



SERVICE NAME: Evening Reporting

CATEGORY: Non-Treatment

SETTING: Community-Based

FACILITY LICENSE: License is not required for this service

SERVICE DESCRIPTION: Short-term service, which provides comprehensive programming during school hours for youth who lack 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, GED preparation, vocational instruction, pro social and recreational activities.

SERVICE PLAN EXPECTATIONS:

- Youth and the youth's parent(s) and/or guardian(s) shall participate in the intake process in person or via teleservices. The GWN's expectations is that Parent/Guardian and child will complete an in office intake to include rules and procedures and expectations.
- 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.
- The GWN will provide weekly email to the referring Probation Officer on the progress of the student.
- A meal must be offered during standard mealtimes (i.e. 12 pm for lunch and 6 p.m. for dinner). The GWN will provide Breakfast 7-8:30am, Morning Snack 10:30.am-11:00 am Lunch 12:15-1:15, Afternoon Snack 3:15-3:45pm Dinner 5:30-6:30pm, Evening Snack 8:00-8:30pm.
- Transportation must be provided for youth to and from the center within a 30-mile radius. The GWN will provide case by case transportation services for clients.
- A written service plan shall be developed with the youth and probation/problem solving court officer based upon the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer.
- The GWN will provide individual service plans to all parties that are part of the case. The GWN will use Casey Life Skills to assist with services.



- 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.
- The GWN will provide weekly schedule for each student. Schedule will include leisure activities and groups such as cooking classes, arts & crafts and games.
- Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress.
- If the youth's whereabouts is 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: Up to sixty (60) days

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 no more than six (6) youth per one staff unless a gender-specific program design is in place.

Transportation staffing is separate from facility staffing ratio.

HOURS OF OPERATION:

Evening Reporting 3:00 p.m. to 6:00 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