision. 2. Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. Additionally, document how low-risk juveniles are not placed in groups with medium- and high-risk juveniles and how the placement was determined. 3. Consideration shall be given to placement of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence). Consideration shall also be given to place juveniles according to self-identified gender and their developmental stage (early, middle, late adolescence). Ensure that all services, procedures, and forms provided to the juvenile and family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws. 4. The Contractor shall provide a variety of purposeful activities appropriate to the juvenile’s behavioral health, physical, developmental, emotional, cultural, religious, and social needs. 5. Conduct a non-clinical assessment in accordance with Paragraph 46(C) of the AOC <u>Standard Terms & Conditions</u> within five (5) business days of admission. The Contractor may accept an “external” assessment or evaluation if completed within the past twelve (12) months, meaning an assessment conducted by a licensed psychologist if the assessment includes, at a minimum, all information outlined for non-clinical assessments in Paragraph 46(C) of the AOC <u>Standard Terms & Conditions</u>. The re-assessment must be conducted by qualified personnel and must be maintained in the juvenile’s file. 6. Develop an Individualized Service Plan with the juvenile, parent/guardian, and probation officer, enabling the juvenile to move back home or to a less restrictive level of care as soon as service goals are met. The plan must include goals which



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
Service Code 307

	<p>are targeted toward criminogenic risk, needs, protective factors in addition to assessment of the needs of the whole child and family. An initial service plan must be completed in accordance with AOC <u>Standard Terms & Conditions</u>, Paragraph 48. The individual service plan should be reviewed and updated as new information is obtained that effects the client’s assessment, but no less than every 90 days from the last review or the initial treatment plan.</p> <ol style="list-style-type: none">7. At a minimum, juvenile should be participating in sexually abusive behavior treatment, have a relapse prevention plan, and be successful with following his/her terms and conditions.8. Co-mingling of younger children with older youth should not occur.9. Based on service plan goals, the contractor must provide structured programming to include an individualized behavior management plan, community supports, family engagement, teaching/educational interventions, and strategies that aid in individual skill development.10. Involve family/guardian for the purpose of strengthening parental/family bonds, as appropriate. Family engagement shall include regular phone contact and visitation with family members unless contra-indicated by conditions of probation and/or probation department directives. Family engagement shall be flexible to meet the non-traditional hours needed by families. Phone contact and visits shall not be tied to behavior management levels and shall not be removed as a consequence.11. Home visits should be intentional and planned with the juvenile, family, and probation officer to enhance family functioning and aid in the achievement of service goals and successful discharge to home. Home visits shall be in the family home (as approved by the probation department) and visits shall not be removed as a consequence of the behavior management system.12. The Contractor shall ensure that educational needs are being met. Juveniles shall attend their home school whenever possible.13. The Contractor shall support services consistent with the juvenile’s needs and the needs of the family such as psychiatric and/or behavioral health services, which include, but are not limited to, medication, medication management, and counseling.14. The Contractor shall provide a variety of purposeful activities appropriate to the juvenile’s behavioral health, physical, developmental, emotional, cultural, religious, and social needs.15. Legibly document and place in the juvenile file daily progress notes that reflect juvenile participation in programming,
--	--



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

	<p>support services, conditions of probation, overall functioning and/or family activities in accordance with the AOC <u>Standard Terms & Conditions</u>, Paragraph 50(C)(xi).</p> <p>16. The Contractor shall ensure 24-hour crisis intervention is available to aid in the stabilization of crisis situations.</p> <p>17. The Contractor shall ensure compliance with medical and health care and medication requirements set forth in applicable Arizona Department of Child Safety, Office of Licensing & Regulation (DCS/OLR) requirements.</p> <p>18. Provide transportation as necessary to and from dental and medical appointments, school, court, therapy, home visits, and routine day-to-day activities. The Contractor is responsible for transportation cost within a 25-mile radius - except for emergency or crisis situations. Transportation known or anticipated beyond the 25-mile radius requires written agreement between the Contractor, parent/guardian, and probation department prior to the juvenile entering placement. Unanticipated, non-emergency transportation beyond the 25-mile radius must be determined and agreed upon by the Contractor, parent/guardian, and probation department on a case-by-case basis.</p> <p>19. Discharge planning should occur throughout the service duration and be specific, measurable, attainable, realistic and time bound. The discharge plan should include juvenile’s implementation of coping skills and self-regulation, implement strategies that mitigate risks and increase protective/promotive factors that support ongoing reintegration to the community, document the readiness of the client for discharge and/or transition to the next level of care, and if applicable, document barriers that prevent successful discharge from service.</p> <p>20. The final discharge/aftercare plan shall identify specific recommendations for referrals, specific providers, identification of formal and informal supports, and any additional or continued services to ensure continuity of care. Provide a copy of the completed plan to the juvenile, juvenile’s parent/guardian/supportive adult, and the probation officer prior to or at the time of service termination with documentation of the dissemination recorded in the juvenile’s file.</p> <p>21. Contractor shall submit a discharge report which at minimum includes the requirements outlined in the AOC Standard Terms & Conditions, Paragraph 61(D) (FP).</p>
<p>Service Frequency</p>	<ul style="list-style-type: none"> • 24 hours / 7 days per week.
<p>Service Duration</p>	<ul style="list-style-type: none"> • Service is individualized and based on criteria for admission and continued service, as well as the juvenile’s ability to benefit from programming.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

Staffing	<ul style="list-style-type: none"> • Non-clinical assessment and service plans shall be provided by staff who possess at a minimum a bachelor's degree in a Human Service-related field and who have two years full-time experience providing this service or working with the juvenile justice population. • The Contractor shall ensure that individuals providing this service must be at least twenty-one (21) years of age. • All staff will have a knowledge of evidence- based juvenile development principles, best practice in juvenile justice and criminogenic risk and needs, and at least two years documented full-time experience working with the juvenile's with sexually abusive behaviors involved with justice population. • The Contractor shall demonstrate to the Administrative Office of the Courts (AOC) each individual's education, training, experience relevant to the program and juveniles with sexually abusive behaviors (JSAB) population, skill level required for effective program delivery, and the ability to interact positively with juveniles.
Staff to Client Ratio	<ul style="list-style-type: none"> • The Contractor will comply with all staffing requirements of the Arizona Department of Child Safety, Office of Licensing & Regulation requirements. All staff will have direct contact with juveniles and will have knowledge of evidence- based juvenile development principles, best practice in juvenile justice, and criminogenic risk and needs.
Hours of Operation	<ul style="list-style-type: none"> • 24-hour, awake overnight staff.
Desired Service Outcomes	<ul style="list-style-type: none"> • To provide group home care, where juvenile receives services which improve or stabilize the juvenile and prevents placement in a more restrictive environment. The primary goal is to enable the juvenile to move to either a less restrictive level of care or return home as soon as service goals are met. • Increased protective factors in juveniles. • Juvenile will demonstrate a reduction in the criminogenic risks identified by the probation officer, as evidenced by a decrease in moderate and high-risk scores (for both sexual and general delinquency) upon re-assessment of the AZYAS, or as observed progress on the service goals that were targeted to those factors • To consistently demonstrate the ability to self-regulate in the community.
Unit of Service	<ul style="list-style-type: none"> • DCS (JSAB) Group Home Service: One unit of service equals one 24-hour period. To be considered as a billable unit, the juvenile must have been under supervision by the provider at 11:59 p.m. that day.



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Years 2024-2029
Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
Service Code 307

The following documentation and information must be submitted with the service specification:

1. Name(s) of all written programs to be utilized in delivery of this service:

2. Copy(ies) of facility license(s)
3. If applicable, facility name, address and DCS license number from which services will be provided. If more than one facility, *each* facility must be identified separately in the table below.

Facility Name	Facility Address	DCS License Number (including Operating Certificate and Satellite Facilities)
1.		
2.		
3.		
4.		



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029

Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

Proposed Service & Rate:

Juvenile Sexually Abusive Behavior Licensed Group Home:				
Males only:	Females only:	Males & Females:	On-Site School:	Off-Site School:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rate:				
AOC does not wish to pay more than the stated rate(s) below:				
JSAB Licensed Group Home (sc 307)		\$ <u>230.00</u> /day		
Other Proposed Service Rate: JSAB Licensed Group Home (sc 307)		\$_____/day		

Other Agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Juvenile Sexually Abusive Behavior Licensed Group Home service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contactor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Years 2024-2029
 Juvenile Sexually Abusive Behavior Licensed Group Home Service Specification
 Service Code 307

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Service & Rate:

Juvenile Sexually Abusive Behavior Licensed Group Home:				
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Males & Females: <input type="checkbox"/> Yes <input type="checkbox"/> No	On-Site School: <input type="checkbox"/> Yes <input type="checkbox"/> No	Off-Site School: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Rate:</u>				
JSAB Licensed Group Home (sc 307)			<u>\$230.00</u> /day	

Other Agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Juvenile Sexually Abusive Behavior Licensed Group Home service and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



JSAB BEHAVIORAL HEALTH RESIDENTIAL TREATMENT



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

SEXUALLY ABUSIVE BEHAVIOR RESIDENTIAL TREATMENT FACILITY - Service Codes 202	
Category	Out-of-Home Care Services (Form F3)
Setting	Residential
Targeted Population	<ul style="list-style-type: none"> • Referral to this service is driven by behavioral health / responsivity needs, not only criminogenic risk. Therefore, if significant behavioral health needs are present, eligibility includes any Low-, Moderate- or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by probation department using the Arizona Youth Assessment System (AZYAS) full report. • Pursuant to A.R.S. §8-350.01(C), “sex offender’ means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.” ‘Sex offender’ means a juvenile adjudicated for sexually abusive behaviors (SAB). • Treatment for a Juvenile with Sexually Abusive Behavior (JSAB) is provided only to those who meet the statutory definition of a “sex offender” or as ordered by the court. Such a juvenile shall be placed in a program with juveniles of similar risk and need level and similar age and developmental maturity level, if group treatment is prescribed by the treatment provider. • Juveniles with a mental health diagnosis congruent with the most current DSM need to receive mental health services concurrently with SAB treatment, with the primary focus being on addressing any underlying trauma or mental health issues contributing to the current presenting issues. • This level of service is designed for juveniles with mental health symptoms and behavioral concerns whose needs cannot be met by intensive outpatient, office, or in-home services.
Facility License	<ul style="list-style-type: none"> • The provider agency must be licensed by the Arizona Department of Health Services Division of Licensing (ADHS) as a Behavioral Health Residential Facility meeting the specific requirements of AAC R9-10 and must be nationally accredited by the appropriate agency or prequalified by the Administrative Office of the Courts.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

<p>Service Description</p>	<ul style="list-style-type: none"> • This service provides twenty-four (24) hour residential services within a structured environment for the adolescent juvenile who has been adjudicated of a sexually abusive behavior and is experiencing behavioral health issues which limit independence at the community level upon admission. • Treatment delivery must utilize evidence based or promising practice models that are designed for juveniles with sexually abusive behaviors. • Services are delivered through individual, family, and group therapy, if appropriate for the juvenile, and may include multi-family group sessions. • The use of a polygraph may not be a regular requirement of treatment; it may be used only in exceptional circumstances and only with judicial approval, using the protocols outlined by the AOC. • Polygraph services may not be integrated as a component of the proposed service(s).
<p>Service Tasks</p>	<p>Contract requirements set forth in the AOC Standard Terms & Conditions are applicable. Additionally:</p> <ol style="list-style-type: none"> 1. Document the delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. Document the juvenile’s J-SOAP-II. Document how low-risk juveniles are not placed in groups with moderate- and high-risk juveniles and how the placement was determined. 2. Consideration shall be given to placement of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence). Ensure that all services, procedures, and forms provided to the juvenile and family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws. 3. Provide a residential treatment setting appropriate to the needs of the juvenile, including 24-hour supervision. This includes clinical assessment, treatment planning, treatment, reassessment, and discharge planning with probation, juvenile, and family/caregiver. 4. Treatment services must involve therapeutic work with the family/guardian and must seek to strengthen family relationships by improving communication and improving family members’ ability to support the juvenile’s treatment progress; build protective factors and ensure that the family is addressing the needs of the victim(s) when that victim is in the home.



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification

Service Codes 202

(On-site or Off-site School)

5. Assess and identify responsivity factors such as comprehension, cognitive capabilities, executive functioning skills, adaptive functional level, and other variables that may impact an adolescent's ability to engage and maximally benefit from different approaches to providing sexual-abusive behavioral treatment.
6. Within five (5) business days of admission conduct a clinical assessment accordance with AOC Standard Terms & Conditions, Paragraph 46(FP) and enter it in writing into a client's record. Provide a written report to the referring juvenile court within fifteen (15) business days from the receipt of the referral.
7. Consent to Treat and Program Rules for juveniles must not include the juvenile and/or family waiving the juvenile's 5th amendment rights.
8. Develop an individualized treatment service plan with juvenile, parent/guardian, and probation officer which addresses the needs of the juvenile and family. In accordance with the AOC Standard Terms & Conditions, Paragraph 48(FP) & Paragraph 49 and pursuant to ADHS regulations. The treatment plan should be reviewed and updated as new information is obtained that effects the client's assessment, but no less than every 90 days from the last review or the initial treatment plan. The treatment service plan must provide for family problem resolution and reunification (except where contraindicated) or alternative living plan and contain recommendations for follow-up services.
9. Programming and services must be individualized and coordinated to assist the juvenile in transition to a lower level of care and/or reintegration back to the community.
10. Services must address victim empathy, and development of necessary skills and techniques to prevent the juvenile from engaging in problem sexual behaviors and other harmful behaviors in the future. If cognitive / developmental capacity precludes the demonstration of empathy, the services must focus on assisting the juvenile with the recognition of social and emotional cues to develop these needed skills.
11. Provide for the juvenile's participation in educational services as required by the Arizona Department of Education (ADE) standards and participate in Individual Education Planning (IEP) as appropriate.
12. Transportation must be provided, as necessary, to and from medical, dental examinations, school, and court appearances as applicable.
13. At a minimum provide one (1) individual therapy session weekly, two (2) group therapy sessions weekly, and two (2) family group session monthly.
14. Legibly document and place in the juvenile file daily progress notes in accordance with the AOC Standard Terms & Conditions, Paragraph 50(C)(xi).



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification

Service Codes 202

(On-site or Off-site School)

15. A progress report is due every 60 days to the court and to the AOC (sent to jjsd60dayreports@courts.az.gov), five (5) days prior to the Court hearing and must meet the requirements of A.R.S. § 8-341.01 (C).
16. Contractor shall provide a monthly progress report in accordance with AOC Standard Terms & Conditions, Paragraph 61(B)(FP).
17. Discharge planning should occur throughout the service duration and be specific, measurable, attainable, realistic and time bound. The discharge plan should include juvenile's implementation of coping skills and self-regulation, implement strategies that mitigate risks and increase protective/promotive factors that support ongoing reintegration to the community, document the readiness of the client for discharge and/or transition to the next level of care, and if applicable, document barriers that prevent successful discharge from service.
18. The final discharge/aftercare plan shall identify specific recommendations for referrals, specific providers, identification of formal and informal supports, and any additional or continued services to ensure continuity of care. Provide a copy of the completed plan to the juvenile, juvenile's parent/guardian/supportive adult, and the probation officer prior to or at the time-of-service termination with documentation of the dissemination recorded in the juvenile's file.
19. Prior to discharge and/or community reintegration develop a safety plan that identifies the risk factors or triggers associated with the juvenile's sexually abusive behaviors and subsequent development of healthy coping skills and protective factors to mitigate those risk factors. The written plan must be provided to the juvenile with documentation of dissemination retained in the juvenile's file.
20. Contractor shall submit a discharge report which at minimum includes the requirements outlined in the AOC Standard Terms & Conditions, Paragraph 61(D) (FP).
21. The use of a polygraph may not be a regular requirement of treatment; it may be used only for exceptional circumstances; only with judicial approval; and using the protocols outlined by the AOC. Additionally, the following apply when a polygraph is used:
 - a. Request for Exceptional Circumstance Polygraph may be made by a provider when:
 - i. The juvenile has been in treatment for sufficient time to engage and work with provider;
 - ii. Unique barriers to treatment progress have presented; the provider has attempted to address those barriers by alternate methods;
 - iii. The treatment provider identifies a treatment-based rationale that supports the use of a polygraph to address those barriers and aligns with the juvenile's risk/need profile.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

	<ul style="list-style-type: none"> b. The findings from any polygraph examination may not be used as the sole determining factor for – or to drive decisions about – the assessment of risk, determinations of treatment progress, including successful or unsuccessful discharge or transition to another level of care. c. The findings from any polygraph examination may not be used as the basis for a treatment provider to make recommendation for probation violations or levels of supervision. d. The findings from any polygraph examination may not be used as a measure of progress or as the sole basis for a successful or unsuccessful discharge from treatment. e. The findings from any polygraph examination may not be used as the basis to determine an increase in level of care. <p>22. The AOC reserves the right to amend this specification to reflect recommendations of the AOC Advisory Committee on Juveniles who commit Sexually Abusive Behaviors, the Juvenile Justice System Improvement Project, and evolving best practices for this service.</p>
Service Frequency	<ul style="list-style-type: none"> • 24 hours / 7 days per week for the duration of the juvenile’s placement
Service Duration	<ul style="list-style-type: none"> • Placement is designed for a period of no more than ninety (90). An extension of the SAF may be required for additional lengths of stay; a formal staffing with all parties is required to determine whether the juvenile can be transitioned to a lower level of care. • Documentation of need for continued services must be disseminated in a written progress report to the referring probation department at least seven (7) days prior to expiration of service authorization, in accordance with Paragraph 61 (b) of the AOC <u>Standard Terms & Conditions</u>. Extensions may be granted in sixty (60)-day allotments on separate SAFs.
Staffing	<p>Contract requirements set forth in the AOC Standard Terms & Conditions are applicable.</p> <ul style="list-style-type: none"> • Refer to AOC <u>Standard Terms & Conditions</u>, Paragraph 35-37 • Pursuant to A.R.S. §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile corrections shall comply with the professional code of ethics from the association for the treatment of sexual abusers.” • To provide Sexually Abusive Behavior (SAB) counseling services, a person must possess a master’s degree or above in the behavioral or social sciences, or in a healthcare/medical field, from a fully accredited college. The Contractor is



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

	<p>responsible for documenting in the staff’s personnel file, verification of professional credentials and written records reflecting 2 two years’ full-time prior experience providing therapeutic mental health services to the juvenile justice population. At a minimum, one-year of the therapeutic services must have been provided to juveniles with sexually maladaptive / abusive behaviors after the person was awarded a master’s degree as prescribed above. Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, must have occurred within the preceding five years of providing services under this contract.</p> <ul style="list-style-type: none"> • A person providing Sexually Abusive Behavior counseling services must participate in a minimum of 48 hours of training focusing on sexually abusive behavior topics including the J-SOAP-II during their first year of providing SAB treatment services under the AOC contract and 24 hours of on-going SAB training each year following the first year providing SAB services under the AOC contract. The hours required herein may be applied toward the training hours required in the AOC <u>Standard Terms & Conditions</u>, Paragraph 42 (FP).
Staff to Client Ratio	<ul style="list-style-type: none"> • Staff Ratio 1:8
Hours of Operation	<ul style="list-style-type: none"> • 24 hours / 7 days a week, awake overnight staff
Desired Service Outcomes	<ul style="list-style-type: none"> • Juvenile will have exhibited progress on treatment goals as outlined in treatment and improved daily functioning and diminished behavioral health needs. • Juvenile consistently recognizes and interrupts patterns of thought and/or behavior, if present, associated with sexually abusive behavior and other conduct problems. • Juvenile self-regulates impulsivity and cognitive-emotional states that support or contribute to potential to engage in sexually abusive behavior and other conduct problems. • Juvenile will demonstrate a reduction in the criminogenic risks identified by the probation officer, as evidenced by a decrease in moderate and high-risk scores (for both sexual and general delinquency) upon re-assessment of the AZYAS, or as observed progress on the service goals that were targeted to those factors. • Juvenile will demonstrate readiness to continue treatment for sexually abusive behaviors at a lower level of care. • Juvenile is aware of and demonstrates skills related to safety planning. • Improved general functioning overall and socially appropriate adjustment within school, community, and family.



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

	<ul style="list-style-type: none"> Juvenile will demonstrate skills to establish and maintain prosocial relationships with age-appropriate friends
Unit of Service	<ul style="list-style-type: none"> One unit equals any part of one residential day. After the first day, the juvenile must be in residence at 11:59 p.m. for each day reported for the residence to qualify for payment.

The following documentation and information must be submitted with the service specification:

- For Full Procurement identify facility name, address and ADHS license number from which services will be provided. If more than one facility, each facility must be identified separately in the table below.

Facility Name	Facility Address	ADHS License Number
1.		
2.		
3.		
4.		

Proposed Services & Rates:

Sexually Abusive Behavior Residential Treatment Services		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education: (check one in each category)	<i>On-site school</i>	<i>Off-site school</i>
Public School		<input type="checkbox"/>
Online School	<input type="checkbox"/>	
Private Residential School	<input type="checkbox"/>	<input type="checkbox"/>



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029

Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

Charter school		<input type="checkbox"/>
Detailed daily schedule attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rate:		
AOC does not wish to pay more than the stated rate(s) below:		
Sexually Abusive Behavior Residential Treatment Services (sc 202)	\$ <u>265.00</u> /juvenile/day	
Other Proposed Service Rate: Sexually Abusive Behavior Residential Treatment Services (sc 202)	\$_____/juvenile/day	

Other Agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Residential Treatment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029
 Sexually Abusive Behavior Residential Treatment Facility Service Specification
 Service Codes 202
 (On-site or Off-site School)

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Sexually Abusive Behavior Residential Treatment Services		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Education:</u> <i>(check one in each category)</i>	<i>On-site school</i>	<i>Off-site school</i>
Public School		<input type="checkbox"/>
Online School	<input type="checkbox"/>	
Private Residential School	<input type="checkbox"/>	<input type="checkbox"/>
Charter school		<input type="checkbox"/>
Detailed daily schedule attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Rate:</u>		
Sexually Abusive Behavior Residential Treatment Services (sc 202)	\$ _____ /juvenile/day	

Other Agreement:



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Year 2024-2029
Sexually Abusive Behavior Residential Treatment Facility Service Specification
Service Codes 202
(On-site or Off-site School)

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Residential Treatment service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



JSAB BEHAVIORAL HEALTH INPATIENT FACILITY



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

BEHAVIORAL HEALTH INPATIENT FACILITY: SEXUALLY ABUSIVE BEHAVIORS - Service Codes 200, 201	
Category	Out-of-Home Care Services (Form F3)
Setting	Residential
Targeted Population	<ul style="list-style-type: none"> • Inpatient Services are only for those juveniles who exhibit a limited or reduced ability to meet their basic physical age-appropriate needs; and/or who suffer severe mental/emotional disturbances that impair their judgment and ability to function in the community. • Referral to this service is driven by mental health needs, not by criminogenic risk (low risk/high needs). Therefore, if the significant mental health needs are present, eligibility includes any Low-, Moderate- or High-risk juvenile, as indicated on Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. • Pursuant to A.R.S. §8-350.01(C), “sex offender’ means a person who is twenty-one years of age or younger who is an adjudicated delinquent for or convicted of an offense that involves a violation of title 13, chapter 14 or 35.1 and that does not involve the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument” ‘Sex offender’ means a juvenile adjudicated for sexually abusive behavior(s) (SAB). • Services for a juvenile with sexually abusive behavior (SAB) is provided only to those who meet the statutory definition of a “sex offender” or as ordered by the court. • If group treatment is prescribed by the provider, the juvenile must be placed in a group with juveniles of a similar risk and need level, age, and developmental maturity level. • A juvenile must meet the requirements for inpatient treatment services as medically necessary. A current DSM diagnosis is not required for placement.
Facility License	<ul style="list-style-type: none"> • The provider agency must be licensed by the Arizona Department of Health Services Division of Licensing (ADHS) as a Behavioral Health Inpatient Facility meeting the specific requirements of AAC R9-10 and must be nationally accredited by the appropriate agency.



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

<p>Service Description</p>	<ul style="list-style-type: none"> • This service provides twenty-four (24) hour residential psychiatric and behavioral health services within a structured environment for juveniles adjudicated for sexually abusive behaviors who demonstrate an inability to self-regulate in the community. • Inpatient services are primarily to stabilize and address severe mental health/emotional disturbance needs and initiate services for sexually abusive behaviors. Juveniles must be evaluated at least every sixty (60) days by the court, or sooner if applicable, to determine the least restrictive level of care. • Services must also target identified trauma history, including past victimization and the juvenile’s criminogenic need(s). • Treatment delivery must utilize evidence based or promising practice models that are designed for juveniles with sexually abusive behaviors • Juvenile’s progress and completion of programming is not contingent on full disclosure of their victims. • The program must integrate Evidence-Based Practice (EBP) to improve the juvenile’s long-term behavioral stability in the community, address non-sexual delinquency and conduct problems as identified, and reduce the juvenile’s risk for sexual and general recidivism. Programming and services must be individualized and coordinated to assist the juvenile in transition to a lower level of care and/or reintegration back to the community. • Treatment must include discharge planning throughout services, including a focus on family reunification or an alternate care plan if the juvenile cannot return to the home. • Polygraph services may not be integrated as a component of the proposed service(s). • Services are delivered through individual, family, and group therapy, and may include multi-family group sessions.
<p>Service Tasks</p>	<p>Contract requirements set forth in the AOC Standard Terms & Conditions are applicable. Additionally:</p> <ol style="list-style-type: none"> 1. Document the general delinquency risk level in the juvenile’s file as reflected on the Service Authorization Form (SAF) and determined by the probation department using the Arizona Youth Assessment System (AZYAS) full report. Additionally, document how low-risk juveniles are not placed in groups with moderate- and high-risk juveniles and how the placement was determined. 2. Ensure that all services, procedures, and forms provided to the juvenile and family are culturally relevant, gender responsive (including Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) issues), linguistically appropriate to the population to be served as determined by Probation and comply with any and all non-discrimination policies, rules, and laws. The Contractor shall provide a variety of purposeful activities appropriate to the juvenile’s behavioral health,



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

- physical, developmental, emotional, cultural, religious, and social needs. Consideration shall be given to placement of the juvenile according to self-identified gender and developmental stage (early, middle, late adolescence).
3. Criminogenic risk, needs and protective factors of the juvenile must be identified at the initiation of treatment from the probation risk assessment summary, be addressed throughout the course of treatment, and recorded in the juvenile's file. Ongoing discussion with the probation officer about criminogenic needs is required.
 4. Provide an inpatient treatment setting appropriate to the needs of the juvenile, including 24-hour supervision. This includes assessment, treatment planning, reassessment, and discharge planning with the probation officer, juvenile, and family/caregiver.
 5. Treatment services must involve therapeutic work with the family / guardian and must seek to strengthen family relationships by improving communication and improving family members' ability to support the juvenile's treatment progress; build protective factors and ensure that the family is addressing the needs of the victim(s) when that victim is in the home.
 6. Assess and identify responsivity factors such as comprehension, cognitive capabilities, executive functioning skills, adaptive functional level, and other variables that may impact an adolescent's ability to maximize the benefit from different approaches to providing treatment for sexually abusive behaviors.
 7. Consent to Treat and program Rules for juveniles must not include the juvenile and/or family waiving the juvenile's 5th amendment rights.
 8. The Contractor shall at all times be aware of and informed about the juvenile's terms and conditions of probation, in order to assist and encourage compliance. However, the Consent to Treat or Program Rules for juveniles shall not include or attempt to enforce the juvenile's Probation Terms & Conditions or Special Terms & Conditions of Probation, as enforcement of these Conditions is the responsibility of the Court.
 9. Within five (5) business days of admission conduct a clinical assessment and develop an individualized treatment/service plan with juvenile, parent/guardian, and probation officer which addresses the needs of the juvenile and family. The treatment/service plan must provide for family problem resolution and reunification (except where contraindicated) or alternative living plan and contain recommendations for follow-up services.
 10. The treatment plan must address the juvenile's current level of functioning and ability to respond to and participate in treatment, based on the current psychological/psychosexual evaluation, and including any history of trauma, past victimization related to the juvenile and their family in accordance with AOC Standard Terms & Conditions, Paragraphs



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

	<p>48 & 49 (FP).</p> <ol style="list-style-type: none">11. The treatment plan must address the individual, family, and other socio-ecological risk, and protective factors. Services focus on reducing risk factors and enhancing protective factors in the juvenile's ecology. This plan must include the general adjustment of the youth within their social context, and the responsivity factors identified in the original evaluation.12. The treatment plan should be reviewed and updated as new information is obtained that effects the client's assessment, but no less than every 90 days from the last review or the initial treatment plan.13. Provide for the juvenile's participation in educational services as required by the Arizona Department of Education (ADE) standards and participate in Individual Education Planning (IEP) as appropriate.14. Transportation must be provided, as necessary, to and from medical and dental examinations, and court appearances.15. At a minimum provide one (1) individual therapy weekly, three (3) group therapy sessions weekly, and two (2) family group session monthly.16. Legibly document and place in the juvenile file daily progress notes in accordance with the AOC <u>Standard Terms & Conditions</u>, Paragraph 50(C)(xi).17. Surveillance cameras must be placed in all areas of the facility that are accessible by the juveniles.18. Services must address victim empathy, and development of necessary skills and techniques to mitigate the risk of the juvenile engaging in problem sexual behaviors and other harmful behaviors in the future. If cognitive / developmental capacity precludes the demonstration of empathy, the services must focus on assisting the juvenile with the recognition of social and emotional cues to develop these needed skills.19. All JSAB treatment must include ongoing and active therapeutic work with the family / guardian to build protective factors in the home, ensure that the family is addressing the needs of the victim(s) when that victim is in the home, and include discharge planning and family reunification services or an alternate care plan if the juvenile cannot return home.20. Utilize Juvenile Sexual Offender Assessment Protocol (J-SOAP-II), as applicable, to assess and report findings to probation in the first monthly progress report.21. Contractor shall provide a monthly progress report in accordance with AOC Standard Terms & Conditions, Paragraph 61(B).22. At the beginning of treatment and as part of discharge planning, document how reunification (if applicable) will take place when the juvenile is transitioning to a home where a prior victim resides. There must also be documented efforts
--	---



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

- to address the safety and well-being of the victim and the juvenile. This may include communication between the treatment providers, family members, guardians and/or Department of Child Safety Case Manager as applicable. Refer to AOC Standard Terms & Conditions, Paragraph 21 for court ordered release of information requirements.
23. Polygraph: The use of a polygraph may not be a regular requirement of treatment; it may be used only in exceptional circumstances; only with judicial approval; and using the protocols outlined by the AOC. Additionally, the following apply when a polygraph is used:
- a. Request for Exceptional Circumstance Polygraph may be made by a provider when:
 - i. The juvenile has been in treatment for sufficient time to engage and work with provider;
 - ii. Unique barriers to treatment progress have presented; the provider has attempted to address those barriers by alternate methods;
 - iii. The treatment provider identifies a treatment-based rationale that supports the use of a polygraph to address those barriers and aligns with the juvenile's risk/need profile.
 - b. The findings from any polygraph examination may not be used as the sole determining factor for – or to drive decisions about – the assessment of risk, determinations of treatment progress, including successful or unsuccessful discharge or transition to another level of care.
 - c. The findings from any polygraph examination may not be used as the basis for a treatment provider to make recommendation for probation violations or levels of supervision.
 - d. The findings from any polygraph examination may not be used as a measure of progress or as the sole basis for a successful or unsuccessful discharge from treatment.
 - e. The findings from any polygraph examination may not be used as the basis to determine an increase in level of care.
24. Pursuant to A.R.S. §8-350.01(B)(2) Plethysmograph will not be utilized.
25. Adhere to additional service tasks for agencies licensed by the Arizona Department of Health Services Division of Licensing (ADHS) as a Behavioral Health Inpatient Facility meeting the specific requirements of AAC R9-10.
26. A progress report is due every 60 days to the court and to the AOC (sent to jjsd60dayreports@courts.az.gov), five (5) days prior to the Court hearing and must meet the requirements of A.R.S. § 8-341.01 (C).
27. Discharge planning should occur throughout the service duration and be specific, measurable, attainable, realistic and time bound. The discharge plan should include juvenile's implementation of coping skills and self-regulation, implement



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

	<p>strategies that mitigate risks and increase protective/promotive factors that support ongoing reintegration to the community, document the readiness of the client for discharge and/or transition to the next level of care, and if applicable, document barriers that prevent successful discharge from service.</p> <p>28. The final discharge/aftercare plan shall identify specific recommendations for referrals, specific providers, identification of formal and informal supports, and any additional or continued services to ensure continuity of care. Provide a copy of the completed plan to the juvenile, juvenile’s parent/guardian/supportive adult, and the probation officer prior to or at the time-of-service termination with documentation of the dissemination recorded in the juvenile’s file.</p> <p>29. Prior to discharge and/or community reintegration develop a safety plan that identifies the risk factors or triggers associated with the juvenile’s sexually abusive behaviors and subsequent development of healthy coping skills and protective promotive factors to mitigate those risk factors. The written plan must be provided to the juvenile with documentation of dissemination retained in the juvenile’s file.</p> <p>30. Contractor shall submit a discharge report which at minimum includes the requirements outlined in the AOC Standard Terms & Conditions, Paragraph 61(D) (FP).</p> <p>31. The AOC reserves the right to amend this specification based on evolving best practices for this service.</p>
<p>Service Frequency</p>	<ul style="list-style-type: none"> • 24 hours / 7 days per week for the duration of the juvenile’s placement
<p>Service Duration</p>	<ul style="list-style-type: none"> • Service duration is individualized and based on need of the juvenile and as authorized by the Service Authorization Form (SAF). • Generally, placement is designed for a period of no less than ninety (90) days, unless court ordered or deemed medically necessary for stabilization of mental health factors. An extension of the SAF will be required for additional lengths of stay exceeding ninety (90) days. • Documentation of need for continued services must be disseminated in a written progress report to the referring probation department at least seven (7) days prior to expiration of service authorization, in accordance with paragraph 61 (b) of the AOC <u>Standard Terms & Conditions</u>. Extensions may be granted in sixty (60) day allotments on separate SAF’s.
<p>Staffing</p>	<ul style="list-style-type: none"> • Refer to AOC <u>Standard Terms & Conditions</u>, Paragraph 35-37. • Pursuant to A.R.S. §8-350.01(B)(1), “a mental health treatment program that a sex offender is required to participate in by a court, an adult or juvenile probation department, the state department of corrections or the department of juvenile



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

	<p>corrections shall comply with the professional code of ethics from the Association for the Treatment of Sexual Abusers (ATSA).”</p> <ul style="list-style-type: none"> To provide Sexually Abusive Behavior (SAB) counseling services, a person must possess a Master’s degree or above in the behavioral or social sciences, or in a healthcare/medical field, from a fully accredited college. The Contractor is responsible for documenting in the staff’s personnel file, verification of professional credentials and written records reflecting 2 two years’ full-time prior experience in providing therapeutic mental health services to the juvenile justice population. At a minimum one-year of those therapeutic services must have been provided to juveniles with Sexually Abusive Behaviors after the person was awarded a master’s degree as prescribed above. Appropriate population experience, pursuant to AOC <u>Standard Terms & Conditions</u>, Section V, must have occurred within the preceding five years of providing services under this contract. A person providing sexually abusive behavior counseling services must participate in a minimum of 48 hours of training focusing on sexually abusive behavior topics including the J-SOAP-II within their first year of providing SAB treatment services under the AOC contract and 24 hours of on-going SAB training each year after the first year providing SAB services under the AOC contract. The hours required herein may be applied toward the training hours required in the AOC <u>Standard Terms & Conditions</u>, Paragraph 42.
Staff to Client Ratio	<ul style="list-style-type: none"> Direct care staff to juveniles: 1 to 8.
Hours of Operation	<ul style="list-style-type: none"> 24 hours / 7 days a week, awake overnight staff.
Desired Service Outcomes	<ul style="list-style-type: none"> Juvenile will have exhibited progress on treatment goals as outlined in treatment plan. Juvenile consistently recognizes and interrupts patterns of thought and/or behavior associated with sexually abusive behavior and other conduct problems. Juvenile self-manages impulsivity and cognitive-emotional states that support or contribute to potential to engage in sexually abusive behavior and other conduct problems. Juvenile will demonstrate an increase in protective and promotive factors.



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

	<ul style="list-style-type: none"> Juvenile will demonstrate a reduction in the criminogenic risks identified by the probation officer, as evidenced by a decrease in moderate and high-risk scores (for both sexual and general delinquency) upon re-assessment of the AZYAS, or as observed progress on the service goals that were targeted to those factors Juvenile will demonstrate readiness to continue treatment for sexually abusive behaviors at a lower level of care. Juvenile is aware of and demonstrates skills related to crisis plan and/or safety plan. Improved general functioning overall and socially appropriate adjustment within school, community, and family. Juvenile will demonstrate skills to establish and maintain prosocial relationships. Juvenile will demonstrate the ability to maintain stable prosocial lifestyles characterized by stable and safe living arrangements, education, and leisure activities.
Unit of Service	<ul style="list-style-type: none"> One unit equals any part of one residential day. After the first day, the juvenile must be in residence at 11:59 p.m. for each day reported for the residence to qualify for payment.

The following documentation and information must be submitted with the service specification:

- For Full Procurement identify facility name, address and ADHS license number from which services will be provided. If more than one facility, each facility must be identified separately in the table below.

Facility Name	Facility Address	ADHS License Number
1.		
2.		
3.		
4.		



Administrative Office of the Courts

Juvenile Justice Services Division

Contract Year 2024-2029

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification

Service Codes 200, 201

(Secured/Unsecured)

Proposed Services & Rates:

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education: <i>(check one in each category)</i>	<i>On-site school</i>	<i>Off-site school</i>
Public School		<input type="checkbox"/>
Online School	<input type="checkbox"/>	
Private Residential School	<input type="checkbox"/>	<input type="checkbox"/>
Charter school		<input type="checkbox"/>
Detailed daily schedule attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rate:		
Unsecured (sc 200) <input type="checkbox"/> Yes <input type="checkbox"/> No	Secured (sc 201) <input type="checkbox"/> Yes <input type="checkbox"/> No	
AOC does not wish to pay more than the stated rate(s) below:		
Behavior Health Inpatient Facility: Sexually Abusive Behaviors - Unsecured (sc 200)	\$406.00/ day	
Other Proposed Service Rate: Behavior Health Inpatient Facility: Sexually Abusive Behaviors - Unsecured (sc 200)	\$_____/ day	
Behavior Health Inpatient Facility: Sexually Abusive Behaviors - Secured (sc 201)	\$471.00/ day	
Other Proposed Service Rate: Behavior Health Inpatient Facility: Sexually Abusive Behaviors - Secured (sc 201)	\$_____/ day	



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Year 2024-2029
Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification
Service Codes 200, 201
(Secured/Unsecured)

Other Agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Health Inpatient Facility service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



Administrative Office of the Courts
 Juvenile Justice Services Division
 Contract Year 2024-2029
 Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification
 Service Codes 200, 201
 (Secured/Unsecured)

AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE

Contracted Services & Rates:

Behavioral Health Inpatient Facility: Sexually Abusive Behaviors		
Males only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Females only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education: <i>(check one in each category)</i>	<i>On-site school</i>	<i>Off-site school</i>
Public School		<input type="checkbox"/>
Online School	<input type="checkbox"/>	
Private Residential School	<input type="checkbox"/>	<input type="checkbox"/>
Charter school		<input type="checkbox"/>
Detailed daily schedule attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rate:		
Unsecured (sc 200) <input type="checkbox"/> Yes <input type="checkbox"/> No	Secured (sc 201) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Behavior Health Inpatient Facility: Sexually Abusive Behaviors - Unsecured (sc 200)	\$406.00/day	
Behavior Health Inpatient Facility: Sexually Abusive Behaviors- Secured (sc 201)	\$471.00/day	



Administrative Office of the Courts
Juvenile Justice Services Division
Contract Year 2024-2029
Behavioral Health Inpatient Facility: Sexually Abusive Behaviors Service Specification
Service Codes 200, 201
(Secured/Unsecured)

Other Agreement:

All contracts and services must be in compliance with the AOC Standard Terms & Conditions, applicable service specifications & special contract conditions.

By signing below, I confirm that I have read and fully understand the requirements necessary to provide the Sexually Abusive Behavior Health Inpatient Facility service, and I agree to all requirements, restrictions, service tasks, and contract rate(s):

Contractor Signature / Date

AOC Signature / Date



MARICOPA JSAB RULES OF PROBATION

JSAB RULES OF PROBATION ADDENDUM

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY
Juvenile Department

DOs

- ✓ **1. Do stay at home.**
You should be at home unless you are going to school, counseling/treatment required by the Court, or activities that your JPO or SO have approved after you have asked.
- ✓ **2. Do use the Internet for school, treatment, or employment/job searching.**
Any other use of the Internet must be approved by your JPO or SO.
- ✓ **3. Do allow for device searches.** Allow your JPO or SO to search all devices that can connect to the Internet and/or stores images or videos.

DON'Ts

- ✗ **4. Don't have, look, or listen to anything that shows or describes any sexual acts or images.** This includes any pictures, videos, pornography or other materials that show people without clothes or engaging in sexual acts. Do not visit places where it is available, sold, or shown.
- ✗ **5. Don't go to places where children are.**
Don't go or hang out around places where children may not have adult supervision (parks, playgrounds, public swimming pools, water parks, carnivals, arcades, or children's recreation centers) until approved by your JPO in writing.
- ✗ **6. Don't have contact with younger children.** Do not have contact with children _____ years younger than yourself. This includes physical contact, talking in person, or communicating through letters, emails, phone calls, text messages, social media, or messages through other people until approved by your JPO in writing.
- ✗ **7. Don't go on dates or start a romantic relationship until approved by your JPO in writing.** Don't have sex with any person or animal. Do not masturbate using anything related to the victim (including images) or shared among family.

Judicial Officer

Date

I acknowledge that Juvenile Probation staff has given me a copy of the JSAB RULES OF PROBATION ADDENDUM and reviewed the rules with me. I understand and agree to follow the rules. I understand that if I do not follow these rules that I may be arrested, returned to court, and/or committed to the Arizona Department of Juvenile Corrections.

Juvenile Probation/Surveillance Officer Date

Juvenile

Date

Parent/Guardian

Date



AOC POLYGRAPH EXCEPTIONAL CIRCUMSTANCES GUIDELINES

AOC Protocol for submitting Request for Exceptional Circumstance Polygraph

Effective Date: January 1, 2021

One review and one request per polygraph.

Request for Polygraph under Exceptional Circumstances is to be made by the **Staffing Team**.

The Staffing Team consists of: Treatment staff (therapist, psychiatrist, etc.), probation officer(s), parent / guardian, guardian ad litem (GAL) or other invested stakeholders.

Prior to any consideration of Polygraph, the Staffing Team must ensure the following:

1. The juvenile has been in treatment long enough to have the opportunity for establishment of rapport and has had reasonable time to become engaged in the treatment process; there has been sufficient time for the therapist to employ alternate methods and skills in the treatment process.
2. Staffing team discusses progress and barriers to progress in treatment;
3. Staffing team discusses methods & therapeutic interventions that have already been tried to address the barrier(s) to progress in treatment.
4. If Staffing team determines that there are no other alternatives, discussion ensues as to the rationale for requesting an exceptional polygraph request.
5. **Rationale for an Exceptional Polygraph** request. The Staffing team (all stakeholders) shall determine the following (to be included in the written request to the Judge):
 - What is the specific rationale based on individual risk and need (i.e. cases with high or difficult to manage risk posing barriers to treatment)
 - What information is being sought by the polygraph?
 - How will this information inform treatment?
 - Are there any alternate methods which can be utilized to obtain the information being sought. Identify which methods were utilized, why those methods did not work or which methods should not be used as a viable option and the rationale.
 - What current behavior(s), risk factors, or treatment need(s) is the Staffing Team concerned with and how will this be addressed by polygraph testing?
6. Staffing team shall review all the **Suitability / Exclusionary factors** for a polygraph request (see criteria below)
7. If consensus exists within the Staffing team after completing the process steps above, they shall gather all required documents for submission with the request and write the rationale for a formal request to the judicial officer for approval of an exceptional polygraph.
8. Staffing team shall submit all documents to the Probation Officer. The rationale must answer the questions in #5 above; must include an affirmation that all **Suitability / Exclusionary** criteria are met; and must confirm that all stakeholders are in consensus as to the request for polygraph

9. The Probation Officer shall submit the documents and formal request to the judge for review.
10. The judge shall review and make final determination about whether to approve or disapprove the request for **one (1)** polygraph.



Suitability Criteria/Exclusionary Factors for Polygraph Testing (*Source: American Polygraph Association / PSCOT Model Policy 2018):

Suitability Criteria: The staffing team shall review the following **suitability criteria** when considering a referral for polygraph examination: **This needs to be a clinical assessment decision.**

1. Chronological age of 14 or older and a minimum functional age-equivalency of 12 years. Standardized psychometric testing shall be employed when there is doubt about a juvenile's level of functioning.
2. Capacity for abstract thinking
3. Capacity for insight their own and other's motivation
4. Capacity to understand right from wrong
5. Ability to tell truth from lies
6. Ability to anticipate rewards and consequences for behavior
7. Consistent orientation to date, time, place
8. Adequate intellectual/adaptive and executive functioning
9. Does not meet exclusionary factors

Exclusionary Factors: The staffing team shall review the following **exclusionary factors** and not refer juveniles for polygraph testing when any of the exclusionary factors are present:

1. Diagnosis of psychotic condition per the current version of the DSM
2. Lack of contact with reality
3. DSM severity specifier of “severe” for any diagnosis
4. Presence of acute pain or illness
5. Presence of acute distress
6. Recent medication changes that negatively impact functioning
7. Mean Age Equivalency (MAE) or Standard Age Score (SAS) is below 12 years (per standardized psychometric testing)
8. Clear indicators exist that results would be invalid

In addition, when submitting the **Request for Polygraph Examination** to the judicial officer, the Staffing Team shall additionally affirm the following:

1. That the juvenile has been adjudicated delinquent per ARS 8-350.01
2. That the juvenile has been currently involved in JSAB counseling services long enough to determine that a significant barrier exists precluding the juvenile from moving forward with treatment processes.
3. That the services provided up to this time have focused on reducing risk factors and enhancing protective factors in the juvenile’s ecology; however, barrier(s) have presented in treatment that the Staffing Team have identified as the rationale for seeking the polygraph.
4. That the polygraph will be used for JSAB treatment purposes only.
5. That there is consensus in the Staffing Team, including the Parent / guardian, that a polygraph is needed and will support the juvenile’s treatment progress.
6. The request includes a written statement from the treatment provider or a medical doctor that the juvenile is medically, psychiatrically and developmentally able to participate in the polygraph process (see above for criteria).