



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Interpretive Guidelines **General Education Class**

SERVICE DEFINITION:

A topic driven class that educates the youth regarding the reason for the referral. The referral to the class should be directly related to the reason the youth was placed on probation or an identified risk from probation assessments or screening. Class shall be probation-approved, evidence-based, promising practice of research-formed approved curriculum and must not already be embedded in another service.

The service can assist a youth in completion of a court order and educate the youth in the particular referral topic to prevent and/or correct problematic behaviors.

This service shall be court ordered or can be utilized when applying a sanction to address an alleged violation of probation.

TARGET POPULATION:

This service would typically assist in addressing youth with high risk and/or need Substance Use and/or Attitudes/Orientation domains. This service should be utilized for low and moderate risk youth. This type of service is not ideal for high risk youth due to lack of cognitive restructuring that is expected in this service.

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) EXPECTATIONS:

- Officer guides program intensity and ensures program time is focused on the general education class topic, not supervision.
- 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, need and responsivity) relevant collateral documentation/assessments and youth/family goals.
- Officer shall communicate with the provider to assist in developing an individualized schedule for the youth based on the plan.
- Officer shall communicate weekly, at a minimum, for updates on the youth's attendance, participation and completion of the class.

- 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.
- Officer shall receive notice of completion by receiving a certificate that can be submitted to the Courts and verifies that the youth has successfully completed the desired program
- Officer will complete engagements outlining implementation, progress and completion.
- Officer will ensure all other payment resources have been exhausted AND completion is required by a court order prior to financial assistance from probation being utilized
- Upload all documents to the information management systems