



SERVICE NAME: Day Reporting

CATEGORY: Non-Treatment

SETTING: Community-Based

FACILITY LICENSE: Licensure is not required for this service.

SERVICE DESCRIPTION: Short-term service provides comprehensive programming during school hours for youth who need more structure and supervision. Day reporting is on the continuum of services that can be utilized as a detention alternative to reduce the use of detention and out-of-home placement. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, decision-making, anger management, victim mediation, victim empathy, G.E.D. preparation, vocational instruction, pro-social and recreational activities.

SERVICE EXPECTATIONS

- Youth and the youth's parent(s) and/or guardian(s) shall participate in the intake process in person or via teleservices.
- The agency will have a collaborative partnership (communicating on the youth's progress) with the local probation/problem-solving court officer and other agencies, which are supporting the youth.
- A meal must be offered during standard mealtimes (i.e., 12 pm for lunch and 6 p.m. for dinner)
- Transportation is provided for youth to and from the center within a 30-mile radius.
- A written service plan shall be developed with the youth and probation/problem-solving court officer based on the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer.
- Individualization of the plan will be determined based on service referral information (criminogenic risk), relevant collateral documentation/assessments, and youth/family goals.
- A daily program schedule shall include structured activities related to but not limited to, academic performance, skill building, employment, independent living, social skills, and decision-making skills.
- Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale for what changes will be made to initiate a plan to increase progress.
- If the youth's whereabouts are unknown at any time, agency staff must notify the probation/problem-solving court staff immediately.

**INTENDED POPULATION:**

- Juveniles: ages 12 to 18
- Males & Females

SERVICE FREQUENCY: As designated by probation/problem solving court officer.

LENGTH OF SERVICE:

The Greater Works Networks will provide up to 60 days of service unless additional time is requested and approved by the Probation Officer.

STAFFING:

Agency staff must be at least 21 years of age and, at a minimum, possess a high school diploma or general education diploma and demonstrate relevant experience and training. Staff must be affiliated with a registered service provider with the Administrative Office of the Courts and Probation. All providers must be trained in trauma-informed care, recovery principles, and crisis management.

STAFF-CLIENT RATIO:

Staff ratio of up to six (6) youth per one staff unless a gender-specific program design is in place.

Transportation staffing should be separate from the facility staffing ratio.

HOURS OF OPERATION:

Day Reporting 9:00 a.m. to 3:00 p.m.; up to 6 days per week.

SERVICE DESIRED OUTCOMES:

Youth will have:

- Increased supervision
- Supervised education and study time
- Access to pro-social, daily living skills, and enrichment programming

UNIT AND RATE

Per day; see rate sheet