



YOUTH & FAMILY SERVICES DIVISION

Tracy Salem, *Division Manager*

1718 East Michigan Street -Orlando, Florida 32806-4935
407-836-7645

**APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS**

NOV 03 2015 NP/BS

October 13, 2015

TO: Mayor Teresa Jacobs
And
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director
Family Services Department

FROM: Tracy Salem, Manager
Youth and Family Services Division

CONTACT: Keith Yanness, Sr. Contract Administrator
407.836.6521

Re: Consent Agenda Item – November 3, 2015
Approval of Subcontract Amendment #2 between the Florida
Network of Youth and Family Services and Orange County Youth
and Family Services Division

Administration
& Support
407-836-7432

Community
Relations
407-836-8938

Family Services
407-836-6500

Great Oaks Village
407-836-7665

Youth Services
407-897-6370

The Florida Network of Youth and Family Services would like to add Stop Now and Plan (SNAP) program to the Children in Need of Services, Families in Need of Services (CINS/FINS) contract. The CINS/FINS contract was approved by the Orange County Board of County Commissioners on June 29, 2014, and has undergone one previous amendment.

The SNAP program is an evidenced-based model that provides direct services to at-risk youth and families. SNAP is tailored to meet the needs of children ages 6 to 12. It is designed to intervene prior to the youth entering the juvenile justice system or going deeper into the system. The SNAP program is currently being added as a pilot program for the 2015-2016 fiscal year. It will add an additional \$159,000.80 a year to the CINS/FINS contract, starting in November, 2015.



The Youth and Family Services (YFS) Division shall be responsible for management of the SNAP program, which will require adding three (3) new grant funded positions to the division's manning chart. The positions, which include one Site Coordinator and two Case Managers, are fully funded under the \$159,000.80 per year increase to the CINS/FINS contract. These positions are contingent on available grant funds.

ACTION REQUESTED: Approval of Florida Network of Youth and Family Services and Orange County Youth and Family Services Division Subcontract Amendment #2 to add SNAP Program services to the CINS/FINS contract for the 2015-2016 fiscal year; approval to increase the Youth and Family Services Division Manning Chart by three positions; and authorization for the County Mayor or designee to approve any increases, decreases or amendments to this contract.

cc: George A. Ralls, M.D., Deputy County Administrator
Yolanda Brown, Fiscal Manager, Family Services Department
Richard Radin, Sr. Program Manager, Youth and Family Services Division
Diana Mendez, Medical and Mental Health Services Administrator, Youth and Family Service Division

APPROVED
 BY ORANGE COUNTY BOARD
 OF COUNTY COMMISSIONERS
 NOV 03 2015 *NPI/BS*

FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES
 AND
 ORANGE COUNTY YOUTH AND FAMILY SERVICES DIVISION

Subcontract Amendment # 2

The purpose of this Amendment is to add Attachment IV., Services to be Provided – Stop Now and Plan (SNAP®) Services.

The SUBCONTRACT AGREEMENT between the Orange County Board of County Commissioners and the Florida Network of Youth and Family Services is amended by deleting as indicated by "strikethrough" and adding as indicated by "underscoring" as follows.

REFERENCE: Section III, B., 1. Contract Amount

DELETE: This section in its entirety.

ADD: The Network will pay the Provider monthly on a fixed price unit cost basis for services as shown below. Payments will be made in arrears upon receipt of a properly itemized invoice. Invoices will be tied to an electronic verification of youth and services provided in the Florida Network data base, NetMIS.

If the total funds paid exceed verified Provider performance, subsequent invoices for the fiscal year may be reduced by funds equal to or greater than the prorated amount of the overpayment until it is repaid or June 30 of each fiscal year, whichever comes first.

CINS/FINS Services For Fiscal Year 2014-2015:

<u>Service</u>	<u>Number of Units</u>	<u>Unit Rate</u>	<u>Total</u>
<u>filled beds</u>	<u>3777</u>	<u>July- May 2015 @\$239.85</u> <u>June 2015 @ \$258.50</u>	<u>\$911,783.54</u>
<u>non-residential youth admitted</u>	<u>305</u>	<u>\$1,229.00</u>	<u>\$374,845.00</u>
<u>TOTAL</u>			<u>\$1,286,628.54</u>

CINS/FINS Services For Fiscal Years 2015-2019:

<u>Service</u>	<u>Number of Units</u>	<u>Unit Rate</u>	<u>Total</u>
<u>filled beds</u>	<u>3777</u>	<u>\$258.50</u>	<u>\$976,354.50</u>
<u>non-residential youth admitted</u>	<u>304</u>	<u>\$1,229.00</u>	<u>\$373,616.00</u>
<u>TOTAL for each Fiscal Year</u>			<u>\$1,349,970.50</u>

The total compensation under this contract for CINS/FINS filled beds and nonresidential youth admits shall not exceed \$6,686,510.54.

In addition, the Network will pay the Provider for Special Population youth approved for placement by the Florida Network an additional rate of \$150.00 per filled bed day. Special Population youth include Staff Secure and other youth that may require additional supervision. All Special Population youth placements will be approved by the Network on a case-by-case basis.

SNAP Services For Fiscal Year 2015-2016

Service	Number of Units	Unit Rate	Total
SNAP	Start-up costs	October 2015 through June 2016 @ \$17,666.75 per month	\$159,000.80

The final payment of the 2015-2016 may be adjusted based on the total number of Deliverable/Service Units provided as described below:

SNAP Services For Fiscal Year 2015-2016

<u>Deliverable/Service Units</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Maximum Annual Amount per Deliverable not to exceed</u>
<u>Intake</u> <u>As per Attachment IV, SNAP® Services to be Provided. Conducted one (1) time per youth</u>	<u>One (1) each per youth – for a total of fourteen (14) youth</u>	<u>\$1,081.00</u>	<u>\$15,134.00</u>
<u>Ongoing Group Delivery</u> <u>As per Attachment IV, SNAP® Services to be Provided once weekly for thirteen (13) weeks for each youth. Curriculum requires one session per youth per week for thirteen (13) weeks. (NOTE: If a youth misses a session (per the attendance record) the weekly session may be made up later in the week or the following week by telephone as noted on the census and considered provided for the purpose of this deliverable.)</u>	<u>Thirteen (13) sessions per youth</u> <u>Fourteen (14) youth x thirteen (13) weeks each = one hundred and eighty two (182) total sessions</u>	<u>\$361.20 per session per youth</u>	<u>\$65,738.40.</u>
<u>Weekly Group Compliance/Weekly Fidelity Adherence Monitoring:</u> <u>The Provider shall conduct weekly Group Compliance and Adherence Monitoring as per Attachment IV, SNAP® Services to be Provided. Scope/curriculum requires one</u>	<u>Thirteen (13) sessions per youth</u> <u>Fourteen (14) youth x Thirteen (13) weeks each =</u>	<u>\$361.20 per session per youth</u>	<u>\$65,738.40</u>

<u>compliance check weekly per youth/family and Fidelity Adherence Monitoring weekly for thirteen (13) weeks per youth/group. Both tasks must be performed to bill for this deliverable. Tasks should be noted on the monthly census. (NOTE: If a youth misses a Group session (per the attendance record) the weekly compliance check (one (1) per youth per thirteen (13) weeks) may be made up later in the week or the following week as noted on the census and considered provided for the purpose of this deliverable.)</u>	<u>one hundred and eighty two(182) total sessions</u>		
<u>Discharge and Aftercare Planning: As per Attachment IV, SNAP® Services to be Provided. Conducted one (1) time per youth upon Program Discharge</u>	<u>Once each per youth for a total of fourteen (14) youth</u>	<u>\$885.00 per youth</u>	<u>\$12,390.00</u>

The total compensation under this contract for SNAP services shall not exceed \$159,000.80.

REFERENCE: Section X. Attachments and Exhibits to be Included as Part of This Contract

DELETE: This section in its entirety.

ADD: **Attachment I: Services to be Provided**
Exhibit 3: Florida Minority Business Enterprise (MBE) Utilization Report
Attachment II: Florida Single Audit Act
Exhibit 1: Florida Single Audit Act (FSAA)
Attachment III: Scope of Services (Nursing)
Attachment IV: SNAP Services


This amendment shall become effective October 5, 2015 upon full execution. All terms and conditions of said original contract and any attachments and amendments thereto shall remain in full force and effect for this Amendment. Any provisions of said original Contract and any supplements and amendments thereto in conflict with this Amendment shall be and are hereby changed to conform to this Amendment. This Amendment is hereby made a part of the Contract.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed, the day and year last written below.

SIGNATURES


Service Recipient:

Florida Network of Youth & Family Services, Inc.

By:  Date 10/12/15
Stacy Gromatski, CEO

Service PROVIDER:

Orange County Board of County Commissioners

By:  Date 11.3.15



**ATTACHMENT IV
SERVICES TO BE PROVIDED
SNAP® SERVICES**

I. GENERAL DESCRIPTION

A. General Description of Services

This Attachment IV sets forth the requirements for the Provider for the delivery of the Stop Now and Plan (SNAP®) program. The Provider shall assume implementation responsibilities for the SNAP® Program with direct service delivery to youth starting upon contract execution and completion of training with two (2) group cycles of SNAP® sessions based on the required curriculum being conducted at the site. The SNAP® Program is an evidence-based model that provides direct services to at-risk youth and families. SNAP® is tailored to meet the needs of youth six (6) – twelve (12) years of age. It is designed to intervene prior to the youth entering the juvenile justice system or going deeper into the system.

B. Services to be Provided

Specific services to be provided shall include all service tasks identified in Attachment IV necessary to properly implement and delivery on-going SNAP® program services. These shall include, but not be limited to the following:

1. SNAP® Curriculum Delivery for each youth, including intake, group delivery, group compliance and discharge and aftercare planning;
2. Ongoing fidelity moitoring;
3. Ongoing compliance monitoring; and
4. SNAP® materials, in sufficient quantity for each group, as per the required deliverables.

C. Authority for Specific Contracted Program Services

Pursuant to chapter 985.601, Florida Statutes, the Department is authorized to provide community-based non-residential services to youth adjudicated delinquent by the Court.

D. Service Limits

Services are limited to the timeframe and tasks authorized by this Contract. In no case will the Provider be required to perform any work not explicitly described in this Contract or reasonably implied by its terms, or in any subsequent modifications to this Contract that are not agreed upon in writing by both parties and set forth in an official Contract amendment.

E. Major Goal(s) of the Service

The overall goal of the SNAP® Program is to assist at-risk youth and families by intervening with youth identified with crimongenic risk factors, prior to the youth entering the juvenile justice system or going deeper into the system.

II. SERVICE TASKS

A. Services to be Provided

The Provider shall ensure the following tasks are completed, as specified below.

1. Ongoing Implementation Activities

The Provider shall coordinate ongoing implementation activities to promote and enhance the SNAP® program. Implementation activities include, but are not limited to:

- a. Community stakeholders meetings;
- b. School presentations;
- c. Conference presentation, as appropriate;
- d. Referral/youth recruitment; and

- e. Building facilitator capacity/volunteer facilitator recruitment.
- 2. Annual SNAP® License

The Florida Network will provide and maintain SNAP® license, as required.
- 3. SNAP® Facilitator Training
 - a. The Florida Network will organize with the Department to conduct facilitator trainings with date and training facilitator staff to be mutually agreed upon by the Network, Provider and the Department.
 - b. The Provider shall recruit and train more facilitators than are required by the SNAP® curriculum, training where possible volunteer facilitators with an interest in delivering the SNAP® Program Services. This is to ensure there are sufficient trained facilitators for each session, so that all sessions can be delivered without delays or rescheduling.
 - c. Training participants shall include at a minimum, SNAP® site staff and volunteer facilitators not trained in the model and other interested community members as needed. Trainings will include:
 - 1) Two (2) trainings each for a minimum of five (5) days of instruction, with a minimum of six (6) up to a maximum of eight (8) hours of scheduled training each day, to be broken down in accordance with the SNAP® facilitator training curriculum.
 - 2) A minimum of five (5) but no more than twenty (20) interested facilitator, including paid staff and volunteers.
 - d. Trainings shall be held at a mutually agreed upon location, convenient to existing and pilot SNAP® sites.
- 4. SNAP® Site Coordinator Training
 - a. The Florida Network will create a SNAP® site coordinator training curriculum to be used in the Site Coordinator Training. The curriculum shall, at a minimum, include the following:
 - 1) Expectations for the site coordinator position;
 - 2) Site operations and logistics;
 - 3) Adherence requirements;
 - 4) Compliance requirement;s
 - 5) Expectations for community outreach;
 - 6) Monthly reporting expectations; and,
 - 7) SNAP® curriculum delivery expectations.
 - b. The Provider shall participate in the Site Coordinator training. Training facilitators shall be mutually agreed upon by the parties. Participants shall, at a minimum, include the SNAP® site coordinator. Trainings shall include:
 - 1) Training instruction and materials to be covered in accordance with the Department approved Provider Site Coordinator Training Curriculum on SNAP®.
 - 2) The curriculum shall be developed by the Provider for their employee Site Coordinators and shall be submitted to the Department for approval prior to when training is conducted.
 - c. The Florida Network in conjunction with the Provider shall coordinate all of the logistics for the trainings, including, but not limited to: identifying site coordinators in need of training;

- identifying and securing a location for the training; preparing training materials; (as identified by the SNAP® Site Coordinator Training Curriculum) and making and funding any travel arrangements needed for trainers and participants.
- d. Trainings shall be held at a mutually agreed upon location, convenient to existing and pilot SNAP® sites.
5. **SNAP® Case Management Training**
- a. The Florida Network shall create a SNAP® Case Management Training curriculum to be used in the Case Management Training. The curriculum shall, at a minimum, include the following:
- 1) Expectations for the case manager position;
 - 2) Intake procedures and forms;
 - 3) Discharge procedure and aftercare planning;
 - 4) Referral process;
 - 5) Release process;
 - 6) Adherence requirements;
 - 7) Compliance requirements;
 - 8) Assessments;
 - 9) Monthly reporting expectations; and,
 - 10) SNAP® curriculum delivery expectations.
- b. The Florida Network in conjunction with the Provider shall host Case Management trainings as required by the SNAP® curriculum. Case Management training facilitators shall be mutually agreed upon by the parties. Participants shall, at a minimum, include all SNAP® Site Case Managers, SNAP® Site Coordinators and SNAP® Statewide Coordinator. Trainings shall instruction and materials to be covered in accordance with the SNAP® Case Management Training Curriculum to be delivered.
- c. The Florida Network in conjunction with the Provider shall coordinate all of the logistics for the trainings, including, but not limited to: identifying case managers in need of training; identifying and securing a location for the training; preparing training materials; (as identified by the SNAP® Case Management Training Curriculum) and making and funding any travel arrangements needed for trainers and participants.
- d. Trainings shall be held at a mutually agreed upon location, convenient to existing and pilot SNAP® sites.
6. **Ongoing SNAP® Curriculum Delivery**
- a. The Provider shall coordinate SNAP® curriculum delivery services for SNAP® participants. Curriculum delivery services include, but are not limited to:
- 1) Conducting a SNAP® Program Intake on each youth with the parent, to include preparation of all required paperwork (as described in the SNAP® program model), intake assessments (including but not limited to the Earl 2B, the Child Behavior Checklist (CBCL), the Brief Intake Screening Form, the Teacher Reporting Form and as determined by the parties either intake using the Prevention Assessment Tool (PAT) or other DJJ approved assessment, and additional intake activities as needed. Parents and Youth must both participate in the Intake and be documented on intake forms. Intake forms shall be

- maintained for billing documentation purposes, but does not need to be provided except upon request of the Department's Contract Manager.
- 2) Weekly group session delivery as described in the SNAP® curriculum manual for up to seven (7) youth per group. Attendance logs for each group session shall be maintained for billing documentation purposes, but does not need to be provided except upon request of the Florida Network and/or the Department's Contract Manager.
 - 3) Weekly Group Compliance/Weekly Fidelity Adherence Monitoring: The Provider shall conduct weekly Group Compliance and Adherence Monitoring activities as specified below:
 - i. The Provider shall complete Weekly Group Compliance for each SNAP® group, on a per youth/family basis to assess ongoing needs with SNAP® participation. Compliance checks shall, at a minimum, include weekly review of the following and shall be documented. Weekly Group Compliance includes, but is not limited to: weekly phone calls with SNAP® participants to assess for barriers to attendance; assess for any immediate needs or crisis situations and follow-up on referrals, referrals to community services as appropriate; providing transportation assistance to SNAP® participants, as needed; providing meals to all SNAP® participants; and providing sibling care if needed and crisis intervention, as needed. Compliance for each youth per group shall be clearly documented in the client's file for audit purposes.
 - ii. Fidelity Adherence Monitoring: The Provider shall complete weekly adherence checklists for each group to review model fidelity.
 - Adherence Monitoring checklists should be completed no later than one (1) week after the group the youth/family attended has been held. Adherence Checklist is a SNAP® form and shall be conducted by viewing video of each group session.
 - The Provider shall ensure sites maintain, on a weekly basis, a minimum of sixty-percent (60%) adherence according to the SNAP® adherence model, See Performance Measures in this Attachment IV.
 - 4) A summary of the weekly adherence checks conducted, date completed and the adherence scores for each group per site shall be compiled and submitted on the Monthly Adherence Report (Exhibit 2) which shall be submitted with the invoice to the Florida Network. Discharge Planning and Aftercare: The Provider shall develop discharge planning and conduct aftercare activities for each youth completing

the thirteen (13) weekly SNAP® curriculum sessions (as described in the SNAP® program model), including but not limited to: discharge paperwork; a post-PAT or other approved DJJ assessment; post-CBCL; and additional discharge activities as required herein or needed by the youth/parent.

- b. The Provider shall conduct a minimum of two (2) cycles, of the thirteen (13) week SNAP® group sessions serving a total of fourteen (14) youth at the SNAP® site, to begin on a date mutually agreed upon by the parties. A copy of the final schedule of group sessions for the site shall be provided to the Florida Network.
7. **Monthly Oversight and Direction**
- a. The Provider shall participate in SNAP® consultation with the Florida Network and the Department. Participants shall, at a minimum, include DJJ Probation operations staff, and the Florida Network's SNAP® Statewide Coordinator, SNAP® Site Coordinators and SNAP® Site Case Managers. Consultation shall be held at the request of either party, and shall include (but not be limited to) topics such as:
 - 1) Fidelity weaknesses and areas of strength, focusing on groups performing at or below acceptable levels of fidelity;
 - 2) Trouble shooting behavior difficulties in group;
 - 3) Appropriate referrals for families in need;
 - 4) Facilitator strengths and areas for improvement;
 - 5) Community outreach efforts;
 - 6) Client progress;
 - 7) Compliance strengths and areas for improvement;
 - 8) Site specific problems and concerns; and
 - 9) Updates on internal conference calls with SNAP® sites.
8. **Group Video Session Reviews**
- a. The Provider shall upload to the Florida Networks website via the uploadifier, video recordings of all SNAP® group sessions for the site.
 - b. Additionally, the Florida Network in conjunction with the Provider shall work with the SNAP® curriculum developer and licensee Child Development Institute (CDI) to make additional videos available for review by the CDI, as required for compliance with license requirements for fidelity monitoring of services.
 - c. All group video sessions shall be identified by number and site on video recordings/file names.
9. **Ongoing Provider Internal Conference Calls with SNAP® sites**
- The Provider shall schedule monthly conference calls with the Florida Network as mutually determined by the parties. Call participants shall, at a minimum, include DJJ Probation operations staff, and the Florida Network's SNAP® Statewide Program Coordinator, SNAP® Site Coordinator, SNAP® Site Case Manager and all site facilitators (except volunteers). Call discussions shall include (but not be limited to) topics such as:
- a. Fidelity weaknesses and areas of strength, focusing on groups performing at or below acceptable levels of fidelity;
 - b. Trouble shooting behavior difficulties in group;
 - c. Appropriate referrals for families in need;

- d. Facilitator strengths and areas for improvement;
 - e. Community outreach efforts;
 - f. Client progress;
 - g. Compliance strengths and areas for improvement; and
 - h. Site specific problems and concerns.
10. Ongoing Booster Trainings
- a. The Florida Network in conjunction with the Provider shall schedule booster training sessions. Booster training session facilitators shall be mutually agreed upon by the parties. Training topics may be selected from the SNAP® Facilitator Training Curriculum and/or should address a need mutually agreed upon by the parties.
 - b. The Florida Network in conjunction with the Provider shall coordinate all of the logistics for the trainings, including, but not limited to: identifying topics to address in booster trainings; recruiting facilitators to attend trainings; reserving training locations; preparing training materials; (as identified by the SNAP® facilitator training model) and making and funding any travel arrangements needed for trainers and participants.
11. Materials
- The Florida Network will provide supplies and SNAP® resource materials for delivery of the SNAP® curricula. These materials shall be utilized as necessary and as outlined in the SNAP® curriculum for all group sessions.

B. Service Task Limits

Services shall be limited to the requirements outlined in this Attachment. Any additional services shall be mutually agreed upon and set forth in an amendment to this Contract.

C. Staffing/Personnel

1. The Provider and all personnel providing SNAP® services under this Attachment IV, whether performance is as a Provider, subcontractor, or any employee, agent or representative of the Provider or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Florida Network, Department or another local, state or federal agency for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule.

2. **Staffing Levels**

The Provider shall ensure that the following staffing levels are maintained for year one (1) under this Contract.

Site Coordinator (1)

Case Manager (2)

Facilitators (a minimum of two (2))

Volunteer Facilitators may also be used, if trained.

3. **Staff Qualifications**

- a. **Site Coordinator:** This is a supervisory position for a person possessing a related bachelor's level degree and or a minimum of two (2) years related experience; previous supervisory experience; familiarity with cognitive behavior modification; structured groups and parent education groups is required; and previous research and community/agency liaison experience is desired.

- b. Case Managers: A bachelor's degree in a related area and previous related experience; a positive attitude toward helping troublesome children and their families; an ability to work therapeutically with children and their families from a behavioral systems, social learning approach; an ability to work on a multi-disciplinary team; an understanding of family functioning, group dynamics, role-play, and behavior management techniques; and excellent communication skills; second language and an aptitude for research activities preferred.
- c. Facilitator: A positive attitude toward helping at-risk children and their families; an ability to work therapeutically with children and their families from a behavioral systems, social learning approach; an ability to work on a multi-disciplinary team; an understanding of group dynamics, role-play, and behavior management techniques; and excellent communication skills; second language and an aptitude for research activities preferred.
- d. Community Volunteer Facilitators: The Provider is encouraged to recruit paid and non-paid Community Volunteers who desire and are willing to participate or be available as back-up facilitators in the event of absences or vacancies. Volunteers must participate in required training prior to participation and shall meet the qualifications of the part-time facilitators above.

4. **Staffing Changes**

Changes to the stated levels of staffing and qualifications required in this Attachment IV shall be requested in writing (email acceptable) and must also be approved in writing (email acceptable) by the Florida Network's Contract Manager, to ensure staffing is appropriate for the SNAP® model.

5. **Staff Training**

All staff providing SNAP® related services shall be trained as set forth by the SNAP® Model Curriculum.

D. **Service Locations and Times**

1. **Service Locations**

SNAP® Curriculum services to youth shall be provided at locations determined by the Provider based on upon the need of the community and location of youth.

All SNAP® Program locations used for services delivery shall have sufficient room for the youth group session, the family group session and a separate room for sibling care.

2. **Specify Times**

The delivery of direct SNAP® curriculum services shall be provided to youth during non-traditional business hours or at hours and days that best fit the participating families' schedule, on a weekly basis.

3. **Changes in Service Times/Locations**

The Provider shall notify the Florida Network in writing a minimum of ten (10) days prior to making any changes at the SNAP® service location that will affect the Florida Network's ability to contact the Provider by telephone, facsimile, email or mail. However, the service location shall not change unless approved by the Florida Network in writing.

III. DELIVERABLES

Documentation of SNAP® Curriculum delivery shall be the Monthly Census Report, showing the date the child was served and the applicable service

received. The Florida Network will only pay for documented deliverables per youth/filled youth group slots. Required documentation: Monthly Census Report with deliverable notated as required (Exhibit 1).

Service Units

The following are service units under this Contract. Services units are to be delivered inclusive of all tasks specified in section II, Service Tasks.

- A. **Intakes:** As per Attachment IV, SNAP® Services to be Provided. Conducted one (1) time per youth.
- B. **Ongoing Group Curriculum Delivery:** As per Attachment IV, SNAP® Services to be Provided. Group Curriculum Delivery shall occur once weekly for thirteen (13) weeks for each youth. Curriculum requires one (1) session per youth per week for thirteen (13) weeks. (NOTE: If a youth misses a session (per the attendance record) the weekly session may be made up later in the week or the following week by telephone as noted on the census and considered provided for the purpose of this deliverable.)
- C. **Weekly Group Compliance/Weekly Fidelity Adherence Monitoring:** The Provider shall conduct weekly Group Compliance and Adherence Monitoring as per Attachment IV, SNAP® Services to be Provided. Scope/curriculum requires one (1) compliance check weekly per youth/family and Fidelity Adherence Monitoring weekly for thirteen (13) weeks per youth/group. Both tasks must be performed to bill for this deliverable. Tasks should be noted on the monthly census. (NOTE: If a youth misses a Group session (per the attendance record) the weekly compliance check (one (1) per youth per thirteen (13) weeks) may be made up later in the week or the following week as noted on the census and considered provided for the purpose of this deliverable.)
- D. **Discharge and Aftercare Planning:** As per Attachment IV, SNAP® Services to be Provided. Conducted one (1) time per youth upon Program Discharge.

IV. REPORTS

- A. After execution of this Contract any changes in the information contained in this section will be provided to the other party in writing, shall be sent by United States Postal Service (USPS) or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record. All notices required by this Contract or other communication regarding this Contract shall be sent by USPS or other delivery service with proof of delivery.

1. SNAP® Census Report

At a minimum, a SNAP® Census Report shall be submitted monthly that shall include the youth's first and last name, indicating each week when deliverables are provided, indicate which deliverable was provided, (utilizing the key at the bottom of the report to document services) to the Florida Network.

Report Title	Frequency and Report Due Date	Report Format	Contents & Submission Contact
SNAP® Monthly Census Report	Monthly, on the 5 th day of the following month with the invoice	Electronically with the invoice	

SNAP® Monthly Summary Adherence Monitoring Report	By the 5 th day of each month following the delivery of service	Electronically	
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C. Report Receipt and Documentation

The Provider shall submit written reports with all required documentation within the timeframes listed above to become eligible for payment. Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Florida Network reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Florida Network's Contract Manager will approve or reject deliverables and reports.

V. **PERFORMANCE MEASURES**

Listed below is the key Performance Outcome with the minimum standard/level of performance, deemed most crucial to the success of the overall desired service delivery. The Provider shall ensure that the stated performance outcome and standard (level of performance) is met. Performance shall be measured, beginning the second month after which service has been fully implemented.

A. Performance Outcomes

1. **GOAL:** 100% of children served in the SNAP® program will demonstrate risk in at least three (3) domains according to the Prevention Assessment Tool (PAT) or other DJJ Assessment tool.
MEASURE: Compare the PAT or other DJJ assessment results for all children in SNAP® to assess risk level
STANDARD: 75% of children served in the SNAP® program will demonstrate risk in at least three (3) domains according to the Prevention Assessment Tool or other DJJ Assessment tool.
2. **GOAL:** 100% of all SNAP® groups will reach an excellent level of adherence, scoring at least 88%
MEASURE: Adherence sampling completed by program office and compared with reports in monthly adherence data. Compilation and comparison to be completed by DJJ program manager.
STANDARD: 85% of all SNAP® groups will attain an acceptable level of adherence, scoring at least 60% (the minimum required for fidelity).

B. Performance Evaluation

1. The Provider, throughout the term of this Contract, shall document compliance with required service tasks, performance and provide documentation of such for inspection via contract management, annual program monitoring, and quality improvement inspections and deliver findings in applicable reports.
2. The evaluation will use the process and data collected throughout the duration of this Contract to determine the effectiveness of the contracted services.
3. The results may be used in evaluation of the service needs or the Provider's performance when considering future Contract renewals and funding.