



## Probation Service Definition

ADMINISTRATIVE OFFICE OF PROBATION

<b>Service Name</b>	<b>Day and Evening 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>	N/A
<b>Service Description</b>	Short-term service which provides comprehensive programming during school and after school for youth who lack structure and supervision to reduce the use of detention and out-of-home placement. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, parenting education, GED preparation, vocational instruction and recreational activities.
<b>Service Expectations</b>	<ul style="list-style-type: none"> <li>• Agency staff must contact the youth and the youth’s parent(s) and/or guardian(s) to arrange the intake.</li> <li>• Agency staff must notify the probation officer immediately if youth’s whereabouts is unknown and/or has not reported to the program within 24 hours.</li> <li>• Agency develops collaborative partnerships with the local probation office and other agencies, as well as, the youth and families’ community resources and support systems.</li> <li>• Agency must offer a meal if services are delivered during standard meal times (i.e. 12 pm for lunch and 6 p.m. for dinner).</li> <li>• Agency must provide transportation for youth to and from the center within a 30 mile radius.</li> <li>• Agency staff must contact a custodian for the youth and arrange the intake.</li> <li>• Agency will provide transportation to and from facility within 30 miles.</li> <li>• Agency will develop a service plan with the youth based upon the probation referral and family/youth intake interview.</li> <li>• Agency must have a daily program schedule.</li> </ul>
<b>Service Frequency</b>	As designated by probation officer.
<b>Length of Stay</b>	Up to sixty (60) days
<b>Staffing</b>	Agency staff must be at least 21 years of age and, at minimum, possess a high school diploma or general education diploma and demonstrate relevant experience and training. Staff must be affiliated with a probation-registered agency.



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<b>Staff to Client Ratio</b>	Staff ratio of no more than six (6) youth per staff unless a gender-specific program design is in place. Transportation staffing should be separate from facility staffing ratio.
<b>Hours of Operation</b>	Day Reporting 9 am to 3 pm and Evening reporting 3 pm-9 pm at a minimum
<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>• And access to pro-social and enrichment programming.</li></ul>
<b>Unit and Rate</b>	In order to be reimbursed the youth must be present for a minimum of four (4) to six (6) hours consecutively during high risk times for delinquent behavior (9 a.m. – 3 p.m. and 3 p.m. – 9 p.m. weekdays). The current rate is reimbursement for day reporting and for evening reporting.

[Click to direct to Service Interpretive Guideline]

