



Probation Service Definition

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

SERVICE NAME	Case Managed Tutoring <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	A short-term service which provides face-to-face (in person) instruction and guidance to a youth for the purpose of enhancing educational success in a school like setting. The tutor will work with the youth, parent and Probation/Problem Solving-Court Officer to identify barriers and develop a plan for educational success. This service will be utilized only if case managed tutoring is not already being provided as part of the service definition.
Service Expectations	<p>The tutor is responsible for increasing a youth’s knowledge and understanding in the Probation/Problem-Solving Court Officer-referred areas of instruction. This is accomplished through the following:</p> <ul style="list-style-type: none"> • Determine the level at which the youth is struggling academically • Allow the youth to learn at a pace that is comfortable but challenging • Teach the youth basic concepts of the subject matter • Provide a process for the youth to find the answer • Encourage the youth’s success and to develop their own strategies for successful learning • Advocate for the youth in educational opportunities <p>The tutor will document the progress of the youth and maintain contact with the Probation/Problem-Solving Court Officer. If progress is not indicated or is limited, the tutor will provide a rationale as to what changes will be made to initiate a plan to increase progress</p> <p>This service will not be offered if case managed tutoring or educational services are already offered/utilized as part of another implemented service.</p> <p>Program plan required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Service Frequency	The frequency shall be approved by the Probation/Problem Solving-Court Officer and will be no more than 5 hours per week
Length of Stay	Up to 90 days
Staffing	Current certified teacher, certified tutor or staff who are affiliated with an agency providing tutoring. Exceptions may be granted for prior teacher certification that is not current. This service requires Criminogenic Continuing Education Hours <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Staff to Client Ratio	Up to 2 youth per session
Hours of Operation	Flexible in order to meet the needs of the youth and family

Service Desired Outcomes	<ul style="list-style-type: none"> • The youth has an increased understanding of the subject referral area of instruction • Improve grades and homework completion in the subject referral area of instruction
	<ul style="list-style-type: none"> • Maintain or improve attendance at school
Unit and Rate	See rate sheet