



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

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Juvenile Services Guide

Thank you for your interest in working with juveniles served by the Administrative Office of Probation.

We look forward to collaborating with families, providers and communities to provide quality services for youth. Enclosed you will find information needed to register your services with the Administrative Office of Probation.

Some highlights include:

- An overview of approved Nebraska Juvenile Services definitions and expectations.
- Providers must be registered with the Administrative Office of Probation to provide any services for juveniles.
- Regardless of payment source, the Administrative Office of Probation's information management system will be utilized to submit timely progress reports.
- Providers delivering substance use services for juveniles, must be in good standing as a Registered Service Provider for the Standardized Model for the Delivery of Substance Use Services.
- Individuals in administrative or management positions, who do not provide direct services to juveniles but provide direct agency oversight or agency financial oversight, are not required to complete the online registration in order to access the Administrative Office of Probation's information management system for their agency. These individuals should contact the Fee for Service Delivery Program by email at nsc.probationvouchers@nebraska.gov, or by phone at (402) 471-8572 to discuss registration and other notification options.
- Upon approval of your initial application, there will be a six (6) month grace period to allow for the completion of any outstanding training and education requirements. You will be authorized to provide services during this grace period.

Removal as a Registered Service Provider for Juvenile Services may occur for failure to comply with the rules of the Administrative Office of Probation. If you have any questions or comments, please email Teresa Campbell, Service Fidelity Manager Rehabilitative Services.

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Registered Service Provider for Juvenile Services

Application Information and Instructions

1. Review the Terms of Agreement for Registered Service Providers for Juvenile Services. Ensure you have a clear understanding of all requirements and agree to follow the guidelines set forth; including the identified service description and rate.
2. You are allotted six (6) months to complete all required criminogenic continuing education hours. Any criminogenic hours completed during the year prior to your application acceptance may be applied upon approval by the Fee for Service Delivery Specialist or designee.
3. If providing substance use services for juveniles, providers must be in good standing as a Registered Service Provider for the Standardized Model for the Delivery of Substance Use Services.
4. If you are provisionally licensed, your supervisor shall be a Registered Service Provider for Juvenile Services. If you intend to provide substance use services, your supervisor must also be a Registered Provider for the Standardized Model for the Delivery of Substance Use Services and in both instances must review and co-sign all clinical work.
5. The application process for juvenile services depends on your current status as a provider with the Administrative Office of Probation. Below are individualized instructions for the appropriate process:

New Provider Application –For any provider not currently registered for any service with the Administrative Office of Probation OR for providers who may be registered under an agency and want to be an independent provider or register under an additional agency. This application can be found online at:

<https://nsc-npacs-spapplication.ne.gov/npacs/spApplication/login.jsf>

Existing Registered Service Provider Application – For any currently approved provider who is registered under an agency and wants to register for Juvenile Services. Log in at my.ne.gov and follow the “New Application” link.

6. Please ensure all sections are completed thoroughly. You will receive an electronic notification when your application status changes or if additional information is required.

Registered Service Provider for Juvenile Services

Terms of Agreement

By submitting an application to become a Registered Service Provider for Juvenile Services, I understand and agree to adhere to all elements of this Agreement, including data collection, when providing services to clients involved with Juvenile Services. This shall apply to all juveniles who are served by the Administrative Office of Probation regardless of funding source.

Process:

The Administrative Office of Probation shall consider for registration only those individuals and agencies that have a clear understanding of the connection between the services they provide, criminogenic risk and behavior change. Registered Service Providers for Juvenile Services are also expected to meet the following criteria:

1. ***Hold a valid license to provide substance use or mental health services.*** All providers must inform the Administrative Office of Probation of any disciplinary or criminal investigations or determinations.
 - If provisionally licensed, the Registered Service Provider must be working under the direct supervision of a fully-licensed provider who is also a Registered Service Provider.
 - Out-of-home placement providers must hold proper credentialing/licensing for services in their jurisdiction and inform the Administrative Office of Probation of any changes or disciplinary action.
 - Any out-of-home providers (crisis, shelter, etc.) must keep the Administrative Office of Probation informed of any changes to their submitted program plan (including annual updates), and any disciplinary or criminal investigations or determinations.
2. ***Have completed required training.*** Within six (6) months of approval providers shall complete six (6) continuing education units on criminogenic risk factors contributing to a juvenile's delinquent behavior. An additional twelve (12) juvenile justice continuing education units must be completed every two (2) years following approval as a Registered Service Provider for Juvenile Services.
3. ***Have registered individually or as an agency.*** Registered Service Providers for Juvenile Services will register either individually or as an agency depending on the type of service(s) the individual or agency intends to provide.
 - a. ***Substance Use Services and Services for Co-Occurring Disorders***

All providers of substance use services or services for co-occurring disorders must be in good standing as a Registered Service Provider for the Standardized Model for the Delivery of Substance Use Services. As a provisionally licensed provider, your supervisor must also be a Registered Service Provider for Juvenile Services and be in good standing as a Registered Service Provider for the Standardized Model for the Delivery of Substance Use Services.

b. Mental Health Services and Services for Co-Occurring Disorders - Community-Based

Each community-based Registered Service Provider of mental health services will be registered individually. If you are a provisionally licensed provider, your supervisor must be a Registered Service Provider for Juvenile Services.

c. Non-Treatment Services - Community-Based

Non-treatment service providers may register individually or as an agency. Agency providers must identify a representative to serve as the primary Probation contact. The representative must be in a supervisory capacity for the service(s) provided. This person will be responsible for completing the continuing education hours required of a Juvenile Services Provider.; however, it is also required that all Agencies have a plan for staff to receive specific educational requirements that can be reviewed by the Administrative Office of Probation if requested.

d. Placement: Out-of-Home and Residential Mental Health Treatment Services

Providers will register as an agency and identify a representative to serve as the primary Probation contact. The representative must be in a supervisory capacity for the service(s) provided. This individual will be responsible for completing the continuing education units required as a Registered Service Provider for Juvenile Services. The agency may choose to register additional staff members who will also be responsible for completing the continuing education units required as a Registered Service Provider for Juvenile Services. It is required that all Agencies have a plan for staff to receive specific educational requirements that can be reviewed by the Administrative Office of Probation if requested.

4. All providers must meet the following expectations of being a Registered Service Provider for Juvenile Services:

- Agree to the service description (s) and rate(s) for the service(s) being provided. The Administrative Office of Probation will not pay for services that are not rendered.
- Only perform services with a valid voucher or written approval of the Juvenile Justice Resource Supervisor, the Chief Probation Officer, or the Administrative Office of Probation.
- Use validated evaluation tools when appropriate.
- Register with the Administrative Office of Probation prior to providing services, provide progress reports in the management information system within the prescribed timeframe for services; and, maintain all confidentiality requirements.
- Provide services in accordance with the expectations of the Administrative Office of Probation.
- Communicate and cooperate with referring juvenile justice agencies concerning service delivery and progress.
- Agencies providing Substance Use and Mental Health services agree to utilize only those employees who are Registered Service Providers for Juvenile Services.
- Hold and maintain appropriate licensure in good standing for service(s) provided in their jurisdiction.
- Deliver services in a manner consistent with professional and ethical standards, applicable laws and regulations and applicable accreditation standards.

- Maintain high standards of professional competence and integrity by providing services within the recognized boundaries of their profession.
- Cooperate with the Administrative Office of Probation in the initial and ongoing verification of professional credentials.
- Cooperate with the Administrative Office of Probation in both onsite and offsite quality compliance reviews.
- Immediately notify the Administrative Office of Probation:
 - If changes occur in the status of a professional credential or if any other investigative or disciplinary action is taken against a Registered Service Provider;
 - If privileges to practice or provide services for any insurance company, behavioral health region, health plan, or other funding source are suspended or restricted, including Medicaid and Magellan;
 - If any claim is made against a Registered Service Provider in a civil suit or if a claim is filed with a Registered Service Provider's professional liability insurance;
 - If a Registered Service Provider voluntarily surrenders privileges, registration, certification, or license(s) to practice or in any way agrees to restrict their practice as a professional;
 - If a Registered Service Provider or agency has any criminal and/or civil charges filed against them;
 - If a Registered Service Provider or agency has any allegations of abuse or neglect; and/or
 - If a Registered Service Provider or agency has any allegations of misappropriation of funds.
- Report all critical incidents to the Administrative Office of Probation within 24 hours.
- Immediately communicate the death or serious injury of a juvenile probationer in an out-of-home placement to the youth's probation officer(s). Registered Service Providers will produce any and all documentation required by the Administrative Office of Probation regarding such an incident in order to comply with statutory reporting requirements for the Inspector General for Child Welfare.
- Cooperate with the Administrative Office of Probation to resolve complaints, reports of critical incidents, quality assurance concerns or other corrective action deemed necessary.

Failure to adhere to any of the terms listed above may result in denial or removal as a Registered Service Provider for Juvenile Services. The Administrative Office of Probation reserves the right to deny, audit, evaluate and monitor the services of any and all participating individuals/agencies.

Registered Service Provider for Juvenile Services

Overview of Juvenile Services

Administrative Office of Probation Vision

Be a nationally recognized leader in the field of justice committed to excellence and safe communities.

Mission Statement of the Administrative Office of Probation

We, the leaders in community corrections, juvenile and restorative justice, are unified in our dedication to delivering a system of seamless services which are founded on evidence-based practices and valued by Nebraska's communities, victims, offenders and courts. We create constructive change through rehabilitation, collaboration and partnership in order to enhance safe communities.

Overview of Juvenile Services

It is the intent of Juvenile Services to provide youth, within the juvenile justice system, meaningful opportunities for life improvement. Providing beneficial, targeted services to juveniles on probation promotes behavior change and rehabilitation, and allows for a juvenile's needs to be met in the least intrusive, least restrictive manner. This likely results in a reduction in criminogenic risk factors while maintaining the safety of the juvenile and the community. The Administrative Office of Probation is dedicated to working with families and providers to eliminate the barriers to juveniles receiving needed services.

Procedures:

A. Determination of Service Need

1. The probation officer will identify the service needs of each juvenile during the pre-adjudication or investigative phase or through supervision of a juvenile involved with the Administrative Office of Probation. Service needs will be identified and prioritized according to criminogenic risk and need factors. Behavioral health services will have supporting recommendations from a qualified provider. Services will be provided in the least restrictive environment available to achieve behavior change and maintain public safety.
2. During the investigative process, the probation officer will engage the family to determine if there are resources available to pay for needed services. This will include, but not be limited to, the following: private pay, health insurance, use of sliding-fee scales, and Medicaid/Medicare. Research indicates that families participating financially in a juvenile's care are more invested in services, resulting in better outcomes for the juvenile, the family and the community.
3. If no other payment option is available and financial assistance is needed for a youth to receive a service, the probation officer will determine if the juvenile meets eligibility criteria for the Fee for Service Delivery Program.
4. If the juvenile meets the criteria for financial assistance, the Juvenile Justice Resource Supervisor (JJRS) or designee will review the requested voucher for approval.

5. Upon approval by the JJRS or designee, the probation officer will begin the referral process.

B. Service referral

Decisions regarding the selection of a Registered Service Provider for Juvenile Services will be made by the juvenile and her/his family, in consultation with the probation officer. In some instances, this may also be determined by the court.

1. When a Registered Service Provider has been selected, the probation officer shall ensure a valid “consent to release information” document has been signed and remains on file during the period of service provision. This allows the Registered Service Provider to release information to probation and the court and is different than court-owned investigations and evaluations which require a court order for release to providers.
2. If the juvenile’s services are to be funded by the Fee for Service Delivery Program, the probation officer will generate an electronic voucher in the Nebraska Probation Information System.
3. If another source will be used to fund the service, the probation officer will generate a non-monetary voucher, the Registered Service Provider shall submit electronic progress reports through the Nebraska Probation Information System.

C. Project Authorizations/Payment

1. Registered Service Providers utilizing vouchers will follow all rules of the Fee for Service Delivery Program.
2. It is the obligation of the Registered Service Provider or agency to examine all eligible payer sources prior to initiating financial assistance through the Fee for Service Delivery Program.

There are rare times when vouchers cannot be issued immediately, and written communication from the Juvenile Justice Resource Supervisor (JJRS), Chief Probation Officer or the Administrative Office of Probation will serve as the guarantee of payment if all other voucher rules are met. As a Registered Service Provider you should NOT provide ANY SERVICE without a voucher or specific authorization as listed above. No Voucher = No Service.

3. Reimbursement rates and lengths of the individual vouchers are noted in the Levels of Care / Service Descriptions included in this guide.
4. Service vouchers will be approved for a specified length of time and at a specific rate determined for each level of care and service. A voucher must be pre-approved before services are delivered.
5. A voucher for financial assistance may be considered when the juvenile has insurance coverage, but the family is unable to pay deductibles and / or co-pays. Issuance of such a voucher is initiated by the assigned probation officer and voucher requests are reviewed

and approved by the Juvenile Justice Resource Supervisor (JJRS) or designee. If assistance is approved, the JJRS will advise the officer and Registered Service Provider as to the percentage of the deductible and/or co-pay per unit the family will be expected to contribute. If an Explanation of Benefits (EOB) request hinders voucher completion within the timeframes indicated, please contact nsc.probationvouchers@nebraska.gov for guidance as to how to proceed.

6. Additional financial assistance vouchers will be authorized for the continuation of services only after approval by the assigned probation officer. Continued service authorization must be pre-approved and will be based on the Registered Service Provider's monthly reports and in consultation with the assigned probation officer. To recommend an additional service voucher be authorized, the probation officer must determine the service provided is beneficial to the juvenile, is in compliance with the juvenile's probation order and is reducing criminogenic risk factors. This will be determined by reviewing monthly Registered Service Provider progress reports and consulting with the Registered Service Provider for Juvenile Services, the juvenile and the juvenile's family. The court will be advised of changes in any services for the juvenile, as per district process.

D. Quality Assurance

Quality assurance staff for the Administrative Office of Probation review financial assistance vouchers generated by probation officers and progress reports submitted by Registered Service Providers, both electronically and through onsite visits. Quality assurance staff ensures compliance with service descriptions, reporting requirements and accurate billing and payment. For information regarding quality assurance, please refer to the Fee for Service Rules document. The Juvenile Services Guide will be reviewed a minimum of once per year. Any rate changes will be communicated based on the availability of funding.

Registered Service Provider for Juvenile Services

Service Descriptions for Juvenile Services

Juvenile services are divided into four categories: Substance Use Services, Other Treatment Services, Non-Treatment Services, and Out-of-Home Placements. Within each category, you will find the expectations pertaining to each service.

The Service Descriptions are laid out in the following order:

1. Column One: Identifies the service.
2. Column Two: Provides the service description.
3. Column Three: Outlines the average length of time a juvenile is expected to participate in each service and/or the frequency with which the service should be provided.
4. Column Four: Reflects the maximum service units authorized per voucher and, as applicable, the payment/reimbursement per unit for monetary vouchers.

All Registered Service Providers for Juvenile Services must recognize the importance of engaging the juvenile's family in services in order to affect and sustain positive behavioral change. Any exception to a family's expected involvement in services must be explicitly documented and discussed with the assigned probation officer.

It is expected that providers have initial and frequent contact with the juvenile's probation officer to discuss how services will be a collaborative part of addressing the juvenile's criminogenic risk factors and enhancing behavioral change. Regularly submitting progress reports serves as one component of assessing the juvenile's progress. Discharge planning should begin immediately upon intake or the start of services with a focus on sustainability once the court is no longer involved.

Through all services it is expected that providers integrate Trauma Informed Care into services with juveniles. Juveniles must be screened/assessed for the level of trauma experienced and treatment initiated (if appropriate) must be included that addresses all forms of trauma whether it is to the juvenile personally or something experienced in their environment.

Payment amounts reflect a standard maximum rate approved by the Administrative Office of Probation.

Services available to a juvenile during their course of probation are included at the end of this section. These services are provided within the probation district to support probation supervision and treatment / service interventions.

Registered Service Provider for Juvenile Services

Substance Use Services

All providers of substance use services must be in good standing as a Registered Service Provider for Juvenile Services for the Standardized Model for the Delivery of Substance Use Services.

If you are a provisionally licensed provider, your supervisor must be in good standing as a Registered Service Provider for Juvenile Services for the Standardized Model for the Delivery of Substance Use Services.

For information regarding the definitions and expectations for the services listed below, please refer to the Reference Packet for the Standardized Model Application Process.

Service	Units per authorization, <i>Payment per unit.</i>
Substance Use Education / Intervention	15 hours, \$10/ <i>hour</i>
Partial Care Treatment	30 days, \$70/ <i>day</i>
Group Home*	30 days, \$97/ <i>day</i>
Halfway House*	30 days, \$97/ <i>day</i>
Substance Use Evaluation	1 Evaluation, \$190 / <i>Addendum \$68</i>
Substance Use Outpatient Counseling	8 sessions, \$88/ <i>session (minimum 45 min.)</i>
Substance Use Intensive Outpatient Program	60 hours, \$27/ <i>hour</i>
Substance Use Short-Term Residential	30 days, \$180 / <i>day</i>
Substance Use Therapeutic Group Home or Therapeutic Community*	Therapy and Room and Board 30 days, \$272/ <i>day</i> , Room and Board Only (another payment source is paying for therapy) 30 days, \$89/ <i>day</i>

*If the substance use service is provided in an out-of-home setting, Registered Service Providers for Juvenile Services must comply with all expectations as outlined in this document in addition to the requirements of the Standardized Model for the Delivery of Substance Use Services.

Registered Service Provider for Juvenile Services *Other Treatment (Mental Health) Services*

General expectations for this category of services:

1. Treatment services must be recommended by an appropriately licensed behavioral health professional. Evaluation and treatment services are expected to identify current behavioral health diagnoses in a timely manner and/or provide services that are reasonably expected to improve or maintain the juvenile's behavioral health symptoms in order to prevent relapse or hospitalization.
2. The Probation Officer shall inform providers of the youth's risk level and other relevant assessments; treatment providers are expected to use this information to develop relevant treatment goals and interventions that address the reduction of criminogenic risk.
3. Providers are expected to develop individualized treatment plans with clinical goals. Treatment services shall utilize evidence-based practices that are appropriate for juveniles and their families. Treatment records shall be maintained in accordance with professional and ethical standards, applicable laws and regulations, and applicable accreditation requirements.
4. If a juvenile does not have Medicaid coverage upon admission, providers shall immediately complete a Medicaid application on behalf of the juvenile. The Registered Service Provider should contact the probation officer or designee for information about the application process. (If a Registered Service Provider feels an application to Medicaid at the level of care requested is inappropriate based on medical necessity criteria, the rationale shall be given to the Juvenile Justice Resource Supervisor (JJRS) for staffing with Probation Administration's Funding Specialist. An application for Medicaid coverage shall still be submitted to assist with healthcare costs.)
5. If a juvenile is receiving any federal financial assistance, such as Social Security benefits or disability benefits, providers of residential services shall apply to become payee for such benefits and have the amount applied toward the cost of the juvenile's treatment.
6. Transportation costs will be the responsibility of the Registered Service Provider for Juvenile Services. For excessive transportation beyond a 30 mile radius, the juvenile's family should be engaged to assist with these transportation needs.
7. The Registered Service Provider shall immediately contact the probation officer (or designee) and the family regarding all incidents affecting the juvenile (e.g. running away, suicidal ideation, medical emergencies, law violations, detention, etc.).
8. Juveniles cannot be discharged or transferred from a residential service without the approval of the court. A Registered Service Provider shall not allow the juvenile to discharge or move to any other facility or placement without approval of the court. Registered Service Providers will work with the probation officer and treatment team to develop safety plans in the event the youth is in crisis. Law enforcement should be called as a last resort, and only when the youth's immediate safety or the safety of others is in doubt.

9. Consideration will be given to transferring the juvenile to another Registered Service Provider/service if a lack of progress is noted in treatment, if the juvenile's criminogenic risk fails to decline, or if barriers impede effective treatment. The probation officer, Registered Service Provider, juvenile, and family shall be involved in these discussions.
10. Discharge from treatment shall be considered when the Registered Service Provider, the juvenile's family, and the probation officer have met and determine that one of the following has occurred: a) the juvenile's ongoing treatment needs can be met through a less restrictive level of care; b) the juvenile has achieved his/her treatment goals; c) the juvenile is not gaining benefit from the current level of care; or, d) the juvenile requires a more restrictive level of care.
11. Within 7 days of discharge, the Registered Service Provider is expected to complete a discharge summary (including a relapse prevention/transition plan) and enter it into the Nebraska Probation Information System.
12. Treatment discharge summaries should not only summarize the overall course of treatment, but should explicitly address individual goals and any progress made toward meeting those goals.
13. Discharge summaries should include recommendations for continued treatment needs; however, they should not identify specific providers or agencies. Additionally, treatment discharge summaries should not address specific out-of-home placements as those decisions will be made by Probation, the juvenile's legal guardian and the presiding judge.

OTHER TREATMENT (MENTAL HEALTH) SERVICES

Services that provide psychotherapy or counseling. (Rates subject to change based on availability and funding.)

Non-Residential Services

Less intensive treatment services based on clinical need and offered in a variety of community settings; juvenile lives independently with family, guardian, relatives, or can also be accessed while residing in foster care or group home settings.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit.
Mental Health Outpatient Counseling	Behavioral health services rendered in an office, clinic environment, an individual's home or other community locations appropriate to the provision of service for psychotherapy or counseling. Services can be delivered in individual, family, or group sessions, and can include specializations for juvenile with co-occurring disorders, trauma and juveniles who sexually harm.	Varies. Approximately 24 sessions in a 6 month period; 1-4 hours per week.	8 sessions, \$88/session (45 minute minimum.)
Medication Management	Service rendered by a licensed medical professional with the purpose of evaluating the juvenile's continued need for psychotropic medication, the provision of a prescription and ongoing medication monitoring, typically on an outpatient basis. (Service is included in behavioral health treatment facilities.)	Varies. Approximately 1 session each month	12 sessions, \$69/session
Community Treatment Aide	Supportive, directive, and teaching services provided in the home, school and/or other appropriate location(s) that assist the juvenile and/or family with improving their capacity for living in the least restrictive environment. The juvenile is treated under the care of a supervising practitioner and the prescribed community treatment services must be part of the overall treatment plan.	Varies on behavioral health provider's recommendation, emphasis on short-term intervention.	20 hours, \$44/hour

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit.</i>
Intensive Outpatient – Behavioral Health NOT Substance Use Disorder	Provide time-limited, multidisciplinary, multi-modal structured treatment in an outpatient setting. Programs are more significantly intensive than outpatient psychotherapy. The program shall be available at a minimum of 10 scheduled hours per week for at least 3 hours of availability per day. The program shall be offered at a minimum of 3 times per week but may also be available up to 7 days per week. Services can be delivered through individual, family, or group sessions and can include specializations for juvenile with co-occurring disorders and juveniles who sexually harm. As previously noted, the Standardized Model for the Delivery of Substance Use Services requires that a provider for co-occurring treatment services must also be a Registered Service Provider for the Standardized Model for the Delivery of Substance Use Services.	3 hours per day, 2-4 times per week. Not generally exceeding 90 days, but will vary depending on client progress.	60 hours, \$27/ hour
Functional Family Therapy (FFT)	<p>FFT is treatment delivered by a licensed therapist through short-term, intensive family focused intervention. Services are conducted in both clinic and home settings. Therapists have a caseload of around 10-12 clients.</p> <p>FFT is a strength-based model. It focuses on characteristics of the individual family members, family relational dynamics and their impact on promoting and maintaining problem behavior.</p> <p>To ensure fidelity of the model, providers must have current certification to provide FFT and must provide documentation of this certification to the Administrative Office of Probation.</p> <p>(MSE and IDI Included)</p>	<p>Average of 3 hours per week for 3 months, but will vary depending on client progress.</p> <p>Services are expected to be more intensive at the beginning of services and reduced as family relational dynamics improve and problem behavior decreases.</p>	<p>\$102.52/hour without client; \$106.10/hour with client</p> <p><i>Update rate January 1, 2017</i></p>
Intensive Family Preservation (IFP)	<p>IFP services are provided by a team consisting of a licensed therapist and a skill builder. IFP services are provided in the family home and/or in another setting familiar to the family. IFP services are designed to improve family functioning, to affect behavior change, to reduce the juvenile's criminogenic risk and to increase the family's access to community resources and other formal and informal supports. Crisis management and stabilization are provided 24 hours per day, 7 days per week.</p> <p>(The homebuilder's model is the standard used by Probation Administration and requires the involvement of licensed clinical staff.)</p> <p>(MSE and IDI Included)</p>	<p>Average of 3 hours per week for 15 weeks, but will vary based on client progress.</p> <p>Services are expected to be more intensive at the beginning of services and reduced as family relational dynamics improve and problem behavior decreases.</p>	28 days, \$430 per week per case

Multisystemic Therapy (MST)	<p>MST is treatment delivered by a licensed therapist. This is an intensive family and community-based treatment program that focuses on all of the systems that impact the juvenile, home, family, school, neighborhood and peers. This approach best serves juveniles whose delinquent behavior can be linked to more than one of these systems.</p> <p>Therapists see the juvenile in the community and in the home. Therapists are on call 24 hours a day. Therapists have a caseload of 4-6 clients.</p> <p>To ensure fidelity to the model, providers must have current certification to provide MST and must provide documentation of this certification to the Office of Probation Administration.</p> <p>(MSE and IDI Included)</p>	<p>Average of 4 hours per week for 4 months. Therapists are on-call, as needed. Hours will vary depending on client progress.</p> <p>Services are expected to be more intensive at the beginning of services and reduced as family relational dynamics improve and problem behavior decreases.</p>	<p>\$38.28/15 minute unit</p> <p><i>Updated rate January 1, 2017</i></p>
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Evaluations

Services that include a review of information from multiple sources to determine behavioral health diagnoses and develop a treatment plan.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit.</i>
Co-Occurring Evaluation	This evaluation includes a substance use evaluation complying with the Standardized Model for the Delivery of Substance Use Service requirements and an Initial Diagnostic Interview.	The evaluation should be completed as soon as possible and provided back to the referral source no later than 60 days after the initial request.	1 Evaluation, \$313/ <i>Evaluation</i>
Psychiatric Evaluation	This outpatient interview is conducted as a standalone evaluation and includes a <i>Biopsychosocial Assessment</i> and <i>Initial Diagnostic Interview</i> by a licensed medical professional. It assesses or reassess if the juvenile presents with a behavioral health condition and focuses on the possible need for psychotropic medication.	The evaluation should be completed as soon as possible and provided back to the referral source no later than 60 days after the initial request.	<p>1 Evaluation, \$324/<i>Evaluation</i> \$399(<i>if detained and conducted at the facility</i>)</p> <p>Psychiatric Interview Only (conducted subsequent to an evaluation which included a social history) \$127 /<i>Interview</i> \$202 (<i>if detained and conducted at the facility</i>)</p>

Psychological Evaluation	Evaluation consists of a <i>Biopsychosocial Assessment</i> , <i>Initial Diagnostic Interview</i> and not more than 5 hours of psychological testing. Standardized testing is utilized to assess a juvenile's psychological or cognitive functioning.	The evaluation should be completed as soon as possible, and provided back to the referral source no later than 60 days after the initial request.	1 Evaluation \$750/ <i>Evaluation</i> Additional Testing \$90 / <i>Unit</i>
Juvenile Who Sexually Harm Risk Evaluation	<p>A comprehensive evaluation to determine the risk of a youth continuing sexually inappropriate behaviors and any subsequent treatment recommendations. These evaluations are completed with juveniles who are adjudicated for a sexual offense or who's Pre-Treatment Evaluation recommended further evaluation for sexual issues.</p> <p>This evaluation shall include the elements as found in the Youth Who Sexually Harm Evaluation Attachment</p>	The evaluation should be completed as soon as possible, and provided back to the referral source no later than 60 days after the initial request.	1 Evaluation, \$1,200/ <i>Evaluation</i>

Residential Services

Treatment Services provided in a 24 hour residential setting.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit
Psychiatric Residential Treatment Facility	<p>Psychiatric Residential Treatment Facility services are clinically necessary services provided to a client who requires 24-hour professional care and treatment in a highly structured, closely supervised environment. Professional care and treatment means care and treatment identified as medically necessary that can reasonably be expected to reduce or eliminate the client's mental health and/or substance use symptoms.</p> <p>Therapeutic interventions include:</p> <ol style="list-style-type: none"> 1. Twice weekly individual psychotherapy and/or substance use counseling; 2. Daily group psychotherapy and/or substance use counseling; 3. Weekly family psychotherapy and/or family substance use counseling. A family therapy session shall be provided on the day of admission and the day prior to discharge. <p>All medically-necessary behavioral health services are included in the per diem rate; no additional funds will be provided for youth in this service.</p>	<p>Average 60 days; not to exceed 6 months</p> <p>//Should this exclude psychiatric services, med management//Medicaid</p>	<p>Hospital Based 30 days, \$397/day</p> <p>Specialty Based 30 days, \$314/day</p> <p>Community Based 30 days, \$295/day</p> <p><i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i></p>

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit
Therapeutic Group Home	<p>The goal of a therapeutic group home is to maintain the client's connections to her/his community, yet also receive and participate in a more intensive level of treatment in which the client lives safely in a 24-hour setting. Therapeutic group homes are facilities specifically designed not to resemble institutions; allowing 4-8 clients to live in a home-like environment with an organized, professional staff who deliver supervision, rehabilitation services and treatment in a safe and stable setting.</p> <p>All medically-necessary behavioral health services are included in the per diem rate; no additional funds will be provided for youth in this service.</p> <p>At least 21 hours of active and rehabilitative treatment per week for each client is required to be provided by qualified staff. The therapist to juvenile ratio is, at minimum, 1:12 and the staff to juvenile ratio is, at minimum, 1:6.</p>	4-6 months	<p>Therapy and Room and board 30 days, \$272/day</p> <p>Room and Board only (insurance or Medicaid paying for therapeutic service) 30 days, \$89/day</p> <p><i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i></p>

Registered Service Provider for Juvenile Services

Non-Treatment Services

General expectations for this category of services:

1. Individualized Non-Treatment Services should use evidence-based practices that are appropriate for juveniles and Registered Service Providers are expected to develop service plans with individualized and achievable goals.
2. Records should be maintained in accordance with professional and ethical standards, applicable laws and regulations, and applicable accreditation requirements.
3. The Probation Officer will inform providers of the youth's risk level and other relevant assessments; treatment providers are expected to use this information to develop relevant treatment goals and interventions that address the reduction in criminogenic risk.
4. Consideration will be given to transferring the juvenile to another Registered Service Provider or service if a lack of progress is noted, if the juvenile's criminogenic risk fails to decline, or if barriers impede the effective delivery of services. The probation officer, Registered Service Provider, juvenile and family shall be involved in these discussions.
5. Providers shall work with the probation officer and treatment team to develop safety plans in the event the youth is in crisis. Law enforcement should be called as a last resort and only when the youth's immediate safety or the safety of others is in doubt.
6. Discharge from non-treatment services shall be considered when the Registered Service Provider, the family, and the probation officer have met and determined that one of the following has occurred: a) the juvenile requires a less restrictive service; b) the juvenile has achieved her/his goals; or, c) the juvenile requires a more restrictive service.
7. Within seven (7) days of discharge, the Registered Service Provider is expected to complete a discharge summary (including a transition plan) and enter it into the Nebraska Probation Information System.

NON-TREATMENT SERVICES

Non-treatment supports which affect positive change. *(Rates subject to change based on availability and funding.)*

Information Courses

Formal courses designed to help encourage positive behavior and life choices.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit</i>
General Education Class	Staff-supervised education programs are very structured with a specific outcome for the juvenile. At minimum, one staff supervised 6-8 hour class, which can be completed in one day or over several weeks. These programs can cover a variety of topics and include support groups or self-help referrals.	6-15 hours, in one session or several weeks.	15 hours, \$10/hour
Cognitive Behavioral Class (i.e., Anger Management)	These classes have the same general staffing and structure as general education classes, but focus on developing specific skills, such as learning to control problematic behaviors associated with anger. Providers must utilize an evidence-based curriculum.	6-15 hours, in one session or several weeks	15 hours, \$10/hour

Family Support Services

A variety of supports available to build family strengths, impact at-risk behaviors in juveniles and overcome barriers to change those behaviors.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit</i>
Supervised Visitation	A worker is assigned to monitor visitation between a juvenile and her/his parent/caretaker according to the parameters outlined in a visitation plan approved by the court. Each worker is expected to register individually.	Varies per case	20 hours, \$52/hour
Family Support Worker	A service which provides a worker in the home to assess family strengths and work with parents/caretakers on building skills in parenting, socialization, discipline and coping mechanisms. Weekly face-to-face contact with the probation officer is required. Each family support worker is expected to register individually.	Average of 5 hours per week unless approved by Probation Administration and clearly reflected in progress reports. 4-5 months.	25 hours, \$52/hour
Family Partner	A service which provides the parent / caregiver with an adult peer mentor who has also navigated the behavioral health, social services and/or justice systems. The primary function is to work with the parent and juvenile to increase family stability through education, skill building and advocacy.	Average of 2 hours per week unless approved by Probation Administration and clearly reflected in progress reports. 6-8 months.	20 hours, \$52/hour

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit</i>
Professional Partner Program	The Professional Partner Program is provided by the Behavioral Health Regions. It is a wraparound and family-centered case management service for severely emotionally disturbed children (from birth to age 21) and their families to help them achieve goals of stability, functioning, and community integration.	To be identified in the Individualized Family Service Plan	Presently provided at no cost through the Behavioral Health Regions for eligible juveniles.
Expedited Family Group Conference	An expedited and limited-scope family group decision making model which engages the juvenile, the family and members of supportive community agencies to resolve a crisis that could impact the juvenile's placement in the home.	2-4 hours of conferencing; 5-14 hours of mediation center preparation and follow-up.	One (1) Conference, \$1,730/ <i>conf.</i>

Ancillary Support Resources

A variety of supports available to target at-risk behaviors in juveniles and overcome barriers to change.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit</i>
Tracker	Tracker services are community-based services that assist the probation officer with case management functions in the least restrictive manner. Tracker services provide support to juveniles through the development of a mentoring relationship with a positive role model. Tracker services provide the opportunity for face-to-face contacts in addition to contact with the Probation Officer.	<p>The high intensity tracker service is for those juveniles who are in need of extensive supervision and guidance. High intensity tracker has a minimum of four-five face-to-face contacts per week with the juvenile. One face to face contact with the parent/guardian, once collateral contacts and one face to face contact with supervising Probation Officers or designee on a weekly basis to ensure goals of case management are being met. Tracker will also conduct attendance/grade checks or curfew checks as requested by Probation Officer. Weekly written progress reports are submitted to the supervising Probation Officer via the information management system. These reports should include the contacts made with the juvenile, the parent/guardian, the Probation Officer and other collaterals. Curfew calls are made as needed and as requested by the supervising Probation Officer.</p> <p>The low/mid intensity tracker has a minimum of two-three face-to-face contacts per week with the youth, one face to face with parent/guardian, and minimum of one collateral contact per week. The Tracker will also conduct attendance/grade checks or curfew checks as requested by Probation Officer. Tracker will provide the supervising Probation Officer or their designee a minimum of two times per month to ensure goals of case management are being met. Weekly written progress reports are submitted to the supervising Probation Officer via the information management system. These reports should include the contacts made with</p>	\$45.00 per face to face contact.

		the juvenile, the parent/guardian, the Probation Officer and other collaterals. Curfew calls are made as needed and as requested by the supervising Probation Officer.	
Transportation	The use of community resources to provide the availability to keep appointments/visits reliably. These services are utilized when the family has no other resources to provide the transportation and the service is critical to the juvenile's improvement.	See Transportation Service Description and Expectations (Addendum A)	<p>\$1.55 per mile (\$17.00 minimum reimbursed per loaded one way trip).</p> <p>\$10.00 per hour for escort (Escort is defined as the time a transportation staff must wait with a securely/non-securely transported juvenile for an appointment, or when an additional driver is needed to ensure safety, as authorized by the court.</p> <p>\$1.55 per mile and a \$40.00 base rate for wheelchair required transportation.</p> <p>Meals for transported juveniles can be billed with prior approval for payment from probation at the GSA approved rate.</p>
Juvenile / Victim and Conflict Mediation	A mediation center acts as an independent party to facilitate an agreement regarding restitution between the juvenile and the victim. Mediation can also be utilized for one-on-one private problem solving to resolve conflict between the juvenile and family and or any outside parties.	Up to 5 hours	5 hours, <i>\$150/hour</i>

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit
Day/Evening Reporting	Program which provides structure for juvenile who are in need of daily supervision and structure either during the daytime hours or after school and into the evening. Juveniles participate in supervised activities that permit them to develop age-appropriate skills, learn to interact positively with others, and problem-solve issues that led to them requiring extra structure. Programs promote educational improvement and may provide opportunities for community service. Transportation is included.	5-6 hours consecutively, generally 9:00 am-3:00 pm or 3:01 pm to 9:00 pm weekdays, 2 weeks-1 month If youth receives services during both timeframes, the voucher will be paid at the rate during which the majority of the services occurred.	30 days, <i>Day Reporting</i> \$120/day, <i>Evening Reporting</i> \$95/day
Restitution Program	Juvenile is provided the opportunity to earn money for court ordered restitution through volunteer work. Utilized when the juvenile is otherwise unable to be employed and earn the funds.	Determined by amount of money youth needs to earn.	Typically non-profit agencies; no cost or grant funded
Mentoring	An individual who is dedicated to supporting a juvenile with visits, involvement in activities with him/her, reinforcing good choices and modeling positive behavior.	Average 3 hours per week; 6-8 months	Typically non-profit agencies; no cost

Education/Employment Services

A variety of supports available to improve educational and/or employment functioning.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit
Summer School Tuition Assistance	Provision of this assistance eliminates a barrier for a juvenile to attend summer school when caregivers cannot afford fees, but attendance is critical to the juvenile's academic success.	3 weeks per session	1 session, \$150 / session
GED Testing Assistance	Provision of this assistance eliminates the barrier for a juvenile to take GED tests when caregivers cannot afford the fees.	One per testing area; retests upon approval of the Juvenile Justice Resource Supervisor	Cost will vary per current cost of testing. This service will be paid by invoice.
Educational Tutoring	An individual who assists a juvenile with additional instruction in academic classes.	Average of 4 hours per week, 4-6 months	32 hours, \$20/hour
Case Managed Tutoring	This wrap-around tutoring involves a certified teacher who engages with the juveniles and family in educational case planning. This includes tutoring, communication with the school and possible additional educational assessments.	Average of 4 hours per week, 4-6 months	32 hours, \$45/hour
Employment Placement Program	This program is specifically designed to build effective job search skills, interview skills and positive work ethic. Some programs incorporate GED classes. It also may include follow-up with the youth after employment is obtained.	Minimum of 2 hours per weekday until job is obtained; 8 weeks of follow-up after job is obtained, including at least one contact per week.	40 hours, \$38/hour
Alternative School	Serves as a schooling alternative when the juvenile's regular education program is disrupted or juvenile does not progress in a regular school environment. The program will utilize Nebraska certified teachers and provide curriculum which will transfer credits to the juvenile's home school should she/he return. Transportation is not included.	Average of 6 hours per day, 1-3 months	30 days, \$15/day

Registered Service Provider for Juvenile Services *Out-of-home Placements*

General expectations for this category of services:

- 1) Providers are expected to develop service plans with individualized goals. Out-of-home placements should utilize evidence-based practices that are appropriate for juveniles. Records shall be maintained in accordance with professional and ethical standards, applicable laws and regulations, and applicable accreditation requirements.
- 2) Consideration will be given to transferring the juvenile to another Registered Service Provider or service if a lack of progress is noted, if the juvenile's criminogenic risk fails to decrease, or if barriers impede the effective delivery of services. The probation officer, Registered Service Provider, juvenile and family shall be involved in these discussions.
- 3) Within seven (7) days of discharge, the Registered Service Provider is expected to complete a discharge summary, including a transition plan (although the plan should be discussed with the probation officer prior to discharge), and enter it into the Nebraska Probation Information System.
- 4) If a juvenile does not have Medicaid coverage upon admission, providers of residential services shall immediately complete a Medicaid application on behalf of the juvenile. The Registered Service Provider should contact the probation officer or designee for information about the application process. (If a Registered Service Provider feels an application to Medicaid is inappropriate for placement based on medical necessity criteria, the rationale shall be given to the JJRS to staff with Probation Administration's Funding Specialist. An application for Medicaid coverage shall still be submitted to assist with healthcare costs. All out-of-state providers shall receive medical plan information with the referral per the Interstate Compact for the Placement of Children (ICPC) Regulation No. 4(g). If a juvenile is receiving federal financial assistance, such as Social Security benefits or disability benefits, providers shall apply to become the payee for such benefits and have the amount applied to the cost of the juvenile's treatment.
- 5) Transportation costs within a 25 mile radius of the Registered Service Provider will be the responsibility of the Registered Service Provider. Transportation beyond that radius will be the responsibility of the parent/guardian.
- 6) The Registered Service Provider shall immediately contact the assigned probation officer (or designee) and the family regarding all changes affecting the juvenile's status (e.g. running away, suicidal ideation, medical emergencies, law violations, detention, etc.).
- 7) Juveniles cannot be discharged or transferred from an out-of-home setting without the approval of the court.
- 8) Discharge from treatment shall be considered when the Registered Service Provider, family and probation officer determine that one of the following has occurred: a) the juvenile requires a less restrictive level of care; b) the juvenile has achieved her/his treatment goals; or, c) the juvenile requires a more restrictive level of care.
- 9) Discharge summaries should not only summarize the overall services, but should explicitly address behavioral changes and progress toward behavioral goals.

- 10) Discharge summaries should include recommendations for continued service needs; however, they should not identify specific providers or agencies. This is best accomplished by focusing on the continued needs of the juvenile, which will allow Probation and the parent/guardian to consider all possible resources.
- 11) Bed holds are not generally approved and requests must be made electronically through Nebraska Probation Information System.

OUT-OF-HOME PLACEMENTS

Residential services for juveniles who, despite reasonable efforts, have demonstrated out-of-home placement is in their best interest. *(Rates subject to change based on availability and funding.)*

Temporary/Emergency Services

Services to provide juveniles a safe environment during a crisis situation when safety at home cannot be maintained.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit
Short-Term Crisis Stabilization Center	Short-term crisis stabilization placement to assist juveniles and/or families in returning to pre-crisis level of functioning. This level of intensive services should provide services above and beyond the Enhanced Shelter Care level of services and should not simply provide a respite from one agency to another. An individualized crisis screening will be completed to assist in the development of a stabilization plan during the admission process. The plan will address and problem-solve the issue(s) contributing to the crisis and placement options. Juveniles will participate in individual, group, or family counseling with a licensed therapist, as appropriate, in addition to other structured psycho-educational and therapeutic milieu activities. Upon stabilization, the focus will be on assisting juveniles and/or families with accessing additional support services to help maintain functioning within their home or community setting after discharge.	Designed for 1-7 days; not to exceed 30 days	30 days, \$210/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>
Enhanced Shelter Care	Short-term residential services in a group setting utilizing 24 hour awake staff to provide safety and security for the youth and the community. Juveniles may access this service as an alternative to detention. The facility will provide increased structure, supervision, and security. Juveniles may attend school within the facility.	Designed not to exceed 30 days	30 days, \$180/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>
Shelter Care	Short-term residential service designed to provide support to juveniles who require an immediate out-of-home placement because of safety concerns in the family home or because of disrupted placement.	Designed not to exceed 30 days.	30 days, \$150/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>

Independent Living Services to teach, encourage and prepare to maintain self-sufficiency.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, <i>Payment per unit</i>
Independent Living	A living arrangement that maximizes a juvenile's independence within the community when it is determined that she/he can live on their own rather than return to the family home. A staff member provides assistance, skills training and support to a youth living independently or with a roommate who is also receiving independent living services. For juveniles 17-18 years old.	6 to 12 months	30 days, \$60/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>

Foster Care Services

Residential services for juveniles in a family-like setting.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit.
Foster Care	<p>Foster care includes both Agency Supported Foster Care and Relative/Kinship Foster Care; both are paid at the same rate and service descriptions are below.</p> <p><u>Agency Supported Foster Care</u> homes must be licensed by the Nebraska Department of Health and Human Services and must be associated with an agency to provide foster care. The agency is to provide support to both the juvenile and foster parents through face-to-face contacts, crisis stabilization, respite care, licensing activities and training, and other supports to minimize disruption and changes in placement.</p> <p>Foster parents shall be reimbursed by their associated agency at a minimum rate of \$40.00 per day for juveniles involved with probation. Foster parents are responsible for the first 100 miles, per month, of direct transportation for juveniles in their home. Mileage beyond the initial 100 miles that is connected to the case plan or court-related activities are eligible for reimbursement.</p> <p>Respite care is the responsibility of the foster parent or agency; payment for respite needs is factored into the per diem foster care payment. Probation will not pay additional funds for respite care when a juvenile is already involved in any foster care service.</p> <p>In addition, the supporting agency will receive \$38.76 per day for administrative costs, for a total daily rate of \$78.76. These administrative costs shall include, but not be limited to: licensing, recruitment, training, background /record checks, foster care specialists visiting homes, family team meetings and case staffing attendance. The agency must make a minimum of three contacts per month; two must involve face-to-face contact between an agency staff member, the juvenile and the foster parent(s) with at least one occurring in the home. Additional contacts may occur via telephone, email, etc.</p> <p>To compensate for the additional mileage and travel time required to support foster parents outside of metropolitan areas, mileage shall be reimbursed in accordance with Supreme Court policies and procedures at the current established rate. When the distance is over 50 miles round-trip from the agency/satellite office or the foster care program site to the agency supported foster care home, mileage will be reimbursable and a payment for \$18/hour of travel time will also be available. Mileage shall be reported to the assigned agency staff for approval and submission to the Juvenile Justice Resource Supervisor of the referring district on the Probation Foster Care Mileage Form so it can be added to the voucher.</p>	6 to 8 months	30 days, \$78.76/day (\$40 must go directly to the family)

	<p>Foster Care expectations also include regular contact with the juvenile and with the family. Face to face contact between the assigned agency staff member and the juvenile will occur a minimum of one (1) time each month in the foster home. A minimum of two (2) contacts between the assigned agency staff member and the foster family will occur each month; one (1) of these contacts must involve face-to-face contact, while the other contact may occur via phone or email. The assigned agency staff member will attend Family Team Meetings for juveniles in their care when invited and properly notified. Mileage shall be reported on the Probation Foster Care Mileage Form and returned to the Juvenile Justice Resource Supervisor of the referring district to be added to the voucher for reimbursement.</p> <p>Relative/Kinship Foster Care homes are not licensed by the Nebraska Department of Health and Human Services. The Relative/Kinship Foster care home must be associated with an agency, must have completed a Relative/Kinship Home Evaluation, and must be approved by the court.</p> <p>Relative/Kinship Foster Care expectations include regular contact with the juvenile and family. The assigned agency should make weekly contact with the youth/family. Face to face contact between the assigned agency staff member and the juvenile will occur a minimum of two (2) times per month; one (1) of these contacts will occur in the foster home. Alternate weekly contacts may occur via phone or email. The assigned agency staff member will attend Family Team Meetings for juveniles in their care when invited and properly notified.</p>		
Respite Care	Respite services provide temporary relief from highly emotional situations to allow time for the juvenile and or family to calm. Respite services must be provided by a licensed foster home supported by an agency.	3 weeks or less	30 days, \$69/day (\$40 must go directly to family)
Relative Kinship Home Assessment	Home evaluation completed by an agency supported foster care provider to determine appropriateness of a potential relative/kinship foster home prior to placement of any juveniles. This evaluation includes evaluating the overall physical safety of the home and whether or not the physical needs of the juvenile can be met in this home. In addition, criminal background checks must be completed. For household members aged 13 and older, the background checks must include checks of the Child/Adult Abuse and Neglect Central Registry. For household members age 18 and older, the background check must include checks of the Child/Adult Abuse and Neglect Central Registry, the Sex Offender Registry, local law enforcement agency, and emergency, name-only check with the Nebraska State Patrol.	To be completed as soon as possible	1 evaluation, \$150

Group Home Services

Services provided to youth who require a 24 hour staffed residential setting that provides structure and supervision.

Service	Service Description	Defined Time/Hrs./Length	Units per authorization, Payment per unit.
Group Home A	A residential service in a group setting utilizing 24 hour awake staff to provide safety and security for the group home environment and the community. Juveniles in this level of care require consistent behavior management and supervision. Staff provides a safe and nurturing environment to help juveniles facilitate changes in their behaviors, attitudes and personal interactions.	4-6 months	30 days, \$135/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>
Group Home B	Refer to definition for Group Home A; however, youth at this level do not require awake overnight staff to maintain safety and security in the home.	4-6 months	30 days, \$100/day <i>Probation does not pay for the date of discharge for 24-hour services. Though accurate dates are included in the report, only NIGHTS spent in the facility are billable.</i>
Maternity Group Home Non-Parenting	Placement provides services similar to the Group Home A level; however, preference is given to girls who are pregnant. Skill building for successful parenting is emphasized.	4-6 months	30 days, \$135/day
Maternity Group Home Parenting	Placement provides services similar to the Group Home A level; however, preference is given to girls who are parenting. Skill building for successful parenting is emphasized. Group homes ensure the safety of the juvenile being served and also her dependent child or children.	4-6 months	30 days, \$152/day

Registered Service Provider for Juvenile Services

Additional Probation District Services

Tools and programs provided through the probation district to promote behavior change through additional structure, support and accountability. These services directly support day to day probation supervision; therefore, they are provided by a probation officer or through specific contractual agreements or service awards.

Additional Probation District Services

Service	Service Description	Defined Time/Hrs./Length
Electronic Monitoring	A supervision tool including placing a tamper-proof monitoring anklet on the probationer to provide added structure, support, and accountability while case management programming is being adjusted or established. This added support promotes public safety while the probationer is in transition.	Average of 4-6 weeks or as ordered by the court. Land Line Non: GPS \$11 per day Cellular: \$14 per day GPS: \$20 per day
Continuous Alcohol Monitoring (CAM)	The CAM device is a tamper-resistant ankle bracelet that measures the individual's perspiration for the presence of alcohol excreted through the skin. It is a tool of supervision for use when the juvenile: 1) Is involved in substance use treatment. 2) Has an extensive history of alcohol-related incidents. 3) Demonstrates continued use of alcohol despite undesired consequences and shows an unwillingness to discontinue its use. 4) Has been unable/unwilling to maintain a substantial period of abstinence through previous use of alcohol monitoring tools.	As ordered by the court. Landline: \$12.00 per day Ether Cable: \$13.00 per day Cellular: 13.50 per day
Cognitive Behavioral Group	Specific cognitive behavioral programs are utilized with high risk probationers to teach change in their patterns of feeling, thinking, and behaving which lead to criminal behavior.	Time to complete the course varies according to curriculum type used.

ADDENDUM A

NEBRASKA PROBATION ADMINISTRATION Juvenile Transportation Services Expectation and Rules Effective April 1, 2014

Transportation services through Probation Administration funding, eliminates barriers to juveniles receiving needed services. A common barrier for juveniles in the justice system is having reliable transportation and making needed rehabilitative services inaccessible. Whenever possible, juveniles and their families are to be responsible for transportation. Only juveniles identified by the Probation Officer and approved by the Juvenile Justice Resource Supervisor/designee are eligible for funding for transportation services.

Understanding the needs of juveniles and effective communication within the transportation process are critical to the successful utilization of transportation services. Service providers must be a registered with the Probation Administrative Office.

Overarching Requirements

1) Safety

Safety of the juveniles we serve is paramount. It is expected that transportation providers:

- a) Maintain safe, reliable vehicles.
- b) Retain adequate insurance.
- c) Ensure safe and responsible drivers
- d) Ensure consistent and prompt schedules
 - i) Enables juveniles to be picked up as scheduled and arrive on time to their destination.
 - ii) Common pick-up locations, such as a school, must be in a safe area and easy for the juvenile to access.

2) Referrals

- a) The referring probation officer will contact the transportation company to assess availability.
 - i) All efforts will be made to make referrals 48 hours prior to needed transport.
 - ii) Emergency situations may arise resulting in a request with less than 48 hours' notice.
- b) Once availability has been confirmed, all referral information and scheduling will be facilitated electronically through the Registered Service Providers site.
 - i) The transportation company must maintain internet access and an active secure e-mail account.
 - ii) Utilization of the Registered Service Providers site will follow the Service Provider Manual, found within the Registered Service Providers site Toolbox.
- c) For active, on-going transportation requests, a new referral / authorization will be available in the Registered Service Providers site each month.

3) Communication

Open and collaborative communication between probation personnel and the transportation providers is necessary for effective service delivery.

- a) Communication to the transportation company should include:
 - i) Verbal confirmation of available transport slots.

- ii) Service Provider Site electronically generated:
 - (1) Referral information from the probation officer.
 - (2) Changes to electronic schedule
 - (3) Miscellaneous issues concerning transportation services

- b) Communication from the transportation company should include:
 - i) Juvenile “No Show” for a transport via Service Provider Site.
 - ii) Concerning issues arising from a scheduled transport.
 - iii) Changes to transportation availability.
 - iv) Miscellaneous issues concerning probation process.

4) Missed Scheduled Transportation (“No Show”)

- a) In order to avoid “No Shows” for scheduled transportation, the Probation Officer will:
 - i) Emphasize to the family and juvenile the importance of keeping scheduled transportation appointments.
 - ii) Arrange with the family a location and time that will allow the juvenile to be available for pick-up by the transportation company.
 - iii) Explain to the family and juvenile that 2 unexcused missed appointments for arranged transportation will result in them no longer being able to utilize funding for transportation services.
- b) The Transportation Company will:
 - i) Upon arrival at the pick-up location:
 - (1) Efforts must be made to notify the juvenile that transportation has arrived including:
 - (a) Honk and call juveniles contact number.
 - (2) If no response is received, wait a minimum 5 minutes beyond the original pick-up time to give the juvenile an opportunity to acknowledge the transportation.
 - (a) Notify the probation officer of a missed scheduled transport within 24 hours via the Service Provider Site.

5) Billing

Monthly billing will be submitted to Nebraska Probation Administration in the form of an invoice. The format, in which the invoice must be structured, is outlined in the attached Invoice Instructions. Use of this format aids Probation in reconciliation of the invoice with our records and in turn, allows us to dispense payments as efficiently as possible. This format also satisfies the requirements of our State accounting auditors.

***Note:** Only one invoice may be submitted per month. Juveniles utilizing your company’s service multiple times per month will be included within the invoice as noted in the Invoice Instructions.

INVOICE INSTRUCTIONS

All Invoices must have:

- a) A heading which includes:
 - i) Name and address of the company
 - ii) Dates covered by the invoice
 - (1) Month (represented by beginning and ending month dates)
 - (2) Year
- b) Itemized reimbursement requested
 - i) Invoice will be sub-divided by probation district (one district per page) to include:
 - (1) List of juveniles served

- (a) If a parent/guardian of a juvenile is transported, their name must be listed with their juvenile who is on probation (which will be included in the referral) noted in parenthesis underneath the parent/guardian's name.
 - (i) This allows cost to be properly associated with an active probation case.
 - (ii) The transport of a parent/guardian along with their child from the same pick-up/drop-off points is not eligible for reimbursement.
- (2) Units utilized by the juvenile per month
 - (a) Total miles of loaded transport
 - (b) Total hours if an Escort was utilized for secure (loaded) transportation
 - (i) An Escort is defined as the time a transportation staff must wait with a securely transported juvenile for an appointment, or when an additional driver is needed to ensure safety, as authorized by the court.
- (3) Total amounts due for each juvenile
 - (a) Reimbursement rates are listed in the Juvenile Registered Service Providers Packet
- (4) Each district should be sub-totaled with the grand total amount due for the entire invoice and noted at the end of the last district's itemization.

Transportation Invoice Example:

Jim Doe Transportation Service, Inc.
 1111 Blue St.
 Red NE 68888

July 1- July 31, 2012

Invoice # 111

Probation Dist. 1

<u>Name</u>	<u>Units Used</u>	<u>Total for Juvenile for Month</u>
Jones, John	15 miles	\$ 22.50
Brown, Sue	9 miles	\$ 15.00
	2 hours secure escort	\$ 20.00

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Probation Dist. 2

<u>Name</u>	<u>Units Used</u>	<u>Total for Juvenile for Month</u>
Jones, John	45 miles	\$ 67.50

Total Due for Month \$ 125.00

Fee for Service Delivery | Juvenile Provider Voucher Troubleshooting

