



Probation Service Definition

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Name	Day Reporting	<input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile
Category	Non-treatment	
Setting	Community-Based	
Facility License	Licensure is not required for this service	
Service Description	Short-term service, which provides comprehensive programming during school hours for youth who lack structure and supervision. Day reporting is on the continuum of services that can be utilized as a detention alternative, to reduce the use of detention and out-of-home placement. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, decision making, anger management, victim mediation, victim empathy, GED preparation, vocational instruction, pro social and recreational activities.	
Service Expectations	<ul style="list-style-type: none"> • Youth and the youth’s parent(s) and/or guardian(s) shall participate in the intake process in person or via tele-services. • The agency will have a collaborative partnership (communicating on the youth’s progress) with the local probation/problem solving court officer and other agencies, which are supporting the youth. • A meal must be offered during standard meal times (i.e. 12 pm for lunch and 6 p.m. for dinner) • Transportation must be provided for youth to and from the center within a 30-mile radius. • A written service plan shall be developed with the youth and probation/problem solving court officer based upon the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer. • Individualization of the plan will be determined based on service referral information, (criminogenic risk) relevant collateral documentation/assessments and youth/family goals. • A daily program schedule shall include structured activities related to but not limited to academic performance, skill building, employment, independent living, social skills and decision-making skills. • Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress. • If the youth’s whereabouts is unknown at any time, agency staff must notify the probation/problem solving court staff immediately. 	
Service Frequency	As designated by probation/problem solving court officer.	
Length of Stay	Up to sixty (60) days	



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Staffing	Agency staff must be at least 21 years of age and, at a minimum, possess a high school diploma or general education diploma and demonstrate relevant experience and training. Staff must be affiliated with a registered service provider with the Administrative Office of the Courts and Probation. All providers must be trained in trauma-informed care, recovery principles and crisis management
Staff to Client Ratio	<ul style="list-style-type: none">• Staff ratio of no more than six (6) youth per one staff unless a gender-specific program design is in place.• Transportation staffing should be separate from facility staffing ratio.
Hours of Operation	Day Reporting 9:00 a.m. to 3:00 p.m.; up to 6 days per week.
Service Desired Outcomes	Youth will have: <ul style="list-style-type: none">• Increased supervision• Supervised education and study time• Access to pro-social, daily living skills, and enrichment programming
Unit and Rate	Per day; see rate sheet

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Service Interpretive Guideline]