

STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

**BUREAU OF MONITORING AND  
QUALITY IMPROVEMENT  
PROGRAM REPORT FOR**

**Boys & Girls Club**  
*The Florida Alliance Boys & Girls Club, Inc.*  
(Contract Provider)  
3100 Fruitville Road  
Sarasota, Florida 34230

*Review Date(s): Fiscal Year 2019-2020*



PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY  
IN JUVENILE JUSTICE PROGRAMS AND SERVICES



Program Name: Boys & Girls Club  
Program Name: The Florida Alliance Boys & Girls Club, Inc.  
Location: Statewide  
Review Date(s): Various Dates

MQI Program Code: N/A  
Contract Number: 10526  
Number of Slots: 9,000  
Lead Reviewer Code: 172

### **Review Team**

The Bureau of Monitoring and Quality Improvement wishes to thank the following supplemental review team members for their participation gathering information for the annual statewide report, and for promoting continuous improvement and accountability in juvenile justice programs and services in Florida:

Teresa Andersen, Office of Program Accountability and Program Support, Deputy Supervisor  
Brenda Comadore, Office of Program Accountability and Program Support, Regional Monitor  
Gwendolyn Nelson, Office of Program Accountability and Program Support, Regional Monitor  
Ronald Reagan, Department of Contract Management, Contract Manager  
Yvrose Sylvain, Office of Program Accountability and Program Support, Regional Monitor

## Program Sites

Boys & Girls Clubs of Alachua  
Boys & Girls Clubs of Bay  
Boys & Girls Clubs of Brevard  
Boys & Girls Clubs of Broward  
Boys & Girls Clubs of Central Florida  
Boys & Girls Clubs of Charlotte  
Boys & Girls Clubs of Citrus  
Boys & Girls Clubs of Citrus Center  
Boys & Girls Clubs of Collier  
Boys & Girls Clubs of Hernando  
Boys & Girls Clubs of Highland  
Boys & Girls Clubs of Indian River  
Boys & Girls Clubs of Lake/Sumter Counties  
Boys & Girls Clubs of Lake  
Boys & Girls Clubs of Lakeland/Mulberry  
Boys & Girls Clubs of Lee  
Boys & Girls Clubs of Manatee  
Boys & Girls Clubs of Marion  
Boys & Girls Clubs of Martin  
Boys & Girls Clubs of Miami  
Boys & Girls Clubs of Nassau  
Boys & Girls Clubs of Northeast  
Boys & Girls Clubs of Orange  
Boys & Girls Clubs Osceola  
Boys & Girls Clubs of Palm Beach  
Boys & Girls Clubs Perry/Taylor  
Boys & Girls Clubs Sarasota  
Boys & Girls Clubs Seminole  
Boys & Girls Clubs St. Lucie  
Boys & Girls Clubs Suncoast  
Boys & Girls Clubs of Tabula Rasa  
Boys & Girls Clubs of Tampa  
Boys & Girls Clubs of The Big Bend  
Boys & Girls Clubs of The Emerald Coast  
Boys & Girls Clubs of The Keys  
Boys & Girls Clubs of Volusia/Flagler  
Eglin AFB Youth Programs  
Hurlburt Air Force Base Youth Programs  
MacDill Air Force Base Youth Centers  
Navy Boys & Girls Clubs of Jacksonville - Mayport  
Pensacola, Florida Navy Youth Center

## Methodology

Due to the COVID-19 pandemic, only one annual compliance review was completed during fiscal year 2019-2020 by the Bureau of Monitoring and Quality Improvement. A partial off-site review was completed at a third club site with the expectation of the remainder of the review to be completed within the fiscal year. In addition, an off-site administrative view was completed by the Department's contract manager. Due to the pandemic, the remainder of the annual compliance reviews were not completed. Prior to the pandemic, the Department was scheduled to complete annual reviews at each program site in accordance with the Department of Contract Management and Program Monitoring and Quality Improvement Policy and Procedures which focused on the areas of staff training, youth eligibility, youth service plan, and Skills, Mastery, and Resistance Training (SMART) programs. The review teams were scheduled to review staff background screenings documented in the DJJ Background Screening Unit (BSU), staff training on the Departmental Learning Management System (SkillPro), the Department's Juvenile Justice Information System (JJIS) Prevention Program Active Youth Report, JJIS Prevention/Civil Citation Information Date of Data Entry Report, youth membership applications, and Skills, Mastery, and Resistance Training (SMART) youth records. Due to the pandemic, the provider did not offer services to the youth for the months of April 2020 through June 2020.

## Overview

There are thirty-four major Boys and Girls Clubs and five military base Boys and Girls Clubs in the State of Florida. The thirty-four major clubs have various club sites located within the community for a total of 145 Boys and Girls Club sites providing services to youth. The program is operated by Florida Alliance for Boys and Girls Clubs, Inc. through a contract with the Department. Florida Alliance for Boys and Girls Clubs, Inc. subcontracts through a network of Boys and Girls Clubs to provide innovative program awareness through the Skills, Mastery, and Resistance Training (SMART) Moves program. The SMART Moves program is designed to promote substance use prevention and avoidance of early sexual activity. The program helps youth develop better decision making and refusal skills, become more assertive, and recognize negative peer and media influences, while empowering youth to excel in school, become good citizens, and lead healthy productive lives. The Boys and Girls Clubs provide access to a prosocial group of male and female youth who are actively working toward prevention of membership in an anti-social gang. The youth are aided through participation by adult mentors and club peers.

## Services Provided

The individual clubs are contractually required to provide prevention and intervention services to youth who are identified as at-risk of becoming involved in the juvenile justice system and are between the ages of five and seventeen. The eligible youth are referred by a parent/guardian, local schools, courts, local law enforcement, juvenile justice agencies, and/or community service organizations. A youth service plan is completed for each youth who participates in the program. Each service plan contains all prevention services the youth receive while in the program to include the Skills, Mastery, and Resistance Training (SMART) program. There are interactive curriculum-based programs to develop the capabilities of each youth. Each youth receives one or more of the following SMART services, based on the youth's service plan, twice a week, for thirty minutes each session. The SMART program curriculum includes Street SMART, SMART Moves, and SMART Leaders. The Street SMART module emphasizes healthy choices

regarding gang awareness and resistance, conflict resolution, positive peer interaction, and valuing differences. The SMART Moves component includes drug, alcohol use/abuse and premature sexual activity prevention program which assist youth in resisting alcohol, tobacco, and other drugs, premature sexual activity, and to overcome obstacles which impede their development in leading successful lives and achieving their goals. The SMART Leaders provides peer leader and positive role model development in prevention-related activities.

## Staffing

A review of the contract and executed amendments indicated staff eligible for employment must pass the background screening through the Department. Programs and all personnel shall continually maintain all licenses, protocols, and certifications necessary and appropriate or required by the Department or another local, state, or federal agencies, for the services performed for the position held. In addition, employment eligibility shall be verified through the United States Department of Homeland Security's E-Verify System.

## Training

Staff are required to complete the following training courses within ninety days of hire, and additionally, as required: cardiopulmonary resuscitation (CPR)/first aid, sexual harassment (every two years), human trafficking (annual basis), trauma-informed care, information security awareness (annual basis), child abuse reporting/incident reporting, suicide prevention, Prison Rape Elimination Act (PREA) (every two years), Equal Employment Opportunity (EEO), and accessing the Department's Juvenile Justice Information System (JJIS) (annual basis), Program Monitoring and Management, and Staff Verification System.

## Summary

### **Summary of Findings**

A review of Boys and Girls Club of the Northeast resulted in the following: On February 24, 2020, the first phase of the annual compliance review was conducted as a desk review by the Bureau of Monitoring and Quality Improvement (MQI). The review focused on the programmatic components of the contract to determine all service elements as listed in the contract were provided. Documents reviewed included the contract, Skills, Mastery, and Resistance Training (SMART) Curriculum, National Trainers Initiative, 2020 Catalog of Learning Opportunities, Agency for Healthcare Administration (AHCA) Clearinghouse, the Department's Learning Management System (SkillPro), and the Boys and Girls Club of Northeast Florida Organizational Chart. A review of the services provided was consistent with the contract. The program utilizes a curriculum which addresses substance use prevention and avoidance of early sexual activity. The review substantiated the program delivers services which includes the use of youth service plans, program pre and post-tests, and SMART Program. The reviewed documents indicated each youth receives services to improve the youth's decision-making and refusal skills, to become more assertive, and to recognized negative peer and media influences, in partnership with excelling in school and living healthy lives. The program indicated approximately eighty-four youth were provided services September 2019 through January 2020.

## **Summary of Findings**

**Administrative Compliance Review** – The administrative annual compliance review was completed by the Department’s contract manager April 14, 2020 – April 23, 2020. The administrative compliance review encompassed all the Boys and Girls Club and Corporate Boys and Girls Club for the current contract with the Department. A review of the Department’s SharePoint site validated the program’s approved Continuity of Operations Plans (COOP) were completed. Staff personnel records, from each program, contained evidence of educational requirements, licensures, or certificates of staff working with Department youth. A review of the monthly invoices validated the invoices were submitted to the contract manager in a timely manner. The provider submitted documentation to support compliance with Florida Statute, in meeting sponsorship requirements. The provider confirmed by e-mail, compliance with Florida Statute requirement to procure products or materials with recycled content. The provider indicated the Florida State Expenditure Guide is utilized to comply with procurement policies. During this annual compliance review period, there were no program location changes, which would require the Department’s approval. A review of staff background screenings found all staff were screened and have an eligible rating in the Agency for Healthcare Administration (AHCA) Clearinghouse. The provider is required to submit an annual affidavit for background screening and did so on January 22, 2020, which was uploaded into the Department’s SharePoint site. The provider submitted proof of E-Verify by providing a screenshot showing their registration.

The provider has designated one staff member as the Staff Verification System (SVS) custodian to maintain staff entries in SVS, as required by contract. A review of the SVS found all current staff have been entered into SVS, and all staff no longer working for the program have been removed from SVS. All positions were currently filled and the provider was maintaining staffing levels as required by the contract. The provider submitted a training plan, as required, which was uploaded to the Department’s SharePoint site. All staff have completed the Informational Security Awareness training; and all staff with access to Department information and/or youth have completed all training requirements outlined in the contract. This was verified in the Department’s Learning Management System (SkillPro).

All Certificates of Insurance were received and filed in the Department’s SharePoint site, prior to the Department providing any funds. The provider has maintained insurance during the entire period of this contract and submitted proof of maintenance to the Department. The certificates of insurance are dated, contain the name of the provider, program insurer and policy, including an effective and termination date, and all coverage required by the contract; and the State of Florida is listed as the certificate holder. There were twenty-eight active subcontract agreements on file in the Department’s SharePoint site. The subcontract agreements contain or refer to the terms and conditions of the contract with the Department. The provider has monitored the subcontractors’ compliance with the subcontracts.

The provider has submitted the following reports, as required by contract, which have all been uploaded to the Department’s SharePoint site: Organization Chart, Staff Vacancy Report, Staff Hire Report, Florida MBE Utilization Report, Quarterly Purchase/Expenditure Report, and Budget. The program entered performance measures in the Department’s Program Monitoring and Management (PMM) System in a timely manner. The provider enters required youth data into the Department’s Juvenile Justice Information System, as applicable. There is a financial reporting requirement for any provider who has expended more than \$750,000.00 in total state federal awarded funds from any state funding source during the previous fiscal year. The audit for this requirement was uploaded into the Department’s SharePoint site, which was submitted to the Federal Clearinghouse, as required. The program budget is consistent with the contract

budget. The rate of expenditures was appropriate for this point in the fiscal year. A review of the quarterly expenditure reports indicated revenues and expenditures were appropriate, necessary, allocable, and allowable. The provider confirmed there is either a separate account for revenues from different sources to avoid co-mingling of funds or some other methodology to ensure the Department funds are identifiable. The provider confirmed the staff doing the monthly reconciliation function is separate from the staff receiving and opening the bank statements. The provider confirmed travel expenses which are reimbursed from State funding sources are paid in accordance with appropriate State rates. The provider stated there are no family relationships which exists between the board of directors, agency principal officers, staff, or independent contractors/grantees. The provider stated no business transactions have taken place (within the last twelve months) between the provider and other entities or businesses owned by or controlled by any member of their board of directors. The provider stated they have complied with Florida Statutes, which prohibits the use of contract funds for the purpose of lobbying the legislature, judicial branch or a state agency.