



## ***Probation Service Definition***

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

<b>SERVICE NAME</b>	<b>Case Managed Tutoring</b> <span style="float: right;"><input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile</span>
<b>Category</b>	Non-Treatment
<b>Setting</b>	Community-Based
<b>Facility License</b>	Licensure is not required for this service
<b>Service Description</b>	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.
<b>Service Expectations</b>	<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"> <li>• Determine the level at which the youth is struggling academically</li> <li>• Allow the youth to learn at a pace that is comfortable but challenging</li> <li>• Teach the youth basic concepts of the subject matter</li> <li>• Provide a process for the youth to find the answer</li> <li>• Encourage the youth’s success and to develop their own strategies for successful learning</li> <li>• Advocate for the youth in educational opportunities</li> </ul> <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>
<b>Service Frequency</b>	The frequency shall be approved by the Probation/Problem Solving-Court Officer and will be no more than 5 hours per week
<b>Length of Stay</b>	Up to 90 days
<b>Staffing</b>	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.
<b>Staff to Client Ratio</b>	Up to 2 youth per session
<b>Hours of Operation</b>	Flexible in order to meet the needs of the youth and family
<b>Service Desired Outcomes</b>	<ul style="list-style-type: none"> <li>• The youth has an increased understanding of the subject referral area of instruction</li> <li>• Improve grades and homework completion in the subject referral area of instruction</li> </ul>

	<ul style="list-style-type: none"><li>• Maintain or improve attendance at school</li></ul>
<b>Unit and Rate</b>	See rate sheet