

COOPERATIVE AGREEMENT

COMBAT Grant Match

(January 1, 2012, through December 31, 2012)

AN AGREEMENT by and between **Jackson County, Missouri**, a Constitutional Home Rule Charter County, hereinafter referred to as "the County," and **KANSAS CITY MISSOURI SCHOOL DISTRICT**, 1211 McGee, Kansas City, Missouri 64106 (a Missouri not-for-profit corporation), hereinafter referred to as "**Organization**."

WHEREAS, the voters in Jackson County approved and renewed a quarter cent sales tax for the purpose of providing revenue to combat illicit drug use in our community; and,

WHEREAS, the voters and the Jackson County Legislature authorized the County Executive to contract with qualified not-for-profit community organizations to fund programs or services for the purpose of treating or preventing illegal drug use and drug-related offenses; and,

WHEREAS, Organization has been awarded a grant by **Kansas City Missouri School District**; and,

WHEREAS, COMBAT Administration has carefully reviewed the **Organization's** proposal for 2012 funding; and,

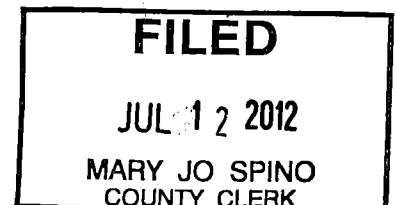
WHEREAS, the Jackson County Legislature's Anti-Drug Committee has recommended the expenditure of **\$10,000.00**, of COMBAT Anti-Drug Sales Tax funds (hereinafter referred to as "COMBAT funds") to provide a local match to **Organization's** grant award;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and **Organization** respectively promise, covenant and agree with each other as follows:

I. SERVICES

Organization shall use COMBAT funds solely for the purpose of providing substance abuse treatment and prevention services for the Northeast High School Success Court Program, as is more fully set forth in **Organization's** proposal, attached hereto and incorporated herein as Exhibit A; and,

Organization shall collaborate and cooperate with COMBAT Administration in its efforts to provide for the substance abuse needs of those who are returning to Jackson County from correctional institutions; and,



Organization has agreed to use COMBAT funds only as set forth in Exhibit A, Budget and Pricing Page, attached hereto.

II. PAYMENT

The County agrees to pay to the **Organization** a total amount not to exceed **\$10,000.00**. Upon execution of this contract, an advance payment equal to one-quarter of the contract amount, totaling **\$2,500.00** will be submitted to **Organization**.

This award is contingent upon collection of sales taxes as budgeted at the time of the contract award. If COMBAT funds are reduced, contractor will be informed of necessary contract revisions, as provided for in this Agreement.

Organization understands that no payment shall be made under this Agreement until **Organization's** 2012 COMBAT contract has been fully reconciled, if applicable.

Organization agrees to submit a monthly expense report on forms provided by COMBAT Administration by the 20th of the following month. All payments will be processed within 30 days of receipt of invoice, if the invoice is complete and accurate. Any reports that are incorrect will delay payment. The remaining contract amount will be paid in a monthly amount equal to:

- (1) 1/12th of the 2012 contract amount **or**
- (2) Expenses year to date, whichever is the lesser of the two.

Organization agrees to submit quarterly program reports on forms provided by COMBAT Administration by the 20th of the month following the quarter's end. All April, August, and October payments will be detained until quarterly program reports are received and accurate.

The County reserves the right to audit all invoices and to reject any invoice for good cause. The County retains the right to deduct from an invoice of **Organization** any overpayment made by the County on a prior invoice. The County retains the right to make invoice corrections/changes. The County will not reimburse sales tax expense.

The final payment will not be processed until the agency's annual program report has been completely reconciled.

III. ANNUAL REPORT/OTHER DOCUMENTATION

Organization shall submit annual reports and other documentation as requested by the County's Director of Finance and Purchasing, or by such other manager as designated in writing by the County Executive, to show that funds paid to **Organization** by the County were used for the purpose set forth in this Agreement.

The annual report for 2012 shall be submitted no later than January 20, 2013.

Organization must notify COMBAT Administration in writing on **Organization** letterhead, within five working days of the following changes:

- a) **Organization** name, address, telephone number, administration, or board of directors
- b) **Organization** funding that will affect the program under this contract
- c) Liability insurance coverage
- d) Management or staff responsible for providing services pursuant to this contract
- e) Any proposed or actual merger or acquisition either taken by the **Organization** or towards the **Organization**
- f) Changes to program and/or services that might affect Outcome Measurement Framework chart.

IV. EVALUATION REQUIREMENTS

Organization agrees that evaluative outcomes shall be given priority status. COMBAT Administration or its designee will monitor the **Organization** to assure that not only are the terms of this Agreement being fulfilled, but also to monitor the program's impact on drug use. The **Organization** agrees to participate in an effectiveness evaluation of the **Organization's** program objectives and an overall evaluation of specific core items, as required by the COMBAT Administration. **Organization** further agrees to utilize an agency specific evaluation document. **Organization** agrees to participate in and respond to periodic COMBAT Administration evaluations, assessments, and data inquiries,

The COMBAT Administration will evaluate **Organization's** performance periodically based on the **Organization's** quarterly performance reports and compliance with contractual provisions. The County reserves the right to terminate this Agreement pursuant to paragraph 17 if the **Organization** does not meet stated performance measures and contractual requirements.

V. AUDIT

The County reserves the right to examine and audit the books and records of **Organization** pertaining to the finances and operations of **Organization**.

Organization agrees to establish and adopt such accounting standards and forms as may be recommended by the County's Financial Advisor prior to receipt of the County's first distribution of funds under the terms of this Agreement. The forms used to document the expenditure of these funds may be changed from time to time upon mutual agreement.

VI. DEFAULT

If **Organization** shall default in the performance or observation of any term or condition herein, the County shall give **Organization** ten (10) days' written notice

setting forth the default. If said default shall continue for ten (10) days after written notice thereof, the County may at its election terminate the contract and withhold any payments not yet made to **Organization**. Said election shall not in any way limit the County's right to sue for breach of contract.

VII. SUBMISSION OF DOCUMENTS

No payment shall be made under this contract unless the contracting agency shall have submitted to COMBAT Administration (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) a statement of the agency's total budget for its most recent fiscal year; and, (3) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) Any document described herein which was submitted to COMBAT Administration, as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any County contract, including previous COMBAT contracts.

VIII. INDEMNIFICATION

Organization shall indemnify, defend, and hold the County harmless from any and all claims, liabilities, damages, and costs (including reasonable attorney's fees directly related thereto) to the extent caused by the negligence or willful misconduct of **Organization** or its employees, agents or representatives.

IX. INSURANCE

Organization shall maintain the following insurance coverage during the term of this Agreement.

A. **Organization** shall maintain Commercial General Bodily Injury and Property Damage Liability insurance, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability. **Organization** agrees to name the County as Additional Insured on such policies, but only to the extent of **Organization's** negligence under this Agreement and only to the extent of the insurance limits specified herein.

B. **Organization** shall maintain, if any motor vehicles are used in the performance of the Services, Commercial General Bodily Injury and Property Damage Liability insurance, and Automobile Liability insurance including owned, non-owned, or hired vehicles, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability. **Organization** agrees to name the County as Additional Insured on such policies, but only to the extent of **Organization's** negligence under this Agreement and only to the extent of the insurance limits specified herein.

C. **Organization** agrees to provide the County with certificates of insurance evidencing the above described coverage prior to the start of Services, and annually thereafter, if required by the County. Such certificates shall provide that the applicable insurance policies have been endorsed to provide a minimum of thirty days advance notice to the County in the event of cancellation, non-renewal, or reduction in limits by endorsement.

X. **STANDARD OF CARE**

Organization shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by professionals operating under similar circumstances.

XI. **TERM**

The term of this Agreement shall commence as of January 1, 2012, and shall continue until December 31, 2012, unless sooner terminated pursuant to paragraph 6, 17, or 25 hereof.

XII. **NO REPLACEMENT REVENUE**

It being recognized by the parties that the purpose of the COMBAT funds is to improve the quality and effectiveness of drug treatment and prevention services in Jackson County, it is therefore declared as the express intent of the parties that the services to be rendered hereunder shall be in addition to those deemed necessary and required to maintain the efficient and effective operation of **Organization** in its normal duties.

XIII. **CONFLICT OF INTEREST**

Organization warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

XIV. **FINANCIAL CONTACT**

Organization shall designate a fiscal representative to act as a liaison between the parties to resolve any problems, complaints, or special circumstances encountered in the billing of the services agreed upon here.

COMBAT Administration
Fiscal Representative
Troy Thomas
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Kansas City Missouri School
District
Agency's Fiscal Representative
Executive Director Title
Luis D. Cordoba Name
816-418-7322. Telephone #

XV. **INFORMATIONAL REPORTING**

A designated representative of the organization shall attend meetings of the County Legislature and COMBAT Administration activities when so requested by either entity.

XVI. **PUBLICITY**

If **Organization** receives or obtains any media attention because of this project, **Organization** is required to acknowledge that funding for the project is from COMBAT funds. Printed material involving this program shall contain the COMBAT logo and a COMBAT sign shall be posted at the program site(s) for the duration of the contract.

XVII. **TERMINATION**

This Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days' written notice to the other party's designated fiscal representative. All services and payments shall continue through the effective date of termination. Termination of this Agreement shall not constitute a waiver of the rights or obligations which the County or **Organization** may be entitled to receive as provided in this Agreement, or be obligated to perform under this Agreement for services prior to the date of termination. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by **Organization** to the County within ten (10) days of the termination of this Agreement.

XVIII. **UNSPENT ALLOCATION**

Any appropriated funds under this Agreement not invoiced by **Organization** within 45 days from the expiration of this Agreement shall not be paid but shall remain in the COMBAT funds. These funds shall be subject to reappropriation. Such funds refer only to those funds that have not been committed for costs or purchases by purchase order, contract, or other formal documentation.

XIX. **GRANT FUNDING**

If at any time during the term of this Agreement **Organization's** grant is terminated by Kansas City Missouri School District or if **Organization** is otherwise found to be out of compliance with the grant's requirements, then this Agreement shall terminate and **Organization** shall promptly refund COMBAT funds to the County. However, if this

Agreement is terminated, **Organization** shall be entitled to receive just and equitable compensation for work completed pursuant to the requirements of the grant prior to the effective date of termination.

XX. **MINORITY HIRING**

Organization shall have a twenty percent (20%) goal for minority hiring and employment regarding all positions funded out of the proceeds of COMBAT funds.

XXI. **APPROPRIATION OF FUNDS**

Organization and the County recognize that the County intends to satisfy its financial obligation to **Organization** hereunder out of funds annually appropriated for that purpose by the County. County promises and covenants to make its best efforts to appropriate funds in accordance with this Agreement. In the event no funds or insufficient funds are appropriated and budgeted, or are otherwise unavailable by any means whatsoever for payments due hereunder, County shall immediately notify **Organization** of this occurrence and this Agreement shall terminate on the last day for which appropriations were received, without penalty or expense to the County of any kind whatsoever, except as to the portions of the payment amounts herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available, or at any time after the last date that County has paid for the Services, if earlier.

County further agrees:

- A. That any funds authorized or appropriated for services rendered under this Agreement shall be applied to the payments hereunder until all such funds are exhausted.
- B. That County will use its best efforts to obtain authorization and appropriation of such funds including, without limitation, the inclusion in its annual budget, a request for adequate funds to meet its obligation under this Agreement in full.

XXII. **EQUAL OPPORTUNITY EMPLOYMENT**

Organization shall maintain policies of employment as follows:

A. **Organization** and **Organization's** subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin. **Organization** shall take affirmative action as set forth to ensure that applicants are employed and employees are treated without regard to their race, religion, color, sex, age, disability, or national origin. Such action shall include, but not be limited, to the following: recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. **Organization** agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

A. **Organization** and **Organization's** subcontractor(s) shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, disability, or national origin.

XXIII. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

Pursuant to §285.530.1, RSMo, **Organization** assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri and/or Jackson County, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, **Organization** shall sign an affidavit, attached hereto and incorporated herein as Exhibit B, affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

XXIV. INSPECTION OR AUDITS BY THE COUNTY

The performance of this Agreement shall be subject to review by the County. The County Compliance Review Officer shall review this contract according to his responsibilities as set out in Chapter 6 of the Jackson County Code. **Organization** shall file annual compliance reports as required by the County Compliance Review Office. The County may provide to **Organization** a list identifying specific areas funded by COMBAT funds which are to be inspected or audited by the County, and the definition and scope of a review audit of each specific area indicated.

Organization shall conduct internal audits of each specific area identified and shall provide its findings to the County and/or COMBAT Administration. If the County and/or COMBAT Administration desire additional study, after the in-house audit provided above, the County and/or COMBAT Administration and **Organization** shall engage a mutually agreed upon outside auditing firm to conduct further audit of each specific area identified, and shall share the costs of the outside auditor equally. The County warrants that all books, records, accounts, and any other documents in the possession of the County relative to COMBAT funds are public records open for inspection in accordance with Chapter 610, RSMo.

XXV. REMEDIES FOR BREACH

Organization promises, covenants, and agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and **Organization's** failure to so observe and perform in accordance with said Agreement represents and constitutes a breach of this Agreement. In such even, **Organization** consents and agrees as follows:

A. That the County may without prior notice to **Organization** immediately terminate this Agreement; and,

B. In addition to the foregoing, the County shall be entitled to collect from **Organization** all payments made by the County for which **Organization** has not yet rendered services in accordance with this Agreement, and may also be entitled to reasonable attorney's fees, court costs, and other expenses if it is necessary to bring legal action to recover such amount.

XXVI. **SEVERABILITY**

If any term of this Agreement is invalid, or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

XXVII. **TRANSFER AND ASSIGNMENT**

Organization shall not assign or transfer any portion or the whole of this Agreement without the prior written consent of the County.

XXVIII. **COMBAT CONTACT**

For the purpose of this Agreement, the COMBAT Administration, or person designated by COMBAT Administration, shall act as the COMBAT Contact. The COMBAT Contact shall be responsible for overseeing the performance of the services to be rendered under this Agreement. The COMBAT Contact shall be authorized to accept minor changes in services rendered as long as they are not material nor do they substantially alter the services to be performed. Any substantial or material changes in the services provided under this Agreement must be approved by the COMBAT Administration and the County.

XXIX. **ORGANIZATION IDENTITY**

If **Organization** is merged or purchased by another entity, the County reserves the right to terminate this Agreement. **Organization** shall immediately notify the County in the event it is merged or purchased by any other entity.

XXX. **INCORPORATION**

This Agreement contains the entire understanding and agreement of the parties, and modifications hereto shall be enforceable only if in writing, signed by the parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed this 12 day of July, 2012.

APPROVED AS TO FORM:

By: W. Stephen Nixon
W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By: Michael D. Sanders
Michael D. Sanders
County Executive

ATTEST:

KANSAS CITY MISSOURI SCHOOL DISTRICT

Mary Jo Spino
Mary Jo Spino
Clerk of the County Legislature

By: Luis M. Cordoba
Title: Executive Director
FIN: 446003108

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$10,000.00, which is hereby authorized.

July 11, 2012
Date

[Signature]
Director of Finance and Purchasing
Account No.: 008-4405-56798
4405 201 2017



Grant Match Cover Page

Name of Organization:	Kansas City Missouri School District
Address of Organization:	1211 McGee, Kansas City, MO 64106
Telephone Number:	816-419-8844
Contact Person:	Luis Cordoba, Ed.D.
Email Address:	lcordoba@kcpublicschools.org
Federal ID Number:	446003108
Program Name:	Success Court

Please Indicate the type of funding you are applying for:

Grant Match Treatment:

Grant Match Substance Abuse Prevention:

Grant Match Violence Prevention:

Kansas City Missouri School District

2012 COMBAT Grant Application:
Northeast High School Success Court

Section Two:
COMBAT Required Documents

2012 COMBAT Grant Match Funding Application

Directions: Please complete application in the shaded boxes provided. The text boxes will expand to accommodate your responses.

Agency Name	Name of Program	Amount Requested
Kansas City Missouri School District	Success Court	\$12,500.00
Executive Director	Address of Agency	Agency Phone:
Luis Cordoba, Ed.D.	1211 McGee, KCMO 64106	816-419-8844
Program Coordinator	Address of Program Location:	Program Phone:
Samuel T. Johnson	1211 McGee, KCMO 64106	816-699-8604

Summary of Program: Briefly but thoroughly describe your program (*no more than 500 words*). If funded, this will be the program description used by COMBAT. Include the purpose, target population, services/activities to be provided, and expected outcome of your program. Be sure to specify whether the program will provide substance abuse treatment, substance abuse prevention or violence prevention.

Summary:

The Success Court is a partnership between Jackson County Family Court and KCMSD, with a goal to address student challenges that contribute to the significant truancy problem at Northeast High School (NHS). NHS is a comprehensive high school, serving nearly 1100 students from 7th to 12th grade. This critical intervention engages 7th and 8th grade students in a structured environment that promotes education, crime prevention, and social correctness for students within the Kansas City School District.

Success Court consists of weekly sessions for 15-20 students during each semester of the school year, directed at reducing risky behaviors including truancy and school dropout that have proven links to youth substance abuse. A Circuit Court Judge presides over the sessions at Northeast High School - originally designed as a legal magnet school - in the onsite a courtroom. Space for sessions is provided by KCMSD. Success Court activities include: weekly court sessions, incentive programming, Family Nights, home visiting, and case management.

Students at NHS are referred to the Success Court if they meet one of the following:

- Seven days of absence (not related to documented health issue) per semester
- Attendance rate lower than 85% in the prior academic year
- Significant decrease in academic performance and/or an increase in behavior problems
- Lack of parental involvement in school activities and/or family dysfunction

Identification of students is done by the Student Action Team. The Student Action Team is a multi-disciplinary group that meets weekly to identify at-risk students and identify needed services or resources.

Once a student is identified, the Youth Worker is responsible for (a) securing student and families to participants - including obtaining parental permission, (b) facilitating the weekly Success Court sessions, (c) facilitating the Family Nights, (d) providing follow up services to ensure the success of the student after the semester session is completed, and (e) providing triage services to those students with developing attendance concerns. To ensure a seamless transition between school years, the Youth Worker maintains consistent contact

with the youth, parents, and school during the summer months. Family services including clinical mental health and social services will be provided by the school's Case Manager and supporting staff.

Through Success Court, students and families learn skills that enable academic and social success, are provided with professional and peer support, and engage in incentivized opportunities that promote the of change risky behaviors. Success Court activities are modeled after proven programs and evidence based practice for reduction of truancy and drop out rate, both indicators of increased risk of substance abuse for our youth.

Program Delivery: (please check all that apply to indicate when your proposed program will be offered)

Year Round
Special Events only

At school, during the 9-month school period

After School hours

One or more evenings per week

Weekends

Other

Summer Only

Specify when:

Evidence of Need – Prepare a problem statement, incorporating local data, to identify the needs of your selected target population and/or community

Discuss relevant risk factors. Describe the incidence and prevalence of alcohol and other drug use, or violence, and their effects on the target population in your selected geographic area.

Discuss relevant protective factors and variables which, if addressed, can be expected to reduce alcohol and other drug-specific abuse problems, or violence.

What are the gaps in current resources that are in the community and available to work on the problems you have identified?

Need Statement

There is a great need for Success Court for youth in the Kansas City, Missouri School District. The District has been battling high truancy and rising juvenile crime rates, which have led to an increased amount of first time referrals to local youth courts and Family Court. Further, unemployment and poverty have created limited resources for families through out the District.

A significant part of the youth population at NHS is at risk of criminal activity due to the school's: 1) low attendance rate (79.8 percent), 2) high suspension rate (39.4 percent), and 3) high drop out rate (15.8 percent). Over 84 percent of NHS students receive meals through the Free and Reduced Lunch Plan, an indication of severe poverty. In addition increased gang activity and violence is exacerbated by the criminal activity of parents; frequently coupled with domestic violence, substance abuse and estrangement. Since January 2011, the Jackson County sytem has received 573 referrals for crimes within the NHS zipcode and surrounding school service area; an average of just over one incident per-day. **Drugs are often easily accessible in students homes.** The children of incarcerated parents are particularly at risk. The lack of educational advancement, and lack of support and encouragement for both youth and their parents are major impediments to choosing to stay or to remain drug free.

The Success Court attempts to improve attendance and graduation rate, keeping students in school, and thus mitigating the violence and drug abuse to which youth are exposed outside of school. In 2011, NHS reported

that only 5 percent of incident reports were related to drug, alcohol, or tobacco – an indication that school has become an escape from an environment rich with substance abuse. Unfortunately, the overall incident rate and subsequent suspension rates are high for NHS; last year the school reported 379 incidents that resulted in Out of School Suspension for 10 days or more, which averages to 7 per-week in a 270 day school year. Youth out of school are missing credit hours, lose out on social opportunity, ultimately become disenfranchised with the school setting, and remain in their community where the lure of drugs, gangs, violence and other criminal activity is all too real.

Community partnerships have created a foundation for district-wide improvements. The local police department is heavily invested in the safety of our youth – officers are assigned to schools free of charge and problematic students are often referred to alternatives agencies rather than Family Court. Health service providers Swope Health Services, Samuel U. Rodgers Health Center, and Mattie Rhodes Behavioral Healthcare assist with mental health evaluations of youth who are uninsured or underinsured. Beyond individual student need, the District works collaboratively with many safety net healthcare providers for referrals for care of indigent families. The Jackson County Family Court and KCMSD have a longstanding successful partnership focused on reduction truancy and school drop-out.

Despite collaborative efforts and desire to assist struggling students and families, gaps exist in funding for programs that intercept youth at critical stages in their social and academic environment. The Success Court specifically targets students within these stages (7th and 8th grade), supplying interventions and avenues for change before disruptive and destructive behaviors become a habit.

Target Population – Be very specific and link to above need.

Describe Age, Ethnic Breakdown, Gender, Geographic area(s) to be served.

Describe your outreach strategy and how clients will be recruited. If referred from other agency(ies), you must include a letter stating that these agencies are aware that they will be part of a COMBAT project, as an Appendix to your proposal.

Target Population

The target population will include both boys and girls and are middle school students in 7th and 8th grade that attend NHS. The ethnic breakdown of all 1086 students enrolled at NHS is as follows: Asian 4%, Black 53%, Hispanic 32%, White 10%, Other 1%. The geographic area served is defined by the District boundaries and surrounding areas; students that attend NHS can reside anywhere in the district, very few travel from outside of the area.

Students will be referred for the Success Court by the Student Action Team, who assess student data from the previous school year. A direct referral is provided if a student meets one or more of the following criteria:

- Seven days of absence (not related to documented health issue) per semester
- Any student with attendance lower than 85% in the prior academic year
- Significant decrease in academic performance and/or an increase in behavior problems
- Lack of parental involvement in school activities and/or family dysfunction

We do not anticipate that students will be referred from outside agencies.

Once a student and/or family is referred to the Success Court, the Youth Worker provides outreach and recruitment to get the families engaged. Specifically, the Youth Worker will use written letters, phone calls, and home visits to reach the families of students who are referred. The benefits of the program will be outlined, including incentives for student progress and graduation from the Success Court program. Incentives include educational and recreational items that will continue to promote healthy minds and healthy bodies

beyond the nine week Success Court program.

Estimated number to be served: the goal is at least 100 each year

Estimated cost per person: \$130

Justification of program or practice

Describe the evidence based programs or practices will be used? Cite Source—see links before Attachments begin on p.

If you are using a well-researched program that is not included as an evidence-based practice, a model program or promising program, cite and discuss the source that shows it is justified for use with your target population, for your expected results.

Cite evidence that justifies the use of the program/practice that you will use with your target population, for your expected results.

Evidence based practice or research of effectiveness of practice, with citations.

The Jefferson County Truancy Diversion Project, developed in Louisville, KY., is a judicially-driven school and community initiative created to improve school attendance and enhance family function and behavior, thereby reducing risk factors that lead to substance abuse. Initiated in 1997, this program brings the judge and community resources directly to the schools and students for a hands-on, no-efforts-spared intervention. Now a national model, this program has far-reaching implications in the prevention of juvenile delinquent behavior, drug use and abuse, and in the establishment and preservation of safe and permanent homes for children.

The National Outcome Measure (NOMs) domains, synonomys with intended Success Court outcomes, and demonstrated by the Jefferson County Truancy Diversion Project are:

- Education, with the outcome of improved school attendance as measured by attendance rates prior to the program compared to at completion;
- Crime and Criminal Justice, with the outcome of no involvement with or further penetration into the justice system as measured by referral data to Family Court;
- Social Connectedness, with the outcomes of increased youth and parental involvement with the school, forming a bond as measures through attendance rates month to year and participation in program events; and
- Access/Capacity, with the outcome of individuals and families served through the program and partner referrals as measured through monthly statistical data.

Describe your Proposed Program, including Services and Activities

State whether this is an existing program of your agency.

Describe how you will accomplish your program.

Describe your partners and what will they will do.

For programs targeting violence preveniton, please clearly describe the criteria that will be used for eligiblity for services. How will violence be defined? How will risk for violent behavior be clearly determined?

Program Description, Services and Activities.

The Success Court is a well structured program to encourage student retention and decrease truancy. It is a new

program for KCMSD, with similar models outside the district harboring great success. The planned services and activities of the program are as follows:

1. The Student Action Team - including School Counselor, School Nurse, School Resource Officer, Social Worker, Attendance Drop-out Specialist, Assistant Principal, and Principal - identifies students who meet the criteria for referral to Success Court.
2. The Success Court Team - including the Youth Worker (new hire funded by this request), Family Court Program Coordinator (Jonni Wright), Circuit Court Judge, School Administrator (Principal, Assistant Principal or Counselor), school faculty, and Case Management Team member (Case Manager or Social Worker) - will review the student referral from the Student Action Team to ensure student eligibility.
3. If it is determined the youth is appropriate for the Success Court program, a letter from the Youth Worker will be sent to the parents/guardian advising them of the Team's recommendation. A copy of the Missouri Statute regarding mandatory school attendance and a brief description of the Success Court will accompany the letter.
4. The Youth Worker and/or Case Manager will follow-up with a phone call and a home visit. The service-oriented climate of a personal visit helps persuade and encourage parents to seek, accept, and follow through on the treatment intervention that is offered.
5. Once they have committed to participating, parents and students sign an agreement to attend the weekly sessions.

Once enrolled in the program, weekly Success Court sessions are the pivotal activity of the project. Both parents and students are required to attend the weekly sessions each semester. Court sessions are held in the school and each family will appear before the Judge individually or in groups depending on the needs of the student and family. Each week the Judge gives a specific assignment based on the particular socio-educational needs of each individual student. These assignments are individualized and might include a research project where the student is required to visit the school library, research a subject and write a short essay. This assignment promotes a spirit of learning, encourages the youth to use school facilities and resources, and improves the student's sense of self worth.

Monthly Family Nights are another activity of the Success Court program, providing a fun atmosphere where students and parents can bond with their school and the Success Court Team. At these events students and parents are recognized by the Judge and other members of the team for their progress both at school and at home. At Family Night events students are given tangible rewards for every measure of progress they exhibit, in addition to verbal praise and recognition. These incentives range from school supplies to gift cards and other items.

Additionally, students and families are provided the opportunity to meet with the Case Management Team - including Case Managers and/or Social Workers. In this capacity the Case Management Team, in conjunction with the Youth Worker, provides strength-based, preventative services to families such as family visits, individual and family counseling, and appropriate referrals as necessary to community service partners. They may also assist families who may have transportation problems getting to court. Interaction with the Case Management Team is voluntary.

Through Success Court activities, weekly reports are generated by the Student Action Team (school faculty), Case Management Team and the Youth Worker, and provided to the Judge. Reports unveil information regarding attendance, academics, and behavior of the student. At the end of each semester, a graduation ceremony is held. This is generally similar in nature to the Family Night event. Some larger incentives are usually presented to the students during this program.

Scheduling and logistics of the program - including the booking and preparation of space for program activities, management of needed supplies, etc. - is handled by the NHS Administrative staff.

A pivotal partner in the Success Court program is the Jackson County Family Court - responsible for providing

the Judge and Youth Worker to the program.

The participation and involvement of the Judge is of paramount importance to the success of the program. The presence and degree of interest of the Judge is a significant influence and imparts positive change in the overall behavior of the youth. A Judge will also assure more significant involvement by parents. The Judge's position of authority, commitment to this project and recognition of improvements empowers and encourages students' progress. The Judge looks for all sources of strength to build on. This approach is the most powerful stimulus for inspiring improvement and responsibility for both parents and their student. This type of activity continues for nine weeks to assist the child and family in internalizing and reinforcing the values presented by the Judge. The progress of each child is reported and recognized by the Judge and the other members of the Success Court Team on a weekly basis. Educational and recreational items are awarded to those who have demonstrated achievement. These incentives are individualized and serve as positive reinforcement. The Youth Worker assists the Judge by preparing reports on each student, for the judges review, and acting as liaison between the school and the Success Court.

The Youth Worker acts as the critical link between the Success Court Team, the Student Action Team (NHS staff), and the student and families. Each week, the Youth Worker collects reports and prepares students files to be presented to the Judge during weekly Success Court sessions. The files contain information pertaining to student attendance, grades, and any discipline information. The Youth Worker prepares the "courtroom" for the session - including food and drinks, and a display of incentives available - and is responsible for maintaining order in the "courtroom" throughout the session. During Family Night events the Youth Worker will plan and facilitate interactions that are strength-based and encourage team building.

Student retention services coordinated by the Youth Worker are an important part of the program since the Success Court has set a goal for major behavioral change within its students. The Youth Worker will provide active services to keep participants engaged throughout the 9 week program in addition to follow-up services for at least six months following graduation. These follow-up services include:

- A letter of encouragement from the judge
- Weekly attendance monitoring
- Weekly contact with school Case Management Team
- Monthly attendance at Success Court sessions
- Documentation (monthly progress reports detailing attendance, behavior, and casework activities)

Additionally responsible for outreach and support services for all participants, the Youth Worker often operates in close collaboration with the Case Management Team to ensure referred students become engaged in the program and receive proper case management services - including referrals for needed resources and advocacy with other agencies. This ensures that all program service goals are continually met.

Jackson County Family Court will also assist with providing an evaluation specialist, as well as data management through the Juvenile Information System for the Success Court program; both outlined in later sections.

Describe each of your proposed Strategies. Describe frequency of each strategy.

Add more if necessary

Strategy	Frequency
Prevention Education: Success Court Sessions	weekly
Alternatives: Incentive Based Programming; Family Nights;	

Recognition of student achievements	weekly; monthly
Community Based Processes: Monthly Family visits, individual and family counseling; Appropriate referrals as necessary to community service partners	monthly; On-going as necessary
Problem Identification and Referral: Monthly Family visits, individual and family counseling; Appropriate referrals as necessary to community service partners	Monthly; On-going as necessary

Identify whether the strategy is Universal/Primary Prevention, Selective/Targeted/Secondary Prevention, or Individualized/Tertiary Prevention (see Attachment 3)

Add more if necessary

Strategy	Frequency
Prevention Education: Success Court Sessions	Individualized/Tertiary Prevention
Alternatives: Incentive Based Programming; Family Nights; Recognition of student achievements	Individualized/Tertiary Prevention
Community Based Processes: Monthly Family visits, individual and family counseling; Appropriate referrals as necessary to community service partners	Individualized/Tertiary Prevention
Problem Identification and Referral: Monthly Family visits, individual and family counseling; Appropriate referrals as necessary to community service partners	Individualized/Tertiary Prevention

What evidence-based Prevention strategies from Attachment 4 will you use?

Prevention Education, Alternatives, Community Based Processes, and Problem Identification and Referral.

Identify Domains to be addressed, and Risk and Protective Factors to be addressed for each Domain (Attachment 5).

Add more if necessary

Domains	Risk or Protective Factors
Family Domain	<p>Protective factors include bonding (positive attachment); healthy beliefs/clear standards for behavior; a sense of basic trust; positive family dynamic</p> <p>Protective factors include opportunities and rewards for pro-social</p>

Treatment National Outcome Measures. Also, be sure to address the measures and indicators that will be used to evaluate the program outcomes described in Exhibit E.

Evaluation Plan

The evaluation of the Success Court program will include data collected from referral information on Juvenile Information System (JIS). Information is gathered through Success Court reports including NHS attendance and incident reports, home visit contacts, weekly Court sessions, and Family Night participation. All data are collected on a monthly basis and analyzed month to year. This evaluation encompasses National Outcomes Measures in the areas of education, crime and criminal justice, social connectedness, and access/capacity, as outlined above. Indicators of success include a reduction in new referral rate to the Success Court and Family Court; school attendance above 90% and reduction in school suspensions; increased parental involvement in child's academic success; and improved academic performance.

Evaluator --

Who will conduct the evaluation? What are the credentials of this person? What similar evaluations have they conducted?

Evaluator

The evaluation is conducted monthly by the KCMSD and Jackson County Family Court. The Family Court employs a full-time Manager of Data Analysis, Pam Behle, Ph.D. Dr. Behle has been with the Court for 12 years and is responsible for data collection and research projects relevant to the mission of Family Court Services. Dr. Behle assesses monthly information with the Program Manager and ensures data sets are reliable. She also runs independent analysis through the Court's JIS system to cross reference youth in Success Court with current referral data. This helps identify youth who may have a family member, a sibling, already receiving formal services as well as to provide additional social history that may otherwise be unavailable to the school. Dr. Behle produces the Annual Report for Jackson County Family Court Services, a roughly 300 page document that is distributed throughout the state with a complete analysis of all Family Court Services Programs, recidivism rates, and new initiatives. She is very knowledgeable and very effective in producing quality evaluations.

Organization

Describe the mission of your organization and explain how this program fits into the organization's mission as well as the purpose of COMBAT Substance Abuse Prevention, Violence Prevention, or Substance Abuse Treatment as appropriate.

Describe the past experience and expertise of your organization in the areas of your proposal. For those applicants whose proposals include initiation of new violence prevention programs, the organization must demonstrate existing relationships with organizations that work in the field of law enforcement or violence prevention.

Organization

The mission of the Kansas City Public Schools is to achieve, in a way that is unencumbered by excuses, our vision for education by ensuring that all children benefit from teaching and learning. The school district will do this through:

- Inquiry-based instruction that involves active-learning, and is project-oriented, collaborative, student-centered, and facilitated by meaningful professional development;
- Successful instructional settings where teachers continually coach each child to develop deep understanding and educational proficiency, while meeting all Adequate Yearly Progress goals;
- Cooperative planning among principals and teachers to ensure attainment of district goals;

- Substantial autonomy to each learning community; and
- Accountability for executing and achieving the school district's vision, goals, and objectives articulated in the KCMSD Accountability Plan.

The COMBAT program strategy recognizes that an effective battle against substance abuse requires not only strict law enforcement and prosecution, but also prevention and the determent of risky behaviors. KCMSD Success Court and the mission of the district are perfectly aligned with the purpose of COMBAT's Substance Abuse Prevention efforts. Success Court will identify individuals at risk of substance abuse, based on truancy and drop out risk at the 7th and 8th grade level, and provide them with a series of intervention activities. These activities and wrap around services will allow the student to get the help they need without the impact of incarceration or other severe actions.

KCMSD has strong working relationships with both law enforcement, and the court system as well as with public health agencies. Most recently, the district worked with KCPD to introduce stronger truancy prevention and intervention laws. As a result of these efforts, the Kansas City - City Council introduced new daytime curfews to provide the legal support the district needed to enforce truancy intervention efforts. KCPD also provides law enforcement personnel to the district on a full time basis. KCMSD has worked with the court system on many initiatives over the years and in regard to this request, Family Court is eager to launch this effort. KCMSD has partnered with many community agencies to provide wrap around services to district families including: Truman Medical Center and Behavioral Health Center, Swope Health Services, Jewish Vocational Service, Rose Brooks, Samuel U. Rodgers Health Center and others.

Staff Expertise and Experience

Describe the experience and expertise of key staff for the proposed project (in Prevention proposals, include the person who will be the Prevention Coordinator/COMBAT Program Contact and other Prevention staff).

Include Job Descriptions for each staff person described below in Exhibit E.

Key Staff

The following individuals represent key staff members for the Success Court program:

Dr. Luis Córdoba - Executive Director of Student Intervention Programs, Kansas City Public Schools

Dr. Córdoba is a committee member of the U. S. Attorney, Western District of Missouri, Gang Assessment Task Force. He also is an internationally certified and state licensed substance abuse counselor. Dr. Córdoba volunteers his time teaching race relations to cadet classes for the Kansas City, Missouri Police Department and is a former appointed member to the Kansas City, Missouri Mayor's Commission on Violent Crimes. He serves on various community and national advisory boards and has been a consultant for such agencies as the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. As a result of his experiences, Dr. Córdoba has been an invited speaker in over 300 national presentations. Dr. Córdoba has earned the following credentials:

- * Doctor of Education in Educational Leadership and Policy Analysis
- * Master of Science in Elementary and Secondary Education with an emphasis in multicultural urban settings
- * Bachelor of Arts in Substance Abuse Counseling
- * Kansas Licensed Addictions Counselor (LAC)
- * Missouri Certified Reciprocal Alcohol Drug Counselor (CRADC)

* International Certified Alcohol and Drug Counselor (ICADC)

Dr. Cordoba will provide administrative oversight of the Success Court program and will not be included in Exhibit E per instructions to omit administrative personnel.

Samuel T. Johnson – Team Leader in Student Intervention Services, Kansas City Public Schools

Samuel Johnson came to the Kansas City Public Schools over 11 years ago. Within those 11 years Mr. Johnson has received a Bachelor's of Arts degree from Park University in Business Administration/Management and received his Masters of Arts from Webster University in Management & Leadership. Samuel is currently enrolled at the University of Missouri working on his (MA) Education Specialist degree. Mr. Johnson is also a graduate of the 2012 L.I.T.E Academy; this program was started by the Kansas City Public Schools, an ever-growing network of highly respected and influential professionals within K-12 education nationwide. Mr. Johnson will serve as the COMBAT Program contact.

Mr. Johnson will provide administrative oversight of all KCMSD activities including Student Action Team and the Case Management Team. He will not be included in Exhibit E per instructions to omit administrative personnel.

Jonni Wright - Program Manager, Jackson County Family Court

Jonni has 13 years experience working with at-risk youth and families, developing and implementing youth and family focused programs, and providing in-depth analysis of program components.

Ms. Wright will provide administrative oversight of all Jackson County Family Court activities including the Success Court Team, Judge, and Youth Worker. She will not be included in Exhibit E per instructions to omit administrative personnel.

To Be Hired – Youth Worker, Jackson County Family Court.
Please see Exhibit B for a list of qualifications for this position.

To Be Assigned – Case Manager, Kansas City Public Schools
The Case Manager for NHS is currently not assigned. This position will not appear in Exhibit E per instructions to include only positions to be funded by this COMBAT request.

To Be Assigned – Circuit Court Judge, Jackson County Family Court
The Circuit Court Judge for NHS Success Court is currently not assigned. This position will not appear in Exhibit E per instructions to include only positions to be funded by this COMBAT request.

Specify each site at which COMBAT program services will be conducted in Exhibit F.

Complete Program Budget:

Agencies applying for grant match funds for prevention services must complete Exhibit A and include it with their completed application.

Agencies applying for grant match funds for treatment services must complete Exhibit A and Exhibit A-1 and include them with their completed application.

Links:

Crime Solutions: Program Review and Ratings

http://www.crimesolutions.gov/about_starttofinish.aspx

Blueprints for Violence Prevention, <http://www.colorado.edu/cspv/blueprints/>

Substance Abuse- See SAMHSA's National Registry of Evidence Based Programs and Practices
<http://www.nrepp.samhsa.gov/>;

Violence Prevention - See Youth Violence: A Report of the Surgeon General
<http://www.surgeongeneral.gov/library/youthviolence/chapter5/sec1.html>;

Youth Violence: Best Practices of Youth Violence Prevention gives tips for interventions
http://www.cdc.gov/violenceprevention/pub/YV_bestpractices.html;

Attachment 1:

policy on late submissions

Agencies are expected to meet the 2:00 PM submission deadline set in the Funding Announcement in order to be considered in the evaluation process.

COMBAT recognizes certain unforeseen events may interfere with adherence to that deadline and will accept late proposals only under the following conditions:

Late proposals will be accepted only within 24 hours of the deadline.

Late proposals must be submitted directly to COMBAT staff, at 415 E. 12th St., 9th Floor, Kansas City, MO 64106. Proposals will be date stamped and time recorded, according to COMBAT time.

Proposals accepted during this time frame, if approved for funding, will receive an automatic 10% reduction. This reduction will remain in place throughout the contract and any extensions.

EXHIBIT A:

AGENCY/PROGRAM BUDGET INFORMATION
(Jan 1, 2012 – Dec 31, 2012)

Budget Categories	Proposed COMBAT Program Budget	Other funding amount	Name of other funding sources	Total Program Cost
Personnel – Salaries	\$18,200.00	\$18,200.00	KCMSD	\$36,400.00
Fringe Benefits – <i>no more than 10% of Salaries</i>	\$1,800.00	\$1,800.00	KCMSD	\$3,600.00
Program Operating Expenses	\$0.00	\$0.00		\$0.00
Auditing/Accounting Services	\$0.00	\$0.00		\$0.00
Evaluation	\$0.00	\$0.00		\$0.00
Postage	\$0.00	\$0.00		\$0.00
Printing	\$0.00	\$0.00		\$0.00
Meeting Expense	\$0.00	\$0.00		\$0.00
Mileage (Local Travel)	\$0.00	\$0.00		\$0.00
Training	\$0.00	\$0.00		\$0.00
Memberships	\$0.00	\$0.00		\$0.00
Insurance	\$0.00	\$0.00		\$0.00
Other*(Specify):	\$0.00	\$0.00		\$0.00
Food and Incentives	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
Indirect: <i>no more than 7% of amount for salaries</i>	\$0.00	\$0.00		\$0.00
TOTAL PROPOSED BUDGET	\$20,000.00	\$20,000.00		\$40,000.00

*Other--Expenses in this category require "approval" from COMBAT

1. Funds may not be used to provide capital improvements (Article 6, Section 23 of the Mo. Constitution).
2. Funds may not be used to pay salaries for functions that have traditionally been performed by volunteers.
3. Funds may not be used to pay rent, utilities, or equipment.

Exhibit B: AGENCY CONTACT INFORMATION
(Jan 1, 2012 – Dec 31, 2012)

Enter Agency Name

Agency/Corp Location	Kansas City Missouri School District 33
Address	1211 McGee
City, State, Zip Code	Kansas City, MO. 64106
Main Phone	816-418-7000
Main Fax	816-418-7766
Agency Web Address	www.kcpublicschools.org

Executive Director	Luis Cordoba, Ed.D.
Address	1211 McGee
City, State, Zip Code	Kansas City, MO. 64106
Phone	816-419-8844
Fax	816-418-7766
Email	lcordoba@kcpublicschools.org

COMBAT Program Director	Sam Johnson
Program Address	1211 McGee
City, State, Zip Code	Kansas City, MO. 64106
Phone	816-419.8844
Fax	816-418.7766
Email	sjohnso4@kcpublicschools.org

Financial Contact	Al Tunis
Address	1211 McGee
City, State, Zip Code	Kansas City, MO 64106
Phone	816-419-7295
Fax	
Email	atunis@kcmsd.net

Board Chair/President	Airick Leonard West
Address	1211 McGee
City, State, Zip Code	Kansas City, MO 64106
Phone	816-419-7000
Fax	
Email	alrickleonardwest@gmail.com

EXHIBIT C

LOGIC MODEL

Objective	Need/Problem	But Why Here? Fill in Risk Factors	Protective Factors Addressed in Program Objectives	Resources Who/Agency & Personnel	Activities	Short-Term or Interim	Long-term Impact
Prevent juvenile referrals into the juvenile justice system	High truancy rate and rising juvenile crime rate	<i>Community</i> Rising crime rate including drug related offenses	<i>Community</i> School's no tolerance policies, home visits; referrals to community agencies	KCMSD, Jackson County Family Court and supporting behavioral and medical health care providers	After school tutoring; monthly Family Nights, student incentives	Provide before and after school opportunities for tutoring and educational involvement	Reduction in referrals to Family Court or further penetration into the juvenile justice system
Increase attendance and reduce suspensions	<i>School</i> Daily attendance below 85%	<i>School</i> Incentives to improve youth attendance; school's anti drug policy	<i>School</i> Incentives to improve youth attendance; school's anti drug policy	KCMSD and Jackson County Family Court	Weekly court sessions; daily attendance monitoring; monthly competitions for incentives	Improve attendance rate weekly and reduction in out of school suspensions	Increase overall attendance to state required 93%
Increase family support of academic achievement and involvement with school.	<i>Family</i> High risk factors. Lack of parental involvement in child's education	<i>Family</i> Support the family through strength based programming	<i>Family</i> Support the family through strength based programming	KCMSD, Jackson County Family Court, and supporting behavioral and medical health care providers	Monthly Family Nights; monthly home visits; individual and family counseling; referrals to relevant services	Parental participation in weekly court sessions and monthly Family Night participation	Increased parental involvement and academic support
Impose attendance and academic performance	<i>Individual</i> Lack of educational advancement; lack of support and encouragement	<i>Individual</i> Assistance with educational needs; conflict resolution; positive decision making	<i>Individual</i> Assistance with educational needs; conflict resolution; positive decision making	KCMSD, Jackson County Family Court, and supporting behavioral and medical health care providers	Daily contact and monitoring; individual counseling	Increase attendance and grades weekly	Increase attendance and improved academic performance

EXHIBIT D

Outcome Measurement Framework Chart

Program Objective	What data will be collected?	How data will be collected?	When will data be collected?	Data analysis	Projected Outcome
Community: prevent juvenile referrals or further penetration into the juvenile justice system	Referral information	JIS reports through the court system	Monthly	The Success Court team and KCMUSD month to year	Reduction in new referral rate
School: increase attendance and reduce suspensions	Attendance and incident reports	Monthly reports through Student Action Team	Monthly	KCMUSD month to year	Attendance above 93% and reduction in school suspension
Family: increase family support of academic achievement and involvement with school	Home visit contacts; weekly court session attendance; Family Night participation	Weekly reports and individual contacts by Youth Worker and Case Manager	Weekly/Monthly	Judge at weekly success court meetings; KCMUSD month to year	Increased parental involvement in child's academic success
Individual: improve attendance, in school behavior and academic performance	Attendance and incident reports; grade reports; weekly court sessions	Weekly reports and individual contacts by Student Action Team	Weekly/Monthly	Judge at weekly success court meetings; KCMUSD month to year	Improved attendance rate and academic performance

EXHIBIT E – STAFF EXPERIENCE, QUALIFICATIONS & CERTIFICATIONS

Complete the following chart and include Job Descriptions for all positions to be funded with this COMBAT award (other than administrative staff).

Name: Complete for all employees who are providing direct services in the program (not administrative staff).

Degrees held: List all degrees (post secondary) held, including area of emphasis (i.e., BS/Social Work/Psychology).

Certifications held: List all professional designations earned (i.e., LCSW, LPC, CSAC II, etc.)

Training and development plan: Identify annual training requirements for the staff member in order to continue certification, accreditation, or qualifications.

Name:	To Be Hired – Youth Worker, Jackson County Family Court
Degrees held:	High School Diploma or equivalent with one year of work experience
Certifications held:	
Licensures held:	Valid Drivers License
Training & Development plan:	Please see attached training requirements for this position
Training/education date completed:	Must be completed within 6 months of hiring date
Notes:	<p>This position will be funded through COMBAT Program funds. The role of the Youth Worker in the Success Court is to ensure the safety and security of youth and assist in the execution of established youth treatment and service goals and Success Court orders. Directly supervise and monitor daily activities of youth, which may include school, recreation, meals, personal hygiene, sleep and work projects; provide guidance and assistance to youth in daily activities in order to develop and improve coping and competency skills and effectively modify attitude and behavior patterns; document youth behavior, activities, rule infractions, incidents and other occurrences and information, in narrative or report form basis; consistently ensure residential facility surroundings are safe and secure for both residents and staff and take appropriate action to correct deficiencies; help youth to respond constructively to treatment and service, and assist in development and stabilization of persona and social adjustment skills which may involve anger control, positive peer and family interaction, personal hygiene/grooming and implementing discipline; counsel with youth on an individual and group basis regarding problems and approaches relative to personal and social adjustment skills; provide written and oral input regarding youth progress, behavior, rule infractions and skills; conduct residential facility room checks and monitor behavior of youth to prevent disturbances or escapes, and search facility and grounds for missing youth; transport youth and make home, school and other field visits in personal or Court vehicle; (duties involving transportation of youth and/or travel will vary depending upon the facility, service area and/or shift assigned); attend work related meetings and training; may install and detach electronic surveillance equipment at youth's residence; may monitor youth's activities through surveillance equipment or phone calls to home, school, etc.; may work with community resources to identify and implement youth work programs and projects, which may involve participation; may perform body searches of youth, hand-out medication and mediate disagreements between youth; and perform work as required. Serve as a liaison for the Family Court. Support students and parents. Coordinate documentation with Judge/Commissioner.</p>

*Attach the organization's staff screening policies and procedures, position descriptions, and Organizational chart following Exhibit E. Number pages #a, #b, #c, etc.

EXHIBIT E - TRAINING
Pg 1

Youth Worker, Juvenile Probation or Case Management Officer and Informal Adjustment Coordinator and Volunteer Coordinator	
PRIOR TO PLACEMENT AT JOB SITE	WITHIN FIRST SIX MONTHS OF EMPLOYMENT
Van Training - 8	New Officer Curriculum
Defensive Driving - 4	Mission, Ethics and Purposes
Observation and Documentation - 4	Community Resources
First Aid and CPR - 6	Services Overview
EQUIP - 16	Professionalism
Group Facilitation - 4	Case Management
Site Orientation - 3	Social Assessment and Risk Assessment
	Major Theories of Delinquency and Crime
	Mental Health Disorders
	Psychotropic Medications
	Substance Abuse and UA Collection
	Officer Safety
	Juvenile Code, Supreme Court Rules, Interstate Compact, Writing Complaints, Courtroom Presentation
	Child Abuse/Neglect and Mandatory Reporting
	Report Writing
	Contact Requirements
	Assessment and Treatment Plans
	Victim Empathy
	Restorative Justice
	Title 4
	DYS Protocols
	Fee Collection/Restitution Program
	Effective Communication I - 6
	Justice Information System (JIS) - 4
	Field Services Training Checklist
	Field Services Operational Rules

WITHIN FIRST YEAR OF EMPLOYMENT	SUBSEQUENT YEARS OF EMPLOYMENT
Parent Program - 4	Juvenile Code and Supreme Court Rules - 2
Gang Awareness - 8	Officer Safety Refresher - 4



EXHIBIT E - TRAINING
 PG 2

Motivating Change - 12	Community and State Resources, Overview of Court Programs - 1
Conflict Resolution/Mediation - 2	Case Notes & Complaint Writing, every other year - 4
Family Court Policies	Justice Information System (JIS) - 4
	Case Management Current Trends - 2
	First Aid and CPR - 6
	Gang Awareness Refresher - 4
	Field Services Operational Rules and Family Court Policies
	Courses taken every other year after 2 nd year of employment
	Van Driving Refresher - 4
	Defensive Driving - 4
	Mental Health Disorders - 3
	Effective Communication - 6
	Group Facilitation - 2
	Motivating Change - 4
	Parent Program Refresher - 4
	EQUIP Refresher - 4
	Child Abuse/Neglect and Mandatory Reporting - 2
	Conflict Resolution and Mediation - 2



EXHIBIT F

Site[s] of proposed services (use additional pages if needed for each proposed site where COMBAT funded services will be provided):

Community Based Agency Community Mental Health Center Substance Abuse Agency
 School Other: _____

Comments:

<p>Address (Street, City, Zip Code): Northeast, 415 Van Brunt Blvd, Kansas City, MO 64132</p> <p>Description of Services to be provided at this site: Case management services, mock court activities to simulate Jackson County Family Court, student intervention programming, and student peer session.</p>
--

Community Based Agency Community Mental Health Center Substance Abuse Agency
 School Other: _____

<p>Address (Street, City, Zip Code):</p> <p>Description of Services to be provided at this site:</p>
--

Community Based Agency Community Mental Health Center Substance Abuse Agency
 School Other: _____

<p>Address (Street, City, Zip Code):</p> <p>Description of Services to be provided at this site:</p>
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EXHIBIT B

WORK AUTHORIZATION AFFIDAVIT

As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The completed affidavit must be returned as a part of the contract documentation.

This affidavit affirms that Kansas City Missouri School District is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and, Kansas City Missouri School District does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Luis O Cordoba
Authorized Representative's Signature
Executive Director
Title

Luis O. Cordoba
Printed Name
7/6/2012
Date

Subscribed and sworn before me this 6th day of July, 2012. I am commissioned as a notary public within the County of JACKSON, State of Missouri, and my commission expires on Feb 23, 2014.

Carol A Lillis
Signature of Notary

7/6/12
Date

