

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$25,000.00 from the fund balance of the 2012 Grant Fund in acceptance of the Family Court Division's Tracker Enhancement Program grant received from the Missouri Office of State Courts Administrator.

ORDINANCE #4388, January 23, 2012

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, the Family Court Division has been awarded a grant in the amount of \$25,000.00 by the Missouri Office of State Courts Administrator for the period of November 28, 2011, through June 30, 2012; and,

WHEREAS, the grant funds will be used to provide for a part-time tracker to monitor youths who are placed on alternatives to detention as part of the Juvenile Detention Alternatives Initiative; and,

WHEREAS, the grant does not require local matching funds; and,

WHEREAS, an appropriation is necessary to place the grant funds in the proper spending accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be made from the fund balance of the 2012 Grant Fund:

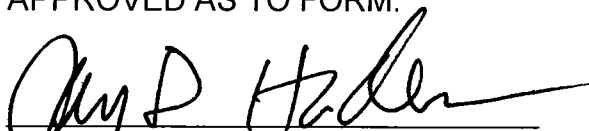
<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund Tracker Enhancement Program 010-2165	45820 - Increase Revenue	\$25,000	
010-2810	Undesignated Fund Balance		\$25,000
010-2810	Undesignated Fund Balance	\$25,000	
010-2165	55025 - Salary		\$23,075
010-2165	55040 - FICA		\$ 1,925

and,

BE IT FURTHER ORDAINED that all County officials be and hereby are authorized to execute any and all documents necessary to give effect to said grant.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

I hereby certify that the attached Ordinance, Ordinance #4388 introduced on January 23, 2012, was duly passed on January 23, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

This Ordinance is hereby transmitted to the County Executive for his signature.

1.23.12
Date


Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4388.

1/24/2012
Date


Michael D. Sanders, County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 2810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$25,000.00

January 17, 2012
Date


Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 4388

Sponsor(s): James D. Tindall

Date: January 23, 2012

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance Project/Title: <u>Tracker Enhancement Program</u>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="326 478 1398 730"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$25,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>25,000 \$</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td> FROM ACCT 008-2810 25,000.00 TO ACCT 010-2165-55025 23075.00 010-2165-55040 1925.00 </td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION: <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$25,000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	25,000 \$	Amount budgeted for this item *:	\$	Source of funding (name of fund) and account code number	FROM ACCT 008-2810 25,000.00 TO ACCT 010-2165-55025 23075.00 010-2165-55040 1925.00
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Source of funding (name of fund) and account code number	FROM ACCT 008-2810 25,000.00 TO ACCT 010-2165-55025 23075.00 010-2165-55040 1925.00										
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Carl Bayless, Grant Accountant, 816-435-4775										
REQUEST SUMMARY	This is a request to appropriate \$25,000.00 from the undesignated fund balance of the 2011 Grant fund in acceptance of a contract awarded to the Family Court Division by the Drug Courts Coordinating Commission.. The project is named "Tracker Enhancement Program" and its purpose is to fund a part-time position to monitor youths who are placed on alternatives to detention. The project began November 28, 2011 and will continue through June 30, 2012. Please appropriate the \$25,000.00 into the accounts listed below: 010-2165-55025 Part-time salaries \$23,075.00 010-2165-55040 FICA \$ 1,925.00										
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)										
ATTACHMENTS											
REVIEW	<table border="1" data-bbox="313 1715 1549 1965"> <tr> <td>Department Director:</td> <td>Date</td> </tr> <tr> <td>Finance (Budget Approval): James Abbott, Fiscal and Budget Director</td> <td>Date: 01/10/2012</td> </tr> <tr> <td>Division Manager: Jeff Eisenbeis, Deputy Court Administrator</td> <td>Date: 01/10/2012</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date: 1/23/12</td> </tr> </table>	Department Director:	Date	Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 01/10/2012	Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 01/10/2012	County Counselor's Office:	Date: 1/23/12		
Department Director:	Date										
Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 01/10/2012										
Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 01/10/2012										
County Counselor's Office:	Date: 1/23/12										

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Undesignated fund balance	\$25,000.00

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



State of Missouri
Office of State Courts Administrator
Administrative Services Division

Issue Date	November 28, 2011	Award Amount
Contract Period		
11/28/2011 to 6/30/2012		\$25,000.00

Juvenile Alternatives to Detention Program

The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee (CCBC) has approved and provided funding for the implementation of juvenile detention alternative programming for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure, pre-adjudication placement.

Contract Number	Federal CFDA Number	<input checked="" type="checkbox"/> Original Contract
OSCA 12-010-05		<input type="checkbox"/> Contract Amendment

Court/Recipient Information:	Project Director:	OSCA Program Contact
The Honorable Charles E. Atwell Presiding Judge 16th Judicial Circuit 415 E. 12th Street Kansas City, Missouri 64106	Mary Marquez Juvenile Officer 16th Judicial Circuit 625 E. 26th Street Kansas City, Missouri 64108	Jay Rodieck 573-522-2043
		OSCA Fiscal Contact
		Brian Dowden 573-526-8879

Special Conditions of this award are attached. There are no special conditions of this award. Original RFP requirements only.

Funding for a part-time tracker to monitor approximately seventy (70) youth who are placed on alternatives to detention. Funding was reduced from a full-time tracker to a part-time tracker.

Requested funding: \$ 40,096.20

Awarded Funding: \$25,000.00

Please Sign, Date and Return by Mail to:

Office of State Courts Administrator
 Attn: Contracts Unit
 PO Box 104480
 Jefferson City, MO 65110 - 4480
 or fax: 573-522-6937

In witness thereof, the parties below hereby execute this agreement.

Appointing Authority Signature		OSCA Signature	
Printed Name	Date	Printed Name	Date
		Gary J. Wait	11/28/11
Presiding Judge Signature		Title	
		Deputy State Courts Administrator Court Business Services Division Director	
Printed Name	Date	Date	

**CO-STEP
COMMUNITY SUPPORT
THROUGH
TRACKER ENHANCEMENT PROGRAM
JACKSON COUNTY FAMILY COURT
16TH JUDICIAL CIRCUIT**

Geographical Area to be Served

Jackson County lies in west central Missouri, with the Missouri River bordering it on the north and the Kansas state line sharing its border on the west. Kansas City, the largest city by population, in Missouri, lies largely within Jackson County's boundaries.

Independence, fourth largest Missouri city, Lee's Summit, sixth, and Blue Springs, eleventh, all lie within Jackson County.

The number of youth under age 18 in Missouri and Jackson County have remained steady for the four most recent years data are available. Youth under 18 represent about one quarter of the population of both Missouri and Jackson County. In 2008, the most recent report year, OJJDP-NCJRS reported the youth population of Jackson County, between the ages of 10-17, came to 72,462.

Program Need

For the past year, the Case Assessment Unit worked with 345 new delinquency cases assigned to assess and recommend dispositional placement upon adjudication.

Approximately 235 stayed at home or returned home after initial detainment (68 cases) pending adjudication and disposition. OSCA determined that youth released at detention hearings after initially being detained had a high rate of re-offending prior to adjudication based on their validation study. Furthermore, we found that 8% who had remained at home prior to adjudication had re-offended. Arraignment occurs three weeks after petition filing and for those who do not admit the allegations, future hearings and

disposition can take several more weeks and months. Deputy Juvenile Officer's (DJO) in the Case Assessment Unit are unable to provide much case management or monitoring beyond assessment and report preparation during this time. Thus, it is common that newly referred delinquent youth who have been living irresponsibly and illegally, and are now identified, still are left for three weeks and up to two or three months at a crucial time of their lives without proper support or monitoring. Tracker services would prove valuable support and surveillance, giving these at risk youth needed human contact, support, and encouragement, to begin a lawful lifestyle, and to resolve problems and crisis that arises as they re-establish connections with school, home, and other community entities.

Although African American youth comprise 27% of the Jackson County youth population, they compose 59% of those referred for delinquencies. 74% of those detained in secure detention were African American. The provision of Trackers through their frequent surveillance and community support in the daily lives of these youth will reduce disproportionate minority confinement while offering protection to the community.

Number of People Served and the Number of Hours of Service Provided

We are requesting one full time 40 hour per week Tracker position. This will cost more than \$25,000. If we are limited to that amount, we request then a part time Tracker that will work 35 hours per week.

A full time Tracker will serve four, 10 hour shifts to occur on Fridays, Saturdays, Sundays, and Mondays. They will serve 10 youth at a time and 100 youth over the course

of a year. This will enable the Tracker to devote four hours per week to each youth and includes administrative record keeping, travel time, training, and collateral contacts as well as direct face to face contact and services.

If however, we are awarded a part time Tracker, working 35 hours per week, then the tracker will serve eight youth at a time and 87 over the course of a year. This will provide each youth slightly over four hours per week by the Tracker but serve 13 fewer youth.

- **Proposed number of juveniles served**

If awarded funding for the full-time Tracker position, at least ten youth at any given time will be provided tracking services for a total of 100 youth in the course of a year.

If limited to a part-time Tracker position, at least eight youth will be provided tracking services at any given time for a total of 87 youth over a 12 month period.

- **Number of hours of service to be provided**

The full-time Tracker provides 40 hours per week of services which includes administrative and other ancillary obligations in addition to face to face client services. At 10 youth at any given time, that means four hours per week per youth.

- **Cost of any proposed services per person/per hour**

The cost for a full time Tracker is \$40,096.20. That person will serve 100 youth during the year, at a total cost of \$400.96 per youth.

If the request is limited to \$25,000, a part time Tracker costs \$24,921. The part time Tracker will serve 87 youth over the year at a cost of \$286.45 per youth.

- **Proposed number of juveniles served**

If awarded funding for the full-time Tracker position, at least ten youth at any given time will be provided tracking services for a total of 100 youth in the course of a year.

If limited to a part-time Tracker position, at least eight youth will be provided tracking services at any given time for a total of 87 youth over a 12 month period.

Implementation Plan

The CO-STEP Tracking Program will consist of one tracker under the supervision of Mr. Brian Johnson, Program Manager, of Night Light and Home Detention.

The target population consists of court involved delinquent referred youth who await, at home in the community, pending adjudication and dispositional placement. It also includes youth who are on probation and who have re-offended by delinquency or probation violation. They may simply be living at home or may be on home detention.

The CO-STEP Tracking Program Implementation Plan is as follows:

Contract Time Line from date of award through June 30, 2012

- First week: Program Manager, Brian Johnson initiates request and process to hire tracker position. The Tracker qualifications same as Youth Worker position (high school graduate and experience working with at risk youth).
- Enhance readiness of site:
 - Manager prepares office space and equipment in the Home Detention Office.
 - Prepares program policies and procedures, forms and documents, manual
 - Prepares program data collection.
 - Reviews program evaluation plan.
- Fourth Week: hires person qualified for Tracker position.
- Fourth Week: Program Manager prepares and sends in monthly progress report.
- Fifth Week: Tracker participates in New Employee Orientation and youth worker training, and specialized Tracker training provided by training department and Program Manager, Brian Johnson.
- Program Manager meets with Case Assessment Unit, Detention Screening Officers, and Probation Officers to publicize and coordinate CO-STEP PROGRAM to stakeholders in Case Assessment Unit, Screening Officers, Juvenile Probation Officers (JPO).
- Sixth Week: Tracker begins tracking services for 10 youth.

- Intake through use of JDТА to determine eligibility and enroll in program.
- Tracker makes face-to-face contact at home, school, and in community. Meets with school officials, monitors school attendance. Tracker meets with parents and youth at home and monitors home rules and curfews, mediates and problem solves any difficulties that arise. Serves as advocate and support.
- Maintains collaborative contact with assigned DJOs and JPOs.
- Second month: Program Manager and Tracker meet for second time with Case Assessment, Screening Officers, Probation Officers to obtain feedback, support, and modification for improvement.
- Meet with Court Program Analyst to prepare program evaluation plan.
- To be determined: Program Manager and Tracker attend mandatory JDТА Regional Training.
- Case Assessment DJOs, Detention Screening Officers, and JPOs serve as the primary referral sources to the CO-STEP Tracking Program. To determine eligibility, the Tracker will review the JDТА Assessment Instrument to determine if they score within the range that qualifies them to live at home in the community.
- Third Month: Program Manager and Tracker review quality of services and make adjustments as necessary.
- Fourth Month: Prepare for upcoming program evaluation.
- Fifth Month: Meet with pertinent court staff to prepare for sustainability planning.
- June 2012: make sure final reimbursement request sent by 5/15/2012.
- Complete program evaluation.

Project Goals and Objectives

The goal of CO-STEP is to provide tracking support services for delinquent youth living in the community, pending their adjudication and disposition, to enhance their success in the community and prevent their re-offending and placement in secure detention.

Objectives to achieve this goal include for the tracker to provide:

- Personal face-to-face contact by phone and in person at least twice a week in the youth's home, school, or other community environment.
- Monitor to ensure the community and the youth are safe by the youth's presence in appropriate community locations.
- Drug test as appropriate and permissible, to ensure the youth is living a drug free lifestyle which enhances their opportunities to remain in the community.
- Make collateral contacts with the JPO or DJO, parents, school officials, and other pertinent people to collaborate and provide a unified means of support for the youth.
- Short term problem solving, crisis intervention, mediation, counseling, and advocacy with the youth and with their parents, school officials, and other community members in those community locations in order to increase and strengthen their success in the community.

The full time Tracker will provide services for 10 targeted youth at a time and for 100 youth over a 12 month period and proportionally if for a shorter period, depending upon grant length.

95% of program youth will successfully complete the program without re-offending during the program period.

85% of program youth will successfully complete the program without being placed in secure detention.

Sustainability

Jackson County Family Court has been a leader for a number of years in the Juvenile Detention Alternative Initiative. It remains an ongoing paradigm approach in how we work with delinquents while protecting the community. We have consistently worked to reduce the unnecessary use of secure detention through implementing such programs as the Jackson House non secure detention, Home Detention, and Night Light. Trackers will provide valuable supervision of youth in the community and specifically on weekends when unstructured time is more prevalent. This will further assist us to provide community supervision without the need of secure detention.

Our judiciary and administration are committed to maintain the use of Trackers and have indicated that they will include the costs of trackers in future budgets when the grant funding is no longer available.

The following is a brief history which indicates that when we begin new programs through the generous assistance of grant funding that we routinely sustain these programs after the funding ceases:

In 1997, Jackson County Family Court began the Night Light program designed to protect the community through curfew checks with police assistance, of court involved youth living at home. That same year, we began Intensive Probation Services (ISS) in an effort to protect the community while serving high risk youth in the community in order to prevent unnecessarily place them in correctional residential settings.

In 1998, the After School Supervision Education Treatment Program (ASSET) began and was designed to supervise high risk youth in the community after school and in the early evening at peak hours when crime was determined to most frequently occur.

In 1998, the Family and Juvenile Drug Court was initiated. Family Drug Court worked with parents with drug problems and assisted them to become better parents and assist them to provide safe and nurturing homes for their children. The Juvenile Drug Court, a specialty court provided frequent involvement with the judiciary and brought the various elements of judicial personnel and treatment providers together as a team to assist youth to develop drug free lifestyles.

In 1999, Our Girls Make a Difference was initiated in order to provide gender responsive programming.

In 2004, we initiated Spanish training and translation of legal documents into Spanish to better serve Spanish speaking clients.

In 2005, curricular material for cognitive behavioral programs and parenting programs were obtained (Equip, Parents Who Care, Nurturing Parenting Program) to institute programs found to be best practices for implementation.

In 2008, we began Functional Family Therapy (FFT) for clients leaving residential correctional programs on reentry and aftercare returning to their homes and communities.

From 2009 through October 2012, the Department of Public Safety is providing funding for the Gender Specific Program. It has supported a gender specific probation officer caseload and purchase of the Girls Circle curriculum. We have already added an additional gender specific case manager that is paid for through the general budget. The Girls Circle Program has expanded to two girls groups that meet weekly and an

additional weekly Mothers-Daughters group that meets weekly and will soon expand into another Mother–Daughter Group.

In 2010, the Federal Health and Human Services awarded us the Mentoring Children of Prisoners Grant but, unfortunately ended prematurely after one year due to federal budgetary constraints. Nevertheless, we have successfully maintained this impressive mentoring program.

Some of them have made modifications to update with the latest evidenced based practices and to adjust to current conditions. Yet all of them continue through the present.

This history suggests that our agency has the professional experience, skills, and effort necessary to achieve our proposal, use the funding wisely, and make it successful and sustaining even after the funds are no longer available.

Mentoring Children of Prisoners 2Connect Program	Health and Human Services 2010 Mentoring Children of Prisoners Grant	This federal grant was prematurely ended for federal budgetary reasons yet we have maintained the program
Gender Specific Caseload and Girls Circle Program	Missouri DPS 2009-present	One year more on grant but already added another gender specific caseload manager paid off grant through the general budget
Re-Entry Aftercare Functional Family Therapy (10/1/2008 - 9/30/2009)	Department of Public Safety	Currently exists second year and last year of grant with plans to continue post grant through absorption into general budget on reduced level (trained staff to continue FFT trained therapy)
Re-Entry Aftercare Functional Family Therapy (10/1/2007 - 9/30/2008)	Department of Public Safety	Currently exists first year of grant with plans to continue post grant
Strengthening Families Program	Department of Public Safety	Continues in Prevention

(10/1/2001 - 9/30/2002)		
Treatment Books (2005)	Department of Public Safety	Equip Books; Parents Who Care; Nurturing Parenting Program; all continue through the present
Spanish training for staff and translation of legal documents into Spanish (2004)	Department of Public Safety	45 staff trained and hundreds of legal documents translated into Spanish
Family and Juvenile Drug Court	OSCA (2000-2008)	Continues through the present
Family and Juvenile Drug Court	Department of Justice (1998-2000 and 2000-2002)	Continues through the present
Our Girls Make A Difference (10/1/99 - 9/30/2000)	Department of Public Safety	Programming sustained through the present
After School Supervision Education Treatment	Division of Youth Services (6/30/1998 - 6/2003)	Continues through the present
Intensive Probation Services	Division of Youth Services (10/1997 - 9/1998)	Continues through the present
Night Light	(JAIBG) (10/1997 - 9/30/02)	Continues through the present

Budget

- **Total Requested:**

The request total, for the CO-STEP Tracking Program is \$40,096 for the salary and benefits of one full-time Tracker. If, however, the request limit of \$25,000 is imposed, then we request \$24, 921 to pay for the salary and benefits of one part-time Tracker position.

The cost for a full-time (40 hour per week) Tracker position is as follows:

- Salary: \$26,000
- Benefits:
 - FICA: \$2,080
 - Pension: \$2,340
 - Health Ins: \$9,000
 - Unemployment: \$130
 - Disability: \$130
 - Workers Comp: \$364

- Life Ins: \$52.2
- Total Benefits: \$14,096.20
- Total Salary and Benefits: \$40,096.20

If however, the \$25,000 request limit is imposed, we request a part-time (35 hours per week) Tracker position be funded at a cost of \$24,921 for salary and benefits.

The cost of a part-time (35 hour per week) Tracker position is as follows:

- Salary: \$23,075
- Benefits:
 - FICA: \$1,846
 - Pension: \$0
 - Health Ins: \$0
 - Unemployment: \$0
 - Disability: \$0
 - Workers Comp: \$0
 - Life Ins: \$0
 - Total Benefits: \$1,846
- Total Salary and Benefits: \$24,921

- **Contractual Services:**\$0
- **Resource Materials:**\$0
- **Equipment:**\$0
- **Transportation Services (Limited to secure detention transportation):**N/A

In summary, the budget request total is for \$40,096 for the salary and benefits of one full-time Tracker position. If however, the \$25,000 request limit is imposed, then our request instead is for one part-time (35 hour per week) Tracker position. There is no financial request for contractual services, resource materials, or equipment. We are ineligible for transportation services. This budget will enable us to implement the CO-STEP Tracking Program. Jackson County Family Court Services is committed to provide all training,

staff transportation, management, office, and other related expenses to make this program a success.

Name of County Treasurer to which reimbursements will be made: Rather than the County Treasurer, in Jackson County Family Court, reimbursements will be made to Mr. James Abbott, Budget and Fiscal Officer; Jackson County Family Court Services 625 E. 26th Street, Kansas City, Missouri 64108. Phone: 816-435-4752; Under Mr. Abbott's supervision Mr. Carl Bayless will directly handle reimbursements. Mr. Bayless is Coordinator-Grant Revenue and Contracts, Jackson County Family Court Services 625 E. 26th Street, Kansas City, Missouri 64108; Phone: 816-435-4775; Fax: 816-435-4793.



**STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR
REQUEST FOR PROPOSAL**

**RFP NO: OSCA 12-010
TITLE: Juvenile Alternatives to Detention Program
ISSUE DATE: September 19, 2011**

**CONTACT: Herb Conner
PHONE NO: (573) 522-2617
E-MAIL: Herb.Conner@courts.mo.gov**

RETURN PROPOSAL NO LATER THAN: OCTOBER 21, 2011 AT 3:00 PM

**RETURN PROPOSAL TO: OFFICE OF STATE COURTS ADMINISTRATOR
Attn: Herb Conner
2112 INDUSTRIAL DRIVE
P O BOX 104480
JEFFERSON CITY, MO 65110 - 4480**

CONTRACT PERIOD: Date of Award through June 30, 2012

SIGNATURE REQUIRED

PRESIDING JUDGE SIGNATURE		DATE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE		
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL) N/A		
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE N/A		
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL) N/A		TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE N/A		DATE
COURT Jackson County Family Court-16th Judicial Circuit		
MAILING ADDRESS Kemp Building 2729 Gillham Road		
CITY, STATE, ZIP Kansas City, Missouri 64108		
CONTACT PERSON Mel Bockelman		TITLE Manager Program Development
PHONE NUMBER 816-881-6512	FAX NUMBER 816-881-6504	E-MAIL ADDRESS Mel.Bockelman@courts.mo.g

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
OSCA CONTRACTS COORDINATOR	DATE	STATE COURTS ADMINISTRATOR

1. INTRODUCTION

The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator, (hereinafter referred to as OSCA), is seeking applications from courts for the implementation of juvenile detention alternative programming for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure; pre-adjudication placement.

Supervision includes both formal and informal.

The funding allows for *reimbursement* to the county treasurer on behalf of the juvenile and family courts for the costs associated with the development and implementation of such programs and services. While not required, this Request for Proposals (RFP) encourages juvenile/family courts to take this opportunity to create a new approved alternative to detention not currently used.

The Family Court Committee will review and approve specific requests for proposals based on the merits of each proposal and the availability of funds.

Funding is being provided through the Circuit Court Budget Committee (CCBC) from general revenue in the amount of \$300,000 for the remainder of FY12. Award amounts to any court may be limited to \$25,000 per year if the total requests received from the courts exceed the \$300,000 authorized by the CCBC. If additional funding is requested above \$25,000 courts should prioritize their need and indicate their preference for funding.

Courts may submit more than one application and may be funded for more than one proposal.

2. PROGRAM KEY COMPONENTS

Funding will only be awarded for programs that fully integrate the use of the Juvenile Detention Assessment Instrument and the following key components of a model juvenile crime prevention and intervention program:

- Courts submitting proposals for funding must attend or schedule to attend one of the JDTA regional trainings. These training sessions will assist the court in understanding the necessary procedures and data entry needs, as well as the philosophy of the use of detention alternatives to replace the unnecessary use of secure detention.
- Secure Detention should be used for delinquent youth for the protection of the public's safety and to ensure the court appearance of the youth.
- Courts should continually review and determine the appropriateness of a detention alternative program prior to case disposition of a detained youth.

Programs should focus on alternative placements and programs that can ensure court appearances and public safety without secure detention. Examples would include:

- Drug/Alcohol Treatment
- Day Reporting Center
- Evening Reporting Center
- Electronic monitoring
- Global Positioning System
- Day and Evening Trackers
- Mental Health Placement/Treatment
- Health Treatment
- Shelter Care
- Respite Care
- Residential Placement

OSCA has contracts courts may use in several of the listed programs. Courts may request information from OSCA by sending an e-mail to osca.contracts@courts.mo.gov.

OSCA encourages the implementation and adoption of program goals related to the outcome measures specified in Section 3. Such as:

- Efforts to reduce disproportionate minority confinement
- Reduce the number of status offenders and probation violators placed into secure detention
- Increase the use of detention alternatives
- Reduce average daily population and length of stay of juvenile's within a secure detention facility
- Reduce pre and post disposition recidivism.

Use of secure information-sharing systems to ensure that implementation of programs and services are fully coordinated and designed to provide data for measuring the success of the programs and strategies. This data shall include, but not be limited to, the

collection and reporting of the outcome measures identified in Section 3. The Judicial Information System should be used to gather necessary data.

3. OUTCOME MEASURES

The Juvenile Delinquency Program Outcome Measures include, but are not limited to the rate of:

- Long term recidivism. (30 days after ending the alternative, post disposition) if applicable.
- Successful completion of the alternative. (Pre disposition)
- Successful reductions in average daily population and length of stay in secure detention.
- Successful reduction of youth admitted to secure detention.
- The override rate of the JDTA instrument.
- Successful reduction of youth of color in secure detention.

4. PROGRAM EVALUATION REQUIREMENTS

Each juvenile/family court receiving reimbursement funds must participate in a program evaluation designed to measure how successful the juvenile/family court has been in providing the services identified in their program proposal.

The evaluation process shall include, but not be limited to:

- Access to juvenile/family court records for the purpose of retrieving statistical data, as applicable;
- Utilization of questionnaires or surveys of consumer satisfaction for all parties involved, including judicial officers, circuit court staff, attorneys, guardian ad litem and program participants; and
- Development and implementation of performance measurement tools when applicable.

OSCA agrees to provide technical assistance to each juvenile/family court in conducting its program evaluation. This technical assistance may include, but not be limited to, establishment of performance measures, collection and analysis of data and reporting of program outcomes.

Costs to juvenile/family court for conducting program evaluations are not allowable reimbursable costs. The juvenile/family court shall contact OSCA for technical assistance for evaluation of programs.

5. PROGRAM REPORTING REQUIREMENTS

Each award recipient must submit to OSCA a quarterly data report for the first three (3) quarters of the contract period and a final program report. All reports and any requests for technical assistance should be submitted to the Office of State Courts Administrator, Attn: Jay Rodieck or jay.rodieck@courts.mo.gov.

The purpose of the data and program reports is to provide OSCA, the Family Court Committee and other interested parties with information regarding consumer satisfaction, program efficiency and effectiveness.

The data and program reports must include information to:

- Assure use of the funds is consistent with the project application and the intent of the funding source;
- Determine the number of juveniles served;
- Determine the number of hours of service provided;
- Determine the number of juvenile participants who did not complete a program or services;
- Document the types of services provided; and
- Document progress in achieving the outcome measures identified in Section 3 of this document.

The data and program reports will be evaluated for progress toward completion of the specific program goals, as indicated in the application and to identify any barriers to successful implementation.

Quarterly data reports must be submitted within thirty (30) days of the end of each quarterly reporting period on the OSCA juvenile delinquency prevention programs quarterly report form.

Quarterly report forms will be developed by OSCA specific to the programs that are awarded funds.

A twelve (12) month Final Program Report must be submitted within thirty (30) days of the end of the twelve (12) month funding period on the OSCA Juvenile Alternatives to Detention Program.

Failure to submit reporting forms within the specified timeframes may result in suspension of funding until such reports are submitted and accepted by OSCA.

6. CATEGORY OF ELIGIBLE FUNDS

Applicants may request funds to reimburse for the costs associated with the following categories **only**:

- I. Contractual Services

- II. Resource Materials
- III. Equipment
- IV. Transportation Services (limited to secure detention transportation)

Contractual Services

No new state FTEs will be funded through the project. Juvenile/family courts may request a new county employee to be reimbursed through the project. However, **continuation funding beyond FY2012 is uncertain.** Juvenile/family court should develop alternative ways to fund programs and services upon completion of this award period.

Resource Materials

Funds may be awarded for resource materials to be shown, loaned or distributed by court staff to clients, attorneys and the general public. Resource materials may include videos, books, brochures and pamphlets describing the juvenile alternative programs and available services.

The courts must acknowledge the Juvenile Alternatives to Detention Program as the source of funding on any curriculum, manuals or public relations materials created with monies from the fund. This includes brochures, handbooks or informational materials distributed to the public regarding programs and services. It also includes program manuals, curriculum audio and videotapes created with monies from this award. It does not include program forms, written internal policies and procedures.

Equipment

Equipment requests may be included in the application, but only if purchased for the court and specifically needed for the services to be provided for this program. No computer equipment will be provided to contracted providers.

Awards will not be made for additional office space, furnishings or expenses normally required for the daily performance of duties including, but not limited to, desks, chairs, workstations, book cases or costs associated with mail, telephone or the purchase of books, reference materials or professional memberships.

Secure Detention Transportation Services

The use of secure detention transportation services will only be allowed for those circuits where elimination of state funded detention staff occurring by January 1, 2012, specifically for the 17th Circuit (Johnson County), 18th Circuit, 20th Circuit, 30th Circuit, 32nd Circuit and 36th Circuit. These are transitional funds to be used only for expenses related to secure detention including expenses for non-court employee contractual services and mileage reimbursements as listed in the OSCA Contractor Travel Policy. The link is: **<http://www.courts.mo.gov/page.jsp?id=3714>**

7. **AWARD CRITERIA**

Selection

The Family Court Committee maintains the discretion to adjust, in whole or in part, each program request based upon the reasonableness of each request and the availability of funds.

Priority will be given to juvenile/family courts that demonstrate the greatest need for the continuation and/or creation of evidence based alternatives as outlined in Section 2.

Awards will be made by the Family Court Committee based upon the merits of each proposal to meet the following criteria:

- a. Documentation of the particular needs for the alternative program and why those needs are not currently being met;
- b. Documentation of a plan to implement programs that fully integrate the use of the Juvenile Detention Assessment Instrument;
- c. Identification of program goals that are clearly defined with measurable outcomes;
- d. The juvenile/family court's ability to sustain the program at the end of the funding period; and
- e. Projected number of youth estimated to receive alternative placement/services to secure detention.

Terms of Awards

Award amounts to any court may be limited to \$25,000 per year if the total requests received from the courts exceed the \$300,000 authorized by the CCBC. If additional funding is requested above \$25,000, courts should prioritize their need and indicate their preference for funding.

All requests for reimbursement must be received at OSCA no later than June 15, 2012 to ensure reimbursement.

Juvenile/family courts are encouraged to:

- Maximize the use of the available funds by collaborating with other circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain.
- Collaborate with other agencies and service providers to maximize the use of existing resources in the community, thereby reducing the amount of funding needed through this award.

Reimbursement of funds is available from date of the award through June 15, 2012.

If it appears that a juvenile/family court will not use all funds awarded, the Family Court Committee may, at its discretion, reduce the amount of reimbursement funds to the juvenile/family court and distribute those funds as needed.

Any funds awarded cannot be used to supplant existing local or state funds. Supplanting refers to using these funds to replace funds normally available and currently received from local or state sources.

8. REIMBURSEMENT OF COSTS

No payments will be made directly to any contracted providers. This will require that the county pay for these services up front. OSCA anticipates a 2-4 week turnaround on reimbursement. **All reimbursements will be made to the County Treasurer. If more than one county is included in the proposal, the application must designate the County Treasurer to whom all reimbursements are to be sent.**

Note: This issue may need to be addressed with your fiscal officer when planning your project proposal.

Invoices must be submitted by the juvenile/family court to OSCA, Attention: Herb Conner, no later than ten (10) days after the end of each month on the Certificate of Compliance Form. Certificate of Compliance forms will be provided to each court awarded a contract prior to the start of the contract period.

Copies of all invoices and other supporting documentation must be attached and submitted to OSCA with the request for reimbursement.

9. APPLICATION REQUIREMENTS

All juvenile/family courts desiring to apply for funding for costs associated with the implementation of programs as identified herein, must submit a complete proposal incorporating all the items identified in Section 9.

Proposals must be signed by the Presiding Circuit Judge, or if applicable, the Family Court Administrative Judge. If a joint application is submitted, the Presiding Judge or Family Court Administrative Judge of each participating circuit must sign the application.

Proposals may be sent by:

- Fax to Herb Conner at 573-522-6937; or
- E-mail to Herb.Conner@courts.mo.gov; or
- Regular mail to the address on the cover page.

All proposals must be received prior to the specified closing date and time as stated on the cover page.

Proposals must include the following:

The name of the proposed program and juvenile/family court submitting the application.

The geographical area to be served (urban, rural, etc.).

Need for the Program

Explain the particular need for the program and why those needs are not currently being met through existing materials, programs, services, or other resources. Be specific.

Number of people to be served and the number of hours of service to be provided

Estimate the number of juveniles that your program will actually serve. Estimate the number of hours of service that will be provided. Justify/show the calculations of how you arrived at those figures.

Implementation Plan

Provide a timeline and a description for how the juvenile/family court will implement the proposed project. Describe in detail the services to be performed in achieving the project objectives and the approach to be used for providing each service and assuring utilization of the services. For contractual services, clearly describe the proposed assistance, with the names and qualifications of the outside source and the nature of the services to be contracted. Please include providers' resumes, if known, or identify the provider's qualifications.

Project Goals and Objectives

A clear, concise statement of what the proposed project is intended to accomplish, including a listing of project goals with measurable outcomes.

Sustainability

Explain how the program will continue once this funding ends.

Budget

Justifications for budgets should include the total amount requested and an itemized budget for each funding category requested. The funding categories are listed below.

- I. Contractual Services
- II. Resource Materials
- III. Equipment
- IV. Transportation Services (limited to secure detention transportation)

Each proposal must provide details to justify the budget. Be sure to include, at a minimum, documentation for the following with the budget request:

- The proposed number of juveniles served;
- The number of hours of service to be provided;
- The cost of any proposed services per person and/or per hour; and
- A calculation of how costs have been determined.

Each proposal must provide the name of a single county treasurer to which all reimbursements will be made. Payments will not be made to multiple counties.

