

Corey R. Steel
State Court Administrator



Gene Cotter
State Probation Administrator

TO: All Highly Qualified Community-Based Service Providers

RE: **Request for Qualifications – Reporting Center Services (FY2026- FY2027)**

DATE OPEN: February 1, 2025

SUBMISSION DEADLINE: February 28, 2025, @ 11:59 pm CST

FROM: Gene Cotter, State Probation Administrator
Robert Denton, Deputy Administrator, Adult Probation Services Division

I. Introduction

The Nebraska Administrative Office of the Courts & Probation (“AOC”) is issuing this Reporting Center Services Request for Qualification (“RFQ”) for, and on behalf of, the Adult Probation Services Division (Adult Probation). The call of this solicitation is to identify and register qualified providers to deliver programming and services at State Probation Reporting Centers, Service Centers & Satellite Offices, or other locations assigned by AOC for the period of July 1, 2025 - June 30, 2027.

Respondents are required to complete the [AOC Provider Registration](#) process and maintain their status as a Registered Service Provider throughout the 2-year period. There are 9 (nine) clinical and 5 (five) non-clinical community-based services offered at the Reporting Centers throughout Nebraska. The number of groups established, and types of services offered in a particular Probation District are based on the collective needs of the individuals being served, and the programmatic needs and goals of Adult Probation as determined by AOC. Providers can request and be selected to provide one or more services in one or several districts or Reporting Center locations. The minimum requirements specific to each service, that providers must agree to meet and maintain while providing any of the 14 service types. The RFQ Service Requirements are included in a separate attachment.

II. RFO Contract Opportunity

On or around May 1, 2025, AOC shall begin contract negotiations with any number of qualified Registered Service Providers. The contract performance period is 24 months, starting July 1, 2025, and terminating on June 30, 2027. Contracts will be negotiated and awarded by Probation District, based on AOC’s determination of district-specific service needs, and other criteria. AOC is responsible to act in the best interest of the Supreme Court and shall use its administrative discretion when making decisions to offer contracts. Contracts may be entered into with those Qualified Providers whose submissions are determined to be the most advantageous to AOC, taking into consideration the evaluation factors set forth herein.

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III. 2025-2027 REPORTING CENTER CORE SERVICES

- A. Clinical services are reimbursed at **\$110.00** per service hour.
 - 1) Anger Management Group
 - 2) Dialectical Behavior Therapy (DBT) Skills Group
 - 3) Men's Group
 - 4) Mental Health Counseling & Evaluations
 - 5) Pre-Treatment Group
 - 6) Relapse Group
 - 7) Sex Offender Group
 - 8) Trauma Group
 - 9) Women's Group
- B. Non-Clinical Services are reimbursed at **\$47.00** per service hour except where noted.
 - 1) Behavioral Change Intervention Support Programming (BCISP)
 - 2) Crime Victim Empathy Group (rate is \$100/service session)
 - 3) Employment Services
 - 4) Money Management Group
 - 5) Parenting Group

IV. Response Evaluation

- A. Beginning March 3, 2025, through April 15, 2025, responses will be evaluated and scored based on the criteria outlined in Article III below. All respondents who meet the requirements of this RFQ will be deemed qualified and designated as such in the AOCPS Provider Information System.
- B. During the evaluation and scoring of submitted responses:
 - 1) AOCPS reserves the right to request and contact individual references and to consider other sources of information to determine evaluation scores and to assist in determining eligibility to provide services. All respondents/persons delivering direct service are subject to a background check.
 - 2) AOCPS may reject any or all responses or parts thereof and/or cancel this RFQ and/or re-solicit if such actions are determined to be in AOCPS's best interest.
 - 3) AOCPS may waive informalities and minor irregularities on responses received. This RFQ does not commit AOCPS to award any contract or to pay any costs incurred in the preparation of responses.
 - 4) AOCPS may request certain professional documents when necessary to provide more detail regarding a respondent's qualifications which may include but are not limited to:
 - a. Current Resume
 - b. Professional Letters of Recommendation

V. Scoring Criteria

- A. Responses will be evaluated and scored based on the following criteria:
- 1) Adherence to the RFQ instructions and submission completeness. (5pts.)
 - 2) Provider Professional Profile and self-assessment (15 pts)
 - 3) Provider / Facilitator's experience with justice-involved clients. (15 pts.)
 - 4) History of satisfactory performance with AOCP. (10 pts.)
 - 5) Alignment with AOCP's therapeutic approach, philosophy, & objectives. (10 pts.)
 - 6) Reporting Center Coordinator observation/input and client feedback. (18 pts.)
 - 7) Demonstrated understanding of and commitment to:
 - a. Standardized Model, (3pts)
 - b. Use of Evidence-Based Practices (EBPs), (3pts)
 - c. Trauma Informed Care, (3pts)
 - d. Model fidelity. (3pts)
- B. Total possible points equal 85 per scorer times 6 (six) reviewers equals a maximum raw score of 510 points.

VI. Timeline

- **February 1, 2025** - RFQ Open and accepting provider-submitted responses.
- **February 28, 2025** – Provider RFQ response submissions are due by 11:59 pm CST.
- **March 3, 2025** – Responses will be extracted and evaluated for completeness.
- **April 15, 2025** – Complete and responsive submissions will be scored and ranked.
- **April 30, 2025** – Notice will be sent to all qualified providers.
- **May 1, 2025 – May 31, 2023** – Selected providers will be offered a contract. New RC providers may be invited to an orientation conducted by the District RC Coordinator.
- **June 1, 2025** – During the month of June group scheduling will occur.

VII. Submission Requirements (subject to change, as needed)

- A. To earn the most points possible, Respondents should read the entire RFP and all available information thoroughly, follow instructions, and answer all questions fully. Deviations from the submission requirements may result in lower scores.
- B. Responses to this RFQ must be completed electronically via Qualtrics and submitted no later than February 28, 2025, by 11:59 pm CST.
- C. All required documents must be uploaded to Qualtrics for the submission to be considered complete. This includes:
- 1) Facilitator Response - Professional Profile & Self-Assessment for everyone who will perform direct client services.

- D. Providers are expected to examine all Service Requirements attached hereto and attest to understanding and committing to following the requirements for each individual service they are applying to provide.
- E. This RFQ announcement along with the information included in Qualtrics should sufficiently explain everything necessary for respondents to determine the roles and responsibilities associated with the service request, sufficient to formulate a response to this opportunity. Therefore, no questions or comments will be accepted.
- F. Respondents must attest to understanding and agreeing to follow AOCPS policy regarding the assignment, delegation, and use of subcontractors, maintaining AOCPS registration status and Standards of Practice, any required professional license in good standing, professional insurance, etc.

VIII. Other Specifications

- A. Questions. AOCPS believes that this RFQ including the content and instructions on Qualtrics, provides adequate information and understanding on how to respond, therefore AOCPS will not accept any questions or comments regarding the RFQ content.
- B. Submission Clarifications. Discussions may be conducted with Provider(s) for the purpose of clarifying responses to ensure the Scoring Committee has a full understanding of the responses to this RFQ. During such discussions, there will be no disclosure of any information derived from responses submitted by competing Providers. Providers will be notified in writing or by phone if this is requested.
- C. Access to RFQ Records. Once this competitive procurement process is complete, all records and associated contracts are considered public records and may be released to third parties upon appropriately submitted public records request(s).
- D. Subcontractors. All direct services rights or obligations are bestowed upon the contracted provider and shall not in whole or in part be assigned, delegated, or subcontracted to any other person or entity with the expressed consent of AOCPS. Any such relationships must be disclosed and approved in the RFQ response and/or in advance of the performance of any services by said third party.
- E. Preparation Fee. By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.
- F. Certifications. By submission of a response, the Provider acknowledges, certifies, and agrees to comply with the terms, conditions, declarations, and requirements set forth herein.

IX. Submission Instructions

- A. Please read these instructions carefully to ensure that your submission is received in its entirety.
- B. To begin the submission process, select one of the following links below and complete the corresponding questionnaire.
 - 1) If you are applying as an agency/business entity with one or more employee(s) or contractor(s) who will perform services on behalf of the agency/business entity select the link for [**Agency Response**](#). (billing as a state registered business entity)
 - 2) If you are applying as a sole practitioner who will perform services as an individual provider with or without other facilitators performing services under your supervision, select the link for [**Individual Response**](#). (billing under one's own name or DBA not as a state registered business entity)
- C. In both cases above, you will need to provide the name and email address of any person who will perform services either on behalf of the agency or as a potential substitute if you are a sole practitioner. Each person you list must complete the AOCF Provider Registration process and be authorized under your Registered Service Provider profile before performing services.
 - 1) Each person identified in your response that may perform services must complete the questionnaire found at the link below for [**Facilitator Response**](#). This includes you as well if you will lead a group or perform direct services to justice-involved participants.
 - 2) Please copy the link to the questionnaire and share it with the person you identified in either of the responses above for them to use to access the Facilitator Questionnaire. Their response will be matched to the Agency or Individual Response and incorporated into the total earned score.
 - 3) It's recommended that you email the Facilitator link to those individuals who will need to complete the survey and ask them to confirm that they have completed it. It should take them about 10 minutes to complete.

[**Agency Response – Provider Professional Profile & Self Self-Assessment**](#)

[**Individual Response – Provider Professional Profile & Self Self-Assessment**](#)

[**Facilitator Response - Professional Profile & Self Self-Assessment**](#)

AOCF Primary contact regarding this RFQ:

David Vann
Grants & Contract Manager
david.vann@nejudicial.gov
402-471-4981

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	ANGER MANAGEMENT GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	By employing cognitive behavioral therapy approaches, the facilitator will present participants with the option to draw on targeted intervention strategies to include: relaxation interventions, cognitive interventions, communication skills interventions, and/or combined intervention strategies to assist individuals in developing anger control plans.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Closed • Facilitator shall use the SAMHSA anger management curriculum and treatment model to assist each participant in crafting an anger control plan through targeted and defined intervention strategies • Use Motivational Interviewing • Cognitive behavioral therapy model that incorporates unified principles of social learning theory • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is a minimum of 12 sessions.</p> <p>Group consists of the following: 12 weekly sessions 1.5 hour sessions Up to 1 hour preparation/documentation per session <i>Up to 30 hours per group (@ 18 hours of group + doc/prep)</i></p>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC) that work with anger management within their scope of practice.</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation.</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

<p>Desired Participant Outcome</p>	<ul style="list-style-type: none"> • Participant has created a personalized anger control plan to better manage strong emotions which has been shared with the supervising officer • Participant learns the thought-feeling-action link • Participant learns what triggers harmful thinking • Participant accepts responsibility without minimization or making excuses • Participant learns and uses the five steps of problem solving • Participant learns how others are affected by action or inaction • Participant has developed skills to manage anger/temper • Participant has developed skills to manage internal anger • Participant takes feedback appropriately • Participant practices asking for help • Participant uses effective communication skills with family conflict
<p>Rate</p>	<p>\$110 /hour</p>

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	BEHAVIORAL CHANGE INTERVENTION SUPPORT PROGRAMMING
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	By employing a cognitive-behavioral interactive journaling system, participants address their individual problem areas within assessed criminogenic needs. This outcome-oriented intervention model incorporates research-to-results and evidence-based practices for addressing the needs of the participants working to successfully reintegrate into their communities and develop a roadmap to success in their efforts to change.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open or Closed • Referrals correlate with high domains identified through Probation’s standardized assessments or when a need is identified by Probation Officer • Class will utilize Change Companies Journal workbooks including, but not limited to, the following: Social Values, Responsible Thinking, Skills for Successful Living, Strategies for Success, Peer Relationships, Self-Control, Social Values, Family Ties, Substance Use, Power of Self Talk and Responsible Decisions – DUI program • Provider will use interactive journaling as a behavioral change tool incorporating motivational strategies, goal setting, and cognitive behavioral interventions to assist participants in making positive and lasting life changes • Provide each participant with a workbook/journal to write in and use for group • Unbiased and open forum to facilitate discussion and disclosure • Provider will collaborate with Probation Officers for enhanced case management • Provider will recommend referrals for additional Reporting Center/Service Center/Satellite Center services/programming • Provider will use Motivational Interviewing • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Specific programming for a participant shall be determined by the supervising Probation Officer.</p> <p>Each Group consists of the following: One (1) session of up to eight (8) hours; two (2) sessions of up to four (4) hours; or four (4) sessions of up to two (2) hours – determined by the Reporting Center Coordinator Up to 1 hour preparation/documentation per two hours of group (max of 4 hours) <i>Up to 12 hours per group (@ 8 hours of group + doc/prep)</i></p>
Staffing Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Trained in Change Company Curriculum (webinars or classroom training) • Trained in Stages of Change [two (2) hours of classroom training] • Two (2) years of experience in group facilitation
Maximum Class Size	15
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Groups may be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

<p>Desired Participant Outcome</p>	<ul style="list-style-type: none"> • Participant reduced his/her risk in targeted domains as measured through the reassessment process • Participant developed an individualized change plan which will be shared with the Probation Officer • Participant learns the thought-feeling-action link • Participant avoids thinking traps • Participant learns what triggers harmful thinking • Participant accepts responsibility without minimization or making excuses • Participant employs learned strategies to make responsible, moral choices when confronted with ethical dilemmas • Participant holds a set of values that uphold the dignity, safety, and independence of self and others • Participant learns and uses the five steps of problem solving • Participant learns how others are affected by action or inaction • Participant has developed skills to manage anger/temper • Participant has developed skills to manage internal anger • Participant takes feedback appropriately • Participant practices asking for help • Participant has the courage to begin something new
<p>Rate</p>	<p>\$47.00/hour</p>

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	CRIME VICTIM EMPATHY GROUP
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Program targeted at increasing a participant’s awareness of the long-term physical and emotional damage that crime inflicts on victims and their communities, as well providing a forum for the expression of feelings and thoughts resulting from victimization. Curriculum is delivered in a solution-focused, structured, and contingency-based model using positive modeling, reinforcement, and commitment to the curriculum.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Closed Group • Use of Motivational Interviewing • Evidence based Curriculum focusing on the following: <ul style="list-style-type: none"> • increased responsibility for past criminal actions, • increased understanding of the impact of crime on victims and the long term impact of victimization, • personal safety skills with a focus on crime prevention • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services (average expected length of stay in Program)	<p>Length of service for a participant is a minimum of eight (8) hours.</p> <p>Group shall consist of the following: One (1) session of up to eight (8) hours; two (2) sessions of up to four (4) hours; or four (4) sessions of up to two (2) hours to be determined by the Reporting Center Coordinator Up to four (4) hours of documentation/preparation time per group <i>Up to 12 hours per group (@ 8 hours of group + doc/prep)</i></p>
Staffing Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Two (2) years of Restorative Justice experience • Two (2) years of experience in group facilitation
Maximum Class Size	15
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends
May be facilitated through Teleservices	Yes

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

Desired Participant Outcome	<ul style="list-style-type: none"> • Participant can demonstrate an increased responsibility for past criminal actions • Participant can demonstrate an increased understanding of the impact of crime on victims and the long-term impact of victimization • Participant can demonstrate personal safety skills with a focus on crime prevention • Participant can demonstrate an increased understanding of restorative justice • Participant reduced his/her risk as measured through the reassessment process • Participant accepts responsibility without minimization or making excuses • Participant holds a set of values that uphold the dignity, safety, and independence of self and others
	<ul style="list-style-type: none"> • Participant learns how others are affected by my actions or inaction
Rate	\$100.00/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	DIALECTICAL BEHAVIOR THERAPY (DBT) SKILLS GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	<p>Cognitive-behavioral approach designed to help participants change/modify problematic patterns of behavior such as self-harm, suicidal ideation, substance use and other antisocial behaviors.</p> <p>The goal of the group is for participants to learn and refine skills in changing behavioral, emotional, and thinking patterns associated with problems in living.</p>
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open Group • Use Motivational Interviewing • Group facilitator shall provide one (1) hour of case staffing/consultation per month with supervising officers • Focused and skill based interventions to target: <ul style="list-style-type: none"> • Mindfulness • Emotional regulation • Distress tolerance • Interpersonal effectiveness • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for participant will be determined by the supervising officer and the therapist based on individual need.</p> <p>Group consists of the following: A minimum of 48 weekly sessions per year Up to 2 hour weekly sessions Up to 1 hour preparation/documentation per session Up to 1 hour staffing/consultation per month <i>Up to 156 hours (48 weeks @ 2 hours/week + doc/prep + staffing)</i></p>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP) that use DBT within their scope of practice.</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation.</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

<p>Desired Participant Outcome</p>	<ul style="list-style-type: none"> • Participant has an individualized Recovery Plan that is shared with the supervising officer • Participant reports a decrease in problematic behaviors related to the goals of the group • Participant learns the thought-feeling-action link • Participant learns what triggers harmful thinking • Participant employs learned strategies to make responsible, moral choices when confronted with ethical dilemmas • Participant holds a set of values that uphold the dignity, safety, and independence of self and others • Participant learns and uses the five steps of problem solving • Participant can think through a risky situation • Participant learns how others are affected by actions or inaction • Participant practices asking for help • Participant builds refusal skills • Participant recognizes healthy and unhealthy relationships • Participant ends unhealthy relationships • Participant has the courage to begin something new
<p>Rate</p>	<p>\$110 /hour</p>

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	EMPLOYMENT SERVICES
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Program centered on an employment service-delivery model built to foster participant engagement by (1) Providing services to address immediate and real employment related problems that adapt to changing needs over time, (2) Increasing motivation for positive change and improving job performance through incentives and peer-supported recognition, (3) Coordinating with community stakeholders and local employers to develop placement and recommendation strategies, and (4) Structuring time with effective programming and positive activities to maximize dosage.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open group • Career exploration • Application assistance/submission • Resume building • Interviewing skills • Succeeding on the job/job satisfaction • Addressing criminal history • Provider will use Motivational Interviewing • Employment retention skills • Coordinate with community stakeholders • Technology assistance • Professionalism • Collection and submission of data related to obtaining and maintaining employment • Evidence-based program or actively working on becoming an evidence-based program • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is dependent on participant needs</p> <p>Hours will be on an as-needed basis as directed by the Reporting Center Coordinator or Chief Probation Officer (e.g. hours may vary by season, Holiday weeks, by District). Up to 1 hour of preparation/documentation time for each 4 hours of group.</p>
Staffing Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Two (2) years of experience in the employment services field • Two (2) years of experience facilitating groups
Maximum Class Size	N/A
Minimum Class Size	<p>N/A</p> <p>Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Groups may be scheduled outside of normal working hours, including evenings and weekends
May be facilitated through Teleservices	Yes
Desired Individual Outcome	<ul style="list-style-type: none"> • Participant obtained suitable employment • Participant will maintain suitable employment • Learn and practice asking for help

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

	<ul style="list-style-type: none">• Participant develops relationships with positive people• Participant negotiates compromise• Participant has perseverance• Participant has identified goals that excite them• Participant has developed the skills necessary to get a job• Participant learns what an employer is looking for and meet expectation
Rate	\$47.00/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	MEN'S GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Gender-specific clinical based programming centered on substance use, relationships and skill-building models for cognitive behavioral change.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open group • Gender-specific • Building and maintaining healthy relationships • Improved decision making skills • Use Motivational Interviewing • Utilize 12-Step or other community support programs, as appropriate • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services (average expected length of stay in Program)	<p>Length of service for a participant is a minimum of 3 months and discharge will be determined by the supervising officer and the therapist based on individual need.</p> <p>1.0 Hour Group consists of the following: Minimum of 48 sessions per year Up to 1.0 hour weekly session Up to 1 hour of preparation/documentation per session Up to 96 hours per group per year (<i>@ 48 sessions + doc/prep</i>)</p> <p>1.5 Hour Group consists of the following: Minimum of 48 sessions per year Up to 1.5 hour weekly session Up to 1 hour of preparation/documentation per session Up to 120 hours per group per year (<i>@ 48 sessions + doc/prep</i>)</p>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A. Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC).</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant is able to identify and access community and personal support systems

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

	<ul style="list-style-type: none"> • Participant has developed an individualized plan to help achieve personal goals which is shared with the supervising officer • Participant learns the thought-feeling-action link • Participant learns what triggers harmful thinking • Participant employs learned strategies to make responsible, moral choices when confronted with ethical dilemmas • Participant holds a set of values that uphold the dignity, safety, and independence of self and others • Participant learns and uses the five steps of problem solving • Participant knows how to think through a risky situation • Participant learns how others are affected by actions or inaction • Participant accepts feedback appropriately • Participant practices asking for help • Participant identifies positive traits • Participant has Improved refusal skills • Participant meets and engages others who have similar interests • Participant develops relationships with positive people • Participant has the courage to begin something new
Rate	\$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	MONEY MANAGEMENT GROUP
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Provide participants with money management skills to allow them to budget finances and make improved financial decisions
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open or closed depending on curriculum used • Provider shall use Motivational Interviewing • Specific topics may include: <ul style="list-style-type: none"> ○ How to build credit ○ How to develop an “emergency fund” ○ Utilization of credit/credit cards ○ Debt reduction ○ Insurance education ○ Use of a budget ○ Banking ○ Dealing with creditors • Facilitator shall establish a curriculum to assist participants in understanding the difference between wants vs. needs, when to spend money, when to save, dangers of credit card purchases, and the importance of saving. • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant will vary based on curriculum</p> <p>Up to 1 hour of preparation/documentation time per group session.</p>
Staffing Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Two (2) years of financial experience • Two (2) years of experience group facilitation
Maximum Class Size	N/A
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Individual Outcome	<ul style="list-style-type: none"> • Participant can demonstrate a better understanding of how to successfully manage his/her overall finances • Participant has perseverance • Participant has identified goals that excite them • Participant can identify fun, inexpensive, and healthy things to do
Rate	\$47.00/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	PARENTING GROUP
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Evidence-based parenting program specifically developed to strengthen families, prevent youth and family problems, and promote family and child well-being.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Closed • Facilitator shall establish a curriculum to enhance parenting skills of parents/caregivers to improve the quality of family life in their households • Improve child, parent, and/or family functioning • Provider shall use Motivational Interviewing • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for participants is a minimum of eight (8) sessions</p> <p>Group consists of the following: 8 weekly sessions Up to 2 hours per session Up to 1 hour of preparation/documentation per session <i>Up to 24 hours per group (@ 16 hours of group + doc/prep)</i></p>
Staffing Requirements	<ul style="list-style-type: none"> • High School Diploma or equivalent • Two (2) years of experience in facilitating parenting curriculum in a group setting
Maximum Class Size	15
Minimum Class Size	4 Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Individual Outcome	<ul style="list-style-type: none"> • Participant can demonstrate an understanding of essential parenting skills necessary improve family dynamics • Participant sets healthy boundaries • Participant uses effective communication skills with family conflict • Participant negotiates compromise • Participant makes amends • Participant shows appreciation effectively • Participant receives appreciation effectively
Rate	\$47.00/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	PRE-TREATMENT GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Assist participants in raising their conscious awareness, encourage self-exploration of their circumstances, and provide tactics and techniques to change their attitudes related to their use of mood-altering substances.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open Group • Facilitator shall use the Change Companies Getting Started workbook and curriculum • Curriculum must incorporate Stages of Change • Group must incorporate a 12-Step or other recovery-based model (e.g. Smart Recovery) • Utilize interactive journaling as outside of group assignments • Provide each participant with a workbook/journal to write in and use for group • Meet at a minimum of one (1) time per week • Group must require that participant attend two (2) 12-Step or other recovery-based community support model meetings per week and provide proof of attendance to Probation Officer • Facilitator must require that participants actively search for a sponsor or temporary sponsor • Use Motivational Interviewing • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is 2-4 months or until a participant can begin treatment or is ready to begin treatment. Discharge will be determined by the supervising officer and the therapist based on individual need.</p> <p>Group consists of the following:</p> <ul style="list-style-type: none"> Minimum of 48 weekly sessions per year Up to 2 hour weekly sessions Up to 1 hour preparation/documentation per session Up to 1 hour staffing/consultation per month (at the discretion of the Reporting Center Coordinator) <i>Up to 144 hours per group (48 week @ 2 hours/week + doc/prep) without staffing.</i> <i>Up to 156 hours per group (48 weeks @ 2 hours/week + doc/prep + staffing)</i>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A. Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC).</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation.</p> <p>Trained in Change Company Curriculum (webinars or classroom training)</p>
Maximum Class Size	12
Minimum Class Size	4

REPORTING CENTER SERVICE REQUIREMENTS
FY2025 -FY2027

	Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.
Hours	Groups may be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant learned about proven strategies to make lasting behavior change and wrote a statement of personal commitment. • Participant is actively attending a 12-Step or other recovery-based community support group • Participant attended a minimum of eight (8) Pre-Treatment Group sessions depending on need and/or treatment availability • Participant avoids high risk situations • Participant recognizes indicators of addictive behavior • Participant has developed the skills to cope with stress without the use of alcohol or drugs
Rate	\$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	RELAPSE GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Motivate, educate, and prepare participants to resume a sober lifestyle. This group is for participants who have relapsed since completing a treatment program (this can be via drug testing or self-disclosure) or who are on the verge of relapse. A Probation Officer may also refer participant(s) to the group if they see a need to strengthen relapse prevention skills.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open group • Individualized Relapse Prevention Plan is developed, reviewed, and adjusted as needed • Use Motivational Interviewing • Require utilization of 12-Step or other community support groups and sponsorship as appropriate • Incorporate the Stages of Change • Group facilitator shall provide up to one (1) hour of case staffing/consultation once per month with supervising officers • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Individualized based on progress in group and stage of change and discharge will be determined by the supervising officer and the therapist based on individual need.</p> <p>Group consists of the following: Minimum of 48 weekly sessions per year Up to 2 hour weekly sessions Up to 1 hour preparation/documentation per session Up to 1 hour staffing/consultation per month <i>Up to 156 hours per group (48 weeks @ 2 hrs/week + doc/prep + staffing)</i></p>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A. Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC).</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation.</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant has an individualized Relapse Prevention Plan that has been shared with the supervising officer

REPORTING CENTER SERVICE REQUIREMENTS
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	<ul style="list-style-type: none">• Participant is able to achieve and maintain abstinence• Participant can demonstrate support systems are in place to help him/her maintain abstinence• Participant knows how to think through a risky situation• Participant recognizes healthy and unhealthy relationships• Participant ends unhealthy relationships• Participant recognizes indicators of addictive behavior• Participant has developed the skills to cope with stress without the use of alcohol or drugs• Participant recognizes how easy it can be to relapse and have a plan to avoid it• Participant uses free time in a way that is healthy
Rate	\$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	SEX OFFENDER GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Cognitive behavioral therapy group for adults who sexually harm after completion of, or in conjunction with, formal sex offender-specific treatment.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open Group • Conduct a screening for group appropriateness of each participant prior to entry into the Group pursuant to the following guidelines: The screening shall include the specifics set forth below: <ul style="list-style-type: none"> ○ Demographics – includes current living situation and relationship status (if applicable) ○ Presenting Problem / Primary Complaint – referral source, employment status, leisure activities, substance use, SO treatment participation, red flags noted during interview ○ Mental Status Exam – how participant presents for intake, interacts with evaluator and overall functioning ○ Clinical Impression – eligibility for group & willingness to meet group expectations, barriers identified ○ Recommendations – Participation in group and other service / programming recommendations that may be beneficial • Use Motivational Interviewing • Use cognitive behavioral approach and social learning methods of intervention • Use and apply the risk, need and responsivity model of intervention • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is at the discretion of the therapist and supervising probation officer (open-ended; dependent on progress, cooperation, development of a strong risk reduction plan and overall reduction in community risk).</p> <p>Group consists of the following: 1 screening per participant Minimum of 48 weekly sessions per year 2 hour weekly sessions Up to 1 hour preparation/documentation per session <i>Up to 144 hours per group (96 hours of group + doc/prep) + screenings</i></p>
Staffing Requirements	<p>Appropriately licensed and credentialed professional (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP) that has experience working with adult sex offenders in a group setting within their scope of practice.</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Sex Offender Service Provider with Probation.</p>
Maximum Group Size	8
Minimum Group Size	4

REPORTING CENTER SERVICE REQUIREMENTS
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	Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	No
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant has an individualized Risk Reduction Plan that has been shared with the supervising officer • Participant reports and demonstrates continued reduction in community risk • Participant can think through a risky situation • Participant learns how others are affected by actions or inaction • Participant recognizes healthy and unhealthy relationships
Rate	\$110/screening \$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	TRAUMA GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	To empower participants to identify and address feelings related to personal traumatic experiences and to improve healthy coping strategies.
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Closed Group • Use Motivational Interviewing • Provide information about additional supports in the community. • Evidence-based curriculum • Group facilitator shall provide up to one (1) hour case staffing/consultation with supervising officers within two (2) weeks after completion of each group • Complete documentation in a timely manner • Immediately relay concerns to supervising officer • Provide referral recommendations to supervising officer, if applicable • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is a minimum of ten (10) hours.</p> <p>Group shall consist of a minimum of the following:</p> <ul style="list-style-type: none"> 5 weekly sessions Up to 2 hour weekly sessions Up to 1 hour documentation/preparation per two hour session Up to 1 hour staffing/consultation per group upon completion of group <i>Up to 16 hours per group</i>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC) that work with trauma within their scope of practice.</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor shall be a Registered Service Provider with Probation.</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	No
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant is able to identify the impact of traumatic experiences. • Participant identifies and begins to utilize additional healthy coping strategies for dealing with feelings arising from the traumatic experiences. • Participant is able to identify additional sources of support in the community.

REPORTING CENTER SERVICE REQUIREMENTS
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	<ul style="list-style-type: none"> • Participant is self-correcting patterns of self re-traumatization to avoid future negative life choices. • Participant created a plan for change and implementation of said plan in order to begin the healing process • Participant is stable, allowing him/her to work on risk reduction • Participant learns what triggers harmful thinking • Participant avoids high risk situations • Participant develops relationships with positive people • Participant recognizes healthy and unhealthy relationships • Participant ends unhealthy relationships • Participant sets healthy boundaries • Participant receives appreciation effectively • Participant has developed the skills necessary to cope with stress without the use of alcohol or drugs
Rate	<ul style="list-style-type: none"> • \$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
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SERVICE NAME	WOMEN'S GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Gender-specific clinical based programming centered on substance use, relationships and skill-building models for cognitive behavioral change).
Service Expectations (include EBP)	<ul style="list-style-type: none"> • Open group • Gender-specific • Building and maintaining healthy relationships • Improved decision making skills • Utilize 12-Step or other community support programs, as appropriate • Complete documentation and attendance within seven (7) business days and immediately relay any concerns to supervising officer
Length of Services	<p>Length of service for a participant is a minimum of 3 months. Discharge will be determined by the supervising officer and the therapist based on individual need.</p> <p>1.0 Hour Group consists of the following: Minimum of 48 sessions per year Up to 1.0 hour weekly session Up to 1 hour of preparation/documentation per session Up to 96 hours per group per year (@ 48 sessions + doc/prep)</p> <p>1.5 Hour Group consists of the following: Minimum of 48 sessions per year 1.5 hour weekly session Up to 1 hour preparation/documentation per session Up to 120 hours per group (@ 72 hours of group + doc/prep)</p>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC).</p> <p>A dually licensed clinician is preferred for any participant with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor must be a Registered Service Provider with Probation.</p>
Maximum Class Size	12
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes
Desired Participant Outcome	<ul style="list-style-type: none"> • Participant is able to identify and access community and personal support systems • Participant developed an individualized plan to help achieve personal goals which is shared with the supervising officer • Participant learns the thought-feeling-action link

REPORTING CENTER SERVICE REQUIREMENTS
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	<ul style="list-style-type: none">• Participant learns what triggers harmful thinking• Participant employs learned strategies to make responsible, moral choices when confronted with ethical dilemmas• Participant holds a set of values that uphold the dignity, safety, and independence of self and others• Participant learns and uses the five steps of problem solving• Participant knows how to think through a risky situation• Participant learns how others are affected by actions or inaction• Participant accepts feedback appropriately• Participant practices asking for help• Participant identifies positive traits• Participant has Improved refusal skills• Participant meets and engages others who have similar interests• Participant develops relationships with positive people• Participant has the courage to begin something new
Rate	\$110/hour

REPORTING CENTER SERVICE REQUIREMENTS
 FY2025 -FY2027

SERVICE NAME	RESILIENCY GROUP
Funding Source	Reporting Center funding, or if available, Behavioral Health funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	To empower participants to identify and address feelings related to personal traumatic experiences and to improve healthy coping strategies.
Service Expectations (include EBP)	<p>Standard Service Expectations for group facilitation:</p> <ul style="list-style-type: none"> • Closed Group • Evidence-based curriculum focused around surviving trauma • Provide information about additional supports in the community. • Uses Motivational Interviewing • Group facilitator shall provide up to one (1) hour case staffing/consultation with supervising officers following completion of each group • Complete documentation in a timely manner • Immediately relay concerns to supervising officer • Provide referral recommendations to supervising officer, if applicable • On-call staff available to assist with individual if needed during class • Provider may terminate class to ensure safety and resiliency of a client if it is determined referring to on-call staff will not provide enough support to individual participant.
Length of Services	<p>Length of service for a participant is a minimum of ten (10) hours.</p> <p>Group shall consist of a minimum of the following:</p> <ul style="list-style-type: none"> Weekly sessions Up to 2 hour weekly sessions Up to 1 hour documentation/preparation per two hour session Up to 1 hour staffing/consultation per group upon completion of group <i>5 weeks (Up to 16 hours per group)</i>
Staffing Requirements	<p>Appropriately licensed and credentialed professionals (Psychiatrist, APRN, P.A., Psychologist, Provisionally Licensed Psychologist, LIMHP, LMHP, PLMHP, LADC, PLADC) that work with trauma within their scope of practice.</p> <p>A dually licensed clinician is preferred for any client with a co-occurring diagnosis.</p> <p>All provisionally licensed/credentialed professionals must be supervised by an appropriately licensed professional pursuant to State licensing requirements. Supervisor shall be a Registered Service Provider with Probation.</p>
Maximum Class Size	10
Minimum Class Size	<p>4</p> <p>Minimum Class Size refers to the number of referrals needed to schedule the group. Group will be held even if one participant shows, but the length of the session may be decreased.</p>
Hours	Most groups will be scheduled outside of normal working hours, including evenings and weekends.
May be facilitated through Teleservices	Yes

REPORTING CENTER SERVICE REQUIREMENTS
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<p>Desired Participant Outcome</p>	<ul style="list-style-type: none"> • Participant is able to identify triggers and the impact of traumatic events. • Participant identifies and begins to utilize additional healthy coping strategies for dealing with feelings arising from the traumatic events. • Participant is able to identify additional sources of support in the community. • Participant is self-correcting patterns of self-re-traumatization to avoid future negativelife choices. • Participant integrates a plan for change and implementation of said plan in order to begin the healing process (Resiliency Plan) • Participant is stable, allowing him/her to work on risk reduction
<p>Rate</p>	<ul style="list-style-type: none"> • \$110/hour