



## ***Probation Service Definition***

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Name	<b>Day Reporting</b>	<input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile
<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>	Short-term service, which provides face-to-face (in person) 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.	
<b>Service Expectations</b>	<ul style="list-style-type: none"> <li>• Youth and the youth’s parent(s)/guardian(s)/caregiver shall participate in the intake process in person or via tele-services.</li> <li>• The agency with the youth, Probation/Problem-Solving Court Officer and other stakeholders identified will develop a written individualized daily program schedule based on services referral information (criminogenic risk, needs and responsibility) relevant collateral documentation/assessments and youth goals. The written service plan will be shared with the Probation/Problem- Solving Court Officer</li> <li>• A daily program schedule shall include structured activities related to but not limited to academic performance, social skills, skill building, employment, independent living, social skills, pro-social, recreational skills and decision-making skills</li> <li>• A crisis (safety risk/reduction) plan will be developed and updated as needed throughout the service. The youth parent/guardian/caregiver must be able to demonstrate they have the knowledge and skills to implement the crisis plan. The crisis plan will be shared with the probation/problem solving court officer</li> <li>• The agency will document the progress toward the individualized daily program schedule in their reports. Probation/Problem Solving Court 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</li> <li>• A meal must be offered during standard meal times (i.e. 12 pm for lunch)</li> <li>• Transportation must be provided for youth to and from the center within a 30-mile radius</li> <li>• If a youth is gone without permission (after they have been in attendance at the facility) and does not return or cannot be located within 2 hours, the provider/agency will contact the assigned Probation/Problem-Solving Court Officer. The day reporting staff will continue to make efforts to locate and engage with the youth, parent, and probation until the youth is located and/or discharged. Such efforts should be clearly documented and included in</li> </ul>	



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	the documentation to probation including the date/hour(s) the youth's whereabouts were unknown and efforts made to locate them
<b>Service Frequency</b>	As designated by probation/problem solving court officer.
<b>Length of Service</b>	Up to sixty (60) days
<b>Staffing</b>	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
<b>Staff to Client Ratio</b>	<ul style="list-style-type: none"><li>• Staff ratio of no more than six (6) youth per one staff unless a gender-specific program design is in place.</li><li>• Transportation staffing should be separate from facility staffing ratio.</li></ul>
<b>Hours of Operation</b>	Day Reporting 9:00 a.m. to 3:00 p.m. these services shall be offered during the week and on weekends.
<b>Service Desired Outcomes</b>	Youth will have: <ul style="list-style-type: none"><li>• Increased supervision</li><li>• Supervised education and study time</li><li>• Access to pro-social, daily living skills, and enrichment programming</li></ul>
<b>Unit and Rate</b>	See rate sheet