Monitoring and Quality Improvement Standards for
Juvenile Diversion Alternative Programs
FY 2018-2019

Office of Program Accountability
Promoting continuous improvement and accountability
in juvenile justice programs and services.

The Department acknowledges the Monitoring and Quality Improvement (MQI) Standards are built upon Department rules, policies, procedures and manuals. As we continue to improve and refine our competitive procurement process, there may be instances in which requirements negotiated between the Provider and the Department exceed the MQI Standards. In instances where contractual obligations surpass requirement(s) set forth in the published Standards, the contract requirement will prevail.
Standard 1: Management Accountability

1.01 Initial Background Screening* 1-2
1.02 Five-Year Rescreening 1-4
1.03 Protective Action Response (PAR) 1-6
1.04 Pre-Service/Certification Training 1-8
1.05 In-Service Training 1-10
1.06 Incident Reporting (CCC)* 1-12
1.07 Abuse-Free Environment* 1-13

* The Department has identified certain key critical indicators. These indicators represent critical areas requiring immediate attention if a program operates below Department standards. A program must therefore achieve at least a Satisfactory Compliance rating in each of these indicators. Failure to do so will result in a program alert form being completed and distributed to the appropriate program area.
1.01 Initial Background Screening

Background screening is conducted for all Department employees and volunteers and all contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth. A contract provider may hire an employee to a position that requires background screening before the screening process is completed, but only for training and orientation purposes. However, these employees may not have contact with youth or confidential youth records until the screening is completed, the rating is eligible and the employee demonstrates that he or she exhibits no behaviors that warrant the denial or termination of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.

— CRITICAL —

Guidelines/Requirements: Background screening is mandatory for employees, volunteers, mentors, and interns with access to youth and confidential youth records to ensure they meet established statutory Level 2 screening requirements of good moral character. The Department is mindful of its status as a criminal justice agency and its special responsibilities in dealing with the youth population, and has determined it is appropriate to establish stringent screening requirements for all DJJ and provider personnel and volunteers. Therefore, the Department utilizes Level 2 Screening Standards as required in s. 435.05, F.S.

Contracted/grant provider volunteers, mentors, and interns who assist or interact with provide youth on an intermittent basis for less than ten hours per month do not need to be background screened if an employee who has been background screened is always present and has the volunteer within his or her line of sight. (Note: Intermittent basis means the volunteer provides assistance on a non-continuous basis or at irregular intervals; visiting no more than once a quarter.)

Current employees of the Department or a provider are not required to submit a new background screening request when they are promoted, demoted, or transferred into another position within their organization, as long as there is no break in service.

A new background screening is required when a Department employee is hired by a provider or when a provider
employee is hired by the Department or another contracted provider company.

Moving from DJJ or a contracted provider—or from a contracted provider to DJJ, or from one contracted provider company to another is considered a new hire.

Neither the Department nor contracted providers shall hire any applicant until:

a. An eligible background screening rating has been received, and the criminal history report has been reviewed.

b. An application with an ineligible rating has received an approved exemption from disqualification from the Department, has received an eligible rating, and the criminal history report has been reviewed.

c. The provider has administered a pre-employment assessment tool to the direct-care position applicant prior to hiring and has determined what is a passing score. (volunteers are not required to take or pass the assessment tool).

d. The provider has placed a copy of the pre-employment tool and passing score in the applicant/employee file.

e. The provider has added the employee or volunteer to their Clearinghouse employment roster.

The provider is responsible for ensuring their hiring authority has reviewed the CCC Person Involvement Report, the SVS module, FDLE’s ATMS result, and completed any agency personnel file review prior to hiring or utilizing a volunteer that will have contact with youth, or access to confidential youth records.

A new background screening is not required for a volunteer who has been hired by the center, as long as there is no break in service.

a. Once the volunteer screening is completed, the volunteer is considered active as long as the fingerprints are being retained by FDLE/FBI, the 5-year rescreening/resubmission is being completed, and the volunteer is added to the Clearinghouse employee roster within 90-days of completing the screening request.
Teachers who are paid by the school board or who are paid through funding provided by the school board or Department of Education to provide instruction to youth in programs are not required to undergo background screening by the Department.

Review records of all staff hired and volunteers starting since the last annual compliance review to determine a clearance was received prior to the employee being hired and volunteers starting. This includes all contracted staff (medical, mental health, designated health authority (DHA), designated mental health clinician authority (DMHCA), psychiatrist, and any education position hired by the program).

An exemption was granted by the Department prior to hiring or utilizing any staff or volunteer currently working in the program who were rated ineligible for employment by DJJ Inspector General to continue employment.

Review documentation to determine whether the Affidavit of Compliance with Level 2 Screening Standards was submitted to the Background Screening Unit (BSU) prior to January 31 of the current calendar year. (Review spreadsheet sent from BSU.)

Reference:

- FDJJ-1800 PC, Background Screening Policy and Procedures
- F.S. 985.644 Departmental Contracting Powers; Personnel Standards and Screening
1.02 Five-Year Rescreening

Background rescreening/resubmission is conducted for all Department employees and volunteers and all contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth and confidential youth records. Employees and volunteers are rescreened every five years from the initial date of employment. When a current provider staff member transitions into the Clearinghouse, the rescreen/resubmission date starts anew and is calculated by the Clearinghouse. (Note: For the new date, see the Retained Prints Expiration Date on the applicant’s personal profile page within the Clearinghouse.)

Guidelines/Requirements: A rescreening/resubmission is completed every five years, calculated from the agency hire date (original date of hire). This date does not change when a staff transfers within a DJJ or provider program or when a staff member is promoted. Five-year rescreens/resubmissions shall not be completed more than twelve months prior to the employee’s five-year anniversary date.

When a rescreening/resubmission is submitted to the BSU at least ten business days prior to the five-year anniversary or retained prints expiration date, but it is not completed by the BSU on or before the anniversary or retained prints expiration date, the screening shall meet Monitoring and Quality Improvement standards of compliance.

a. Clearinghouse resubmissions must be initiated in the Clearinghouse portal at least ten business days prior to the Retained Prints Expiration Date.

b. Clearinghouse rescreening/resubmission request forms must be submitted to the BSU at least ten business days prior to the Retained Prints Expiration Date.

When a rescreening/resubmission is not submitted to the Background Screening Unit (BSU) at least ten business days prior to the five-year anniversary or retained prints expiration date, but it is not completed by the BSU on or before the anniversary or retained prints expiration date, the screening shall meet Monitoring and Quality Improvement standards of compliance.

When a rescreening is not submitted to the BSU at least ten business days prior to the five-year anniversary date and the BSU does not complete the rescreening prior to the anniversary date, the screening shall not meet Monitoring and Quality Improvement standards of compliance.
and Quality Improvement standards of compliance.

Review the employee and volunteer roster to determine which staff and volunteers required a five-year rescreening/resubmission since the last annual compliance review. All eligible staff and volunteers should be reviewed.

Review records and Clearinghouse records of all applicable staff and volunteers hired since five years from the initial hire date of employment to determine a clearance was submitted at least ten days prior to the employee anniversary date of being hired within the agency (not promotional date) or to check retained prints expiration dates. This includes all contracted staff (medical, mental health, designated health authority (DHA), designated mental health clinician authority (DMHCA), psychiatrist and any education position hired by the program – not employees paid by the school board).

Reference:

- FDJJ-1800 PC, Background Screening Policy and Procedures
1.03 **Protective Action Response (PAR)**

The program uses physical intervention techniques in accordance with Florida Administrative Code. Any time staff uses a physical intervention technique, such as countermoves, control techniques, takedowns, or application of mechanical restraints (other than for regular transports), a PAR Incident Report is completed and filed in accordance with the Florida Administrative Code.

**Guidelines/Requirements:** This indicator shall be rated “Non-Applicable” if the program has not used physical interventions or mechanical restraints during the scope of the review.

Program staff should be familiar with Florida Administrative Rule 63H-1, which establishes the statewide framework to implement procedures governing the use of verbal and physical intervention techniques and mechanical restraints.

Review the program’s Department approved PAR Plan.

Review a sampling of PAR reports to determine if:

- A review was conducted by a PAR certified instructor/supervisory staff.
- A post-PAR interview was conducted with the youth by the superintendent, or designee, within thirty minutes after the incident.
- A review of the PAR incident report by the program director/supervisor or designee was conducted within seventy-two hours of the incident, excluding weekends and holidays.
- Statements were completed by all witnesses and participants.
- The reports were completed on the same day the incident occurred.
- The youth was referred to the licensed medical professional on-site, or was taken off site as appropriate should medical staff not be present, if findings of the post-PAR interview indicate the need for a PAR medical review.
- The techniques applied were approved by the Department.
A PAR report shall be completed after an incident involving the use of counter move, control techniques, takedowns, or the application of mechanical restraints. A PAR report is not required when mechanical restraints are used for the movement of youth outside of the secure area of operations or during transports.

**Reference:**

- F.A.C. 63H-1, Staff Training, Basic Curricula (PAR)
1.04 Pre-Service/Certification Training

Contracted non-residential staff are trained in accordance with Florida Administrative Code. Contracted non-residential staff satisfies pre-service/certification requirements specified by Florida Administrative Code within 180 days of hiring.

Contracted non-residential staff who have not completed essential skills training, as defined by Florida Administrative Code, do not have any direct contact with youth.

Contracted non-residential staff who have not completed pre-service/certification training do not have direct, unsupervised contact with youth.

Guidelines/Requirements: The following essential skills must be completed prior to direct contact with youth:

- PAR (thirty-two hours, within ninety calendar days of hiring)
- CPR/First Aid Certified
- Professionalism and Ethics Training
- Suicide Prevention Training
- Emergency Procedures Training

All contracted providers shall submit, in writing, a list of pre-service training to the Office of Staff Development and Training including the course name, description, objectives, and training hours for any instructor-led training on the required topics. (It may be helpful to view the “All Trainings Completed” report for each staff.)

It is the expectation of the Department all training, both pre-service and instructor-led, be documented in the Department’s Learning Management System (SkillPro).

Review SkillPro and staff training records for the completion of a minimum of 120 hours of web-based and/or instructor-led training. All training must be completed within 180 days of being hired.

Ensure all staff have completed essential skills training prior to direct contact with youth.
For Contracted Non-Residential staff:

(10) Returning staff who return more than one year from separation shall complete all requirements set forth in subsection 63H-2.004(1), F.A.C., as they are no longer considered trained.

(11) Contracted Staff who cross over from residential to non-residential shall complete all training requirements set forth in subsection 63H-2.004(1), F.A.C.

Reference:

- F.A.C. 63H-1, Staff Training, Basic Curricula
- F.A.C. 63H-2, Staff Training, Direct Care Staff Training
1.05 In-Service Training

Contracted Non-Residential Staff completes in-service training in accordance with Florida Administrative Code. Contracted non-residential staff must complete twenty-four hours of annual in-service training, beginning the calendar year after the staff has completed pre-service training.

Supervisory staff shall complete eight hours of training in the areas listed below, as part of the twenty-four hours of annual in-service training.

Guidelines/Requirements: The following are mandatory training topics that must be completed each year by contracted non-residential staff (unless specific certification is good for more than one year, in which case, training is only necessary as required by certification):

- PAR update (As required by PAR Rule Chapter 63H-1)
- CPR (annually)
- First Aid (annually)
- Professionalism and Ethics

Supervisory staff shall complete eight hours of training in the areas of:

- Management
- Leadership
- Personal Accountability
- Employee Relations
- Communication Skills
- Fiscal

All contracted programs shall submit to the Office of Staff Development and Training a written list including course names, descriptions, objectives, and training hours for any instructor-led in-service training.

It is the expectation of the Department all training, both in-service and instructor-led, is documented in the Department’s Learning Management System (SkillPro).

In-service training begins the calendar year after a staff completes his/her pre-service training.

Programs shall develop an annual in-service calendar which must be updated as changes occur.
Review training records and/or the Department’s Learning Management System (SkillPro) for contracted non-residential staff in subsequent years of employment to ensure training was completed as required. This sample must include supervisory staff.

This indicator shall be rated based on a review of training completed during the last full calendar year prior to the annual compliance review.

Reference:

- F.A.C. 63H-1, Staff Training, Basic Curricula
- F.A.C. 63H-2, Staff Training, Direct Care Staff Training
- F.A.C. 63H-1.012, Annual Training Requirement
1.06 Incident Reporting

Whenever a reportable incident occurs, the program notifies the Department’s Central Communications Center (CCC) within two hours of the incident, or within two hours of becoming aware of the incident.

— CRITICAL —
Guidelines/Requirements: This indicator shall be rated “Non-Applicable” if the program has not had any reportable incidents during the scope of the review. If there are no Central Communications Center (CCC) reports for the past six months, the regional monitor(s)/reviewer(s) may sample reports since the date of the last annual compliance review, but no more than twelve months.

Incidents discovered and reported by the review team during the review shall be considered “Non-Applicable,” unless documentation exists that the program was aware of the incident, but failed to report it.

The purpose of the CCC is to provide a service to DJJ, the providers, and programs in maintaining a safe environment for the treatment, care, and provision of services to youth. The CCC activities are conducted twenty-four hours a day, seven days a week. The telephone number for the CCC is 1-800-355-2280.

Violations of criteria outlined in the Department’s FDJJ 1920 policy will be reported to the CCC for dissemination to the related program area and contracted providers.

The reporting of incidents shall be consistent with the Department’s requirements. The regional monitor(s)/reviewer(s) shall be familiar with the Department’s incident reporting requirements and list of reportable incidents.

Review CCC reports for the past six months to determine compliance with CCC reporting procedures.

Review internal incidents/grievances to determine if additional incidents should have been reported to CCC.

Reference:
- F.A.C. 63F-11, Central Communications Center
1.07 Abuse-Free Environment

Any person who knows, or has reasonable cause to suspect, a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined by Florida Statute, or a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, reports such knowledge or suspicion to the Florida Abuse Hotline.

— CRITICAL —

Guidelines/Requirements: The program shall provide an environment in which youth, staff, and others feel safe, secure, and not threatened by any form of abuse or harassment.

To promote an abuse free environment, the program shall:

1. Adhere to a code of conduct forbidding staff from using physical abuse, profanity, threats, or intimidation.
2. Ensure all allegations of child abuse or suspected child abuse are immediately reported to the Florida Abuse Hotline.
3. Ensure youth have unimpeded access to self-report alleged abuse and the abuse hotline number is posted.
4. Ensure youth 18 years of age or older report abuse allegations to the Central Communications Center.

Reference:

- F.S. 39.201, “Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.”
Standard 2: Assessment Services

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.01</td>
<td>Youth Eligibility</td>
<td>2-2</td>
</tr>
<tr>
<td>2.02</td>
<td>Case Assignment, Initial Contact, and Positive Achievement Change Tool (PACT) Full Assessment</td>
<td>2-3</td>
</tr>
<tr>
<td>2.03</td>
<td>Individual Service Plans</td>
<td>2-4</td>
</tr>
<tr>
<td>2.04</td>
<td>Referrals for Mental Health and Substance Abuse Assessment and Treatment Services*</td>
<td>2-5</td>
</tr>
<tr>
<td>2.05</td>
<td>Individual Service Plan Implementation/Supervision</td>
<td>2-6</td>
</tr>
<tr>
<td>2.06</td>
<td>PACT Final Assessment</td>
<td>2-7</td>
</tr>
<tr>
<td>2.07</td>
<td>Release</td>
<td>2-8</td>
</tr>
</tbody>
</table>

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2.01 Youth Eligibility

Youth admitted to the program meet the admission criteria defined by the provider’s contract: The program shall serve male and female youth aged 17 and under. Admission/Eligibility criteria shall include, but not be limited to any misdemeanor offender and first-time felony offenders.

Guidelines/Requirements: Each program should ensure youth meet criteria.

Review a sample of records to determine the program is serving the population for which it is designed.

Review a sample of youth records to determine if each youth met eligibility requirements.

Admission/Eligibility criteria includes any misdemeanor offender, to include misdemeanor offenders with a prior adjudication, second-time misdemeanor offenders, violent first-time misdemeanor offenders, and first-time third degree felony offenders.

The Provider shall provide the same services to referred Civil Citation youth under the same youth eligibility criteria.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.02 Case Assignment, Initial Contact, and Positive Achievement Change Tool (PACT) Full Assessment

The program shall ensure each youth is assigned a case manager and shall conduct a PACT Full Assessment on all youth within ten (10) calendar days (or as required by contract) of the date the provider receives the youth’s complete referral packet.

Guidelines/Requirements: A complete referral packet may include: Police Report, SAR, Notice of Referral from SAO, Victim/Restitution information, Comprehensive Assessment, or other information regarding a youth’s mental health or substance abuse issues.

During the initial meeting, the case manager obtains the signature of the youth and parent/guardian on the participation agreement. Admission to the program shall be documented through the signature of the youth and his/her parent on the participation agreement(s) denoting their understanding of the expectations of the program. The placement entered into JJIS for JDAP should match the date of the signatures.

The reviewer should look at the date the provider received the full referral packet, as this will be the actual start to the program’s ten days to make a case assignment and complete the PACT.

Review a sample of youth records to determine if youth were assigned to a case manager and assessed within the ten days.

Review a sample of youth records to ensure documentation reflects the initial contact and signing of the participation agreement occurred within ten days.

Any PACT completed by a Juvenile Probation Officer (JPO) during the intake process shall not be used to determine compliance with this indicator.

Review a sample of PACTs in JJIS to ensure the program is completing the PACT Full Assessment within ten calendar days of referral.

Reference:
- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.03 Individual Service Plans

The results of the initial PACT Full Assessment will outline the risks and needs of the child and will assist in case planning. The “PACT Risk Report” must be viewed to determine if any of the dynamic domains have moderate-high or high-risk scores. For youth with no moderate-high or high-risk domain scores, case planning should be focused on a sixty-day schedule for program completion. For youth with any moderate-high or high-risk domain scores, case planning should be focused on a 90 to 120-day schedule for program completion addressing the specific identified needs. The program has 21 calendar days from program admission to develop the individualized service plan.

Guidelines/Requirements: The regional monitor(s)/reviewer(s) should review a sample of records and look at the PACT Risk Report to determine if the youth has any moderate-high or high risk domain scores. The case plan should match the information in the PACT Risk Report.

Notes should indicate how the youth and family had input in the creation of the plan and how their preferences were included.

The plan shall address identified needs and must contain clear action steps stating the who, what, and how often.

Civil Citation youth focus will be 90 days or less regardless of the identified dynamic risk domains.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.04 Referrals for Mental Health and Substance Abuse Assessment and Treatment Services

The provider shall provide services based on individual youth and family needs. If needs are identified requiring a referral for services outside the program, staff ensure all referrals are made to address criminogenic needs and mental health and substance abuse service needs identified by the PACT. Staff develops a follow-up and monitoring plan for all outside referrals made as a result of program participation. “Provide” is defined as arranging/referring/brokering or actually providing the service directly to the youth and family.

— CRITICAL —

Guidelines/Requirements: If referred for services, staff follows up with the service provider within 30 days to ensure the youth and parent/guardian have taken the appropriate steps to initiate services. Staff receives, reviews, and documents written and verbal progress reports from the provider. If necessary, staff acts upon information in the progress reports. Staff must act upon negative reports, such as missed appointments or lack of participation, and document the response in the case notes.

Mental health and substance abuse service planning should focus on providing mental health treatment and/or substance abuse treatment and interventions which will reduce or alleviate the youth’s symptoms of mental disorder(s) and/or substance abuse impairment and enable the youth to function adequately in the community.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.05 Individual Service Plan Implementation/Supervision

Youth are supervised in a manner ensuring completion of the Individual Service Plan. Staff documents all case activities, including face-to-face interaction and telephone contact with the youth, parent(s)/guardians(s), and providers, and review of written or verbal reports from collateral sources, such as educational institutions, employers, counselors, electronic databases, etc. Case notes demonstrate compliance (or attempted compliance) with youth, parent/guardian, and staff action steps contained in the Individual Service Plan.

Guidelines/Requirements: The supervision requirements for each youth are different and depend on such things as community protection, family and community support structure, involvement in positive activities, work and school among many other factors. Supervision of the youth is centered on the completion of the Individual Service Plan sanctions and goals.

Review case notes to confirm goal action steps and requirements are being completed as stipulated in each youth’s Individual Service Plan.

Review case notes to ensure they include all activities of a case and reflect the youth’s progress as related to each goal.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.06 PACT Final Assessment

A PACT Full Assessment shall be completed prior to the request for case closure. The PACT assessment shall document pre- and post-testing. No PACT reassessments during the program participation are required.

Guidelines/Requirements: Review a sample of PACT Reassessments in JJIS to ensure the program has completed a PACT Full Assessment prior to case closure (release from the provider program). Therefore, the provider shall update the youth’s risk and needs assessment to ensure PACT results are reflective of the youth’s current status, including changes in behavior and progress with sanctions and goals.

A PACT Full Assessment shall be completed no more than forty-eight (48) hours prior to the request for case closure.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)
2.07 Release

The program releases youth upon completion of the program, or otherwise as indicated by the provider’s contract.

Guidelines/Requirements: Successful completion of the program occurs when the youth has successfully met each service and sanction requirement detailed in the Individual Service Plan.

Youth may not be continued in the program solely due to restitution owed.

Unsuccessful completion of the program occurs when the youth has failed to comply with the service and sanction requirements detailed in the plan after a period not to exceed four (4) months, unless an extension has been granted in accordance with the current contract. Unsuccessful completion requires the program immediately notify the Juvenile Probation Officer and the Office of the State Attorney in writing.

Reference:

- Scope of Services, JDAP Standard Contract, Probation and Community Corrections (Intervention)