

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

**University Area Community Development Corporation, Inc.
Prodigy**

**14013 N. 22nd Street
Tampa, Florida, 33613**

Review Date(s): June 21, 2019



**PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY
IN JUVENILE JUSTICE PROGRAMS AND SERVICES**



Deficiency Definitions

Material results and observations derived from a contract or program monitoring which identifies the provider's failure to comply with specific terms and conditions of the contract as they relate to the provider's service delivery, operations, and financial stability. Deficiencies were described in a monitoring summary and a corrective action plan (if needed) was required from the provider to correct the deficiencies. Deficiencies are categorized into minor, major, and critical deficiencies.

Minor Deficiency	Unintentional and/or non-systemic mistakes that do not result in reduced or substandard program, service nor are fraudulent transactions, or for state operated services a limited score on a non-critical compliance indicator. Minor deficiencies can be readily adjusted without the need of a corrective action plan or penalties.
Major Deficiency	A contractual and/or program deficiency that results in an interruption of service delivery and/or the receipt of public funds for program services not delivered or repeated minor deficiencies that indicate no progress is being made to correct the deficiency. Major deficiencies require an outcome based corrective action plan (OBCAP) to ensure the deficiencies are corrected.
Critical Deficiency	A deficiency immediately affecting the safety, security, or health of a youth under the Department's care, requiring immediate corrective action. Critical deficiencies may result in an outcome based corrective action plan (OBCAP).

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 rollup report, and for promoting continuous improvement and accountability in juvenile justice programs and services in Florida:

Felicia S. Goldstein, Office of Program Accountability, Regional Monitor
Amanda Nelson, Office of Program Accountability, Regional Monitor

Program Name: Prodigy

Provider Name: University Area Community Development Corporation, Inc.

Location: Statewide County / Circuit N/A

Review Date(s): Various throughout FY 2018-2019

Contract Number: 10524

Number of Slots: 832

Lead Reviewer Code: 146

Methodology

This review was conducted in accordance with FDJJ-2000 (Contract Management and Program Monitoring and Quality Improvement Policy and Procedures) and Statewide Monitoring Guidelines/Protocols, and focused on the areas of (1) Management Accountability and (2) Assessment Services, which are included in the provider's contractual requirements.

Persons Interviewed

- | | | |
|--|--------------------------------|--|
| <input checked="" type="checkbox"/> Program Director | _____ # Case Managers | _____ # Maintenance Personnel |
| <input checked="" type="checkbox"/> Program Operations Monitor | _____ # Clinical Staff | _____ # Program Supervisors |
| <input type="checkbox"/> DHA or designee | _____ # Food Service Personnel | 1 # Other (listed by title): Data |
| <input type="checkbox"/> DMHCA or designee | _____ # Healthcare Staff | Specialist |

Documents Reviewed

- | | | |
|--|--|---|
| <input type="checkbox"/> Accreditation Reports | <input type="checkbox"/> Fire Inspection Report | <input type="checkbox"/> Telephone Logs |
| <input type="checkbox"/> Affidavit of Good Moral Character | <input type="checkbox"/> Fire Prevention Plan | <input type="checkbox"/> Vehicle Inspection Reports |
| <input checked="" type="checkbox"/> Assessments/Evaluations | <input type="checkbox"/> Grievance Process/Records | <input type="checkbox"/> Visitation Logs |
| <input type="checkbox"/> CCC Reports | <input type="checkbox"/> Key Control Log | <input type="checkbox"/> Youth Handbook |
| <input type="checkbox"/> Confinement Reports | <input type="checkbox"/> Logbooks | _____ # Health Records |
| <input checked="" type="checkbox"/> Continuity of Operation Plan | <input type="checkbox"/> Medical and Mental Health Alerts | _____ # MH/SA Records |
| <input checked="" type="checkbox"/> Contract Monitoring Reports | <input type="checkbox"/> PAR Reports | 15 # Personnel Records |
| <input checked="" type="checkbox"/> Contract Scope of Services | <input type="checkbox"/> Precautionary Observation Logs | 25 # Training Records/SkillPro |
| <input type="checkbox"/> Egress Plans | <input checked="" type="checkbox"/> Program Schedules | 15 # Youth Records (Closed) |
| <input type="checkbox"/> Escape Notification/Logs | <input type="checkbox"/> Sick Call Logs | 38 # Youth Records (Open) |
| <input type="checkbox"/> Exposure Control Plan | <input checked="" type="checkbox"/> Supplemental Contracts | __ # Other: |
| <input type="checkbox"/> Fire Drill Log | <input checked="" type="checkbox"/> Table of Organization | |

Surveys

_____ # Youth _____ # Direct Care Staff _____ # Other: _____

Observations During Review

- | | | |
|--|---|---|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Posting of Abuse Hotline | <input type="checkbox"/> Staff Supervision of Youth |
| <input type="checkbox"/> Confinement | <input type="checkbox"/> Program Activities | <input type="checkbox"/> Tool Inventory and Storage |
| <input type="checkbox"/> Facility and Grounds | <input type="checkbox"/> Recreation | <input type="checkbox"/> Toxic Item Inventory and Storage |
| <input type="checkbox"/> First Aid Kit(s) | <input type="checkbox"/> Searches | <input type="checkbox"/> Transition/Exit Conferences |
| <input type="checkbox"/> Group | <input type="checkbox"/> Security Video Tapes | <input type="checkbox"/> Treatment Team Meetings |
| <input type="checkbox"/> Meals | <input type="checkbox"/> Sick Call | <input type="checkbox"/> Use of Mechanical Restraints |
| <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Social Skill Modeling by Staff | <input type="checkbox"/> Youth Movement and Counts |
| <input type="checkbox"/> Medication Administration | <input type="checkbox"/> Staff Interactions with Youth | |

Comments

Items above not marked were either not applicable or not available for review.

Overview

Prodigy is a research-based prevention and diversion program for at-risk youth ages five to eighteen years of age. Prodigy uses visual and performing arts as a way to help young people develop life skills such as communication, leadership, problem solving, anger management, career aspirations, and goal setting. Each art class is conducted by a professional artist who serves as a mentor and teacher. Prodigy programming operates in five counties in west-central Florida. Prodigy sub-contracts compatible organizations to serve as “Sites” or hosts. Each site runs programming at multiple “Programming Locations.” Prodigy Sites are provided in-depth training, year-round technical assistance, and program support. Qualified organizations are selected as sub-contractors, concluding programmatic, fiscal, and infrastructure reviews. Through art, young people build self-confidence, learn how to showcase their skills, and develop lifelong positive habits for future success through partnerships with the following: Prodigy Moves, University Area Community Development Corporation, Tampa Prodigy, Boys & Girls Club of Tampa Bay, Wilbert Davis Belmont Heights Club, Florida Institute for Community Studies, Inc. Morgan Woods Recreation Center, Tampa Housing Authority, Oaks at Riverview Community Center, The Florida Orchestra, The Florida Museum of Photographic Arts, Orlando Neighborhood Improvement Corp., Inc, Lake View Elementary, Boys & Girls Club of Tampa Bay, Inc Lacoochee , YMCA of Greater St. Petersburg, Inc., Girls Inc. of Lakeland, Eloise Visual Arts Center and Prodigy moves hosted by the University Area Community Development Corporation.

General Description of Services to be Provided

The University Area Community Development Corporation, Inc. (UACDC) provides a prevention and diversion program for youth ages of five to eighteen who are at risk of becoming involved with the Department. Program services will be provided for up to 802 prevention youth and thirty diversion youth. The program’s core services include: diversion, visual and performing arts services, skill development, and wrap-around services. The program is offered in Hillsborough, Manatee, Sarasota, Pasco, Pinellas, Polk, and Orange Counties and is inclusive of Circuits 6, 9, 10, 12, and 13. Referred diversion youth are only served in Hillsborough county. Prevention services are facilitated by the provider at three locations: Tampa 1, Circuit 6 Lacoochee Boys and Girls Club, and the Prodigy Moves mobile unit. Two additional sites are operated by agencies who subcontract with UACDC to provide Prodigy services: Orlando Neighborhood Improvement Corporation (ONIC) and the St. Petersburg YMCA. The focus of the program is to help improve the lives of at-risk youth by exploring the extent to which community-based organizations can engage youth successfully in artistic endeavors and art instruction, which improves the quality of life, community involvement, and the school performance of program participants.

Services to be Provided

Application and Screening:

Each program site completes an intake process which includes a review of eligibility requirements and referral sources. The intake process includes completion of an application, parental consents, and an orientation to the program. For diversion youth, a review of the Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) is included in the intake process.

Prevention Assessment Tool (PAT):

After the intake process is completed, the program is required to add the youth's information into the Department's Juvenile Justice Information System (JJIS) within three business days. Each program site is required to conduct a Prevention Assessment Tool (PAT) on every youth enrolled in the program. The PAT must be entered in JJIS Prevention Web within seven calendar days of admission to the program. The program must also complete and enter an exit Prevention PAT on each youth within the last fourteen calendar days of the youth's participation in the program. An exit PAT is only required for youth whose length of stay in the program is greater than sixty calendar days. The assessment must be maintained in each youth's record, documenting the name of the staff completing the assessment.

Artistic Instruction:

Each program location shall conduct classes in the visual and performing arts including media arts, theatre arts, and music. Programming sites operate year-round. Visual and performing artistic classes run, at a minimum of, six hours a week, with an entire course constituting six weeks of class instruction.

Showcases:

Each program location shall conduct an annual visual and performing arts showcase. The program shall select one month during the fiscal year to be designated as "Prodigy Month" in which, at a minimum, one showcase in each county shall take place.

Field Trips:

Cultural arts and educational youth development field trips to venues such as local museums, theatre performances, cultural exhibits, and higher learning institutes shall be conducted, a minimum of, two times during the budget year and open to all youth.

Wrap Around Services for Prevention Youth:

Wrap-around services include, but are not limited to, case management, non-clinical coaching/counseling, including home and school visits, and referrals for mental health and/or substance abuse services for youth who, through the PAT, are identified as needing additional services.

Referral for Other Support Services

If mental health and/or substance abuse needs are identified by the PAT assessment, the local service provider shall refer the youth to an appropriate mental health and/or substance abuse provider.

Development Services for Diversion Youth:

Diversion youth are provided skill development sessions on topics such as consequences of crime, violence prevention, social skills/personal growth, and the importance of law obedience.

Record Keeping:

The program shall maintain a case record for each youth served. The record shall contain, at a minimum, documentation of referral into the program, written parental consent, participant level data, and progress documentation. A daily sign-in sheet, signed by each youth receiving services, shall be maintained by the program staff to record the dates and activities of sanctions completed by the youth and a list of names of those youth shall be maintained to record activity of the program.

Staffing/Personnel

The program is required to ensure qualified staff provide services listed in their contract whether performance is as a provider, subcontractor, or employee. The contract lists eighteen required position titles and the respective minimum qualifications. These positions include, but are not limited to: the program manager, program director, data integrity manager, site liaisons, and instructors.

The program employs a program manager who works full-time and is primarily responsible for managing a staff of individual contributors. The program manager assists in ensuring all goals and objectives for the program are communicated to staff and expected results are achieved as efficiently and effectively as possible.

The program director oversees all aspects of the program and contract. This position is full-time, works directly with the Department, and handles all incident reporting, budgets, invoicing, and strategic planning for program growth.

The data integrity manager is responsible for obtaining all required data from existing locations, ensuring accurate and timely reporting of data to the Department and other affiliated organizations.

Each program site has a full-time site manager who manages program instructors for the implementation of instructional classes, in addition to serving as point of contact to the community for participants. This position is responsible for contractual goals at the programming site.

The site liaison is a full-time position and primarily responsible for assuring all program sites are functioning in accordance with the contract and Department requirements.

Each site employs part-time instructors who provide instruction to youth enrolled. The instructors are responsible for developing lesson plans for their class.

Training

Training is specific to the functions and responsibilities to each staff member. The provider must use the Department's Learning Management System (SkillPro) to participate in trainings and document the completion of the required trainings by its staff, agents or subcontractors. Required training for new staff includes: trauma informed care, information security awareness, child abuse/incident reporting, suicide prevention, Equal Employment Opportunity, cardiopulmonary resuscitation (CPR)/first aid, and human trafficking. Training topics required for each staff upon hire and every two years includes: Prison Rape Elimination Act (PREA) and sexual harassment.

Prior to administering the Prevention Assessment Tool (PAT), all applicable staff must be trained in the tool and Motivational Interviewing (MI). Additionally, one designated staff member must be trained in the Program Monitoring and Management System (PMM), the Juvenile Justice Information System (JJIS) and the Staff Verification System (SVS).

Summary of Services Provided

Designated program staff conducted annual administrative and programmatic monitoring for all five site locations. The Department's regional monitors conducted the annual compliance review for the Tampa 1, Prodigy Moves, and Lachoochee site locations. This review consisted of reviewing youth records, class sign-in sheets, staff personnel documents, and staff training records. The following documents were reviewed during the annual compliance monitoring visit:

- Two subcontract agreements
- UACDC/Prodigy internal administrative and programmatic monitoring results
- Juvenile Justice Information System (JJIS)
- Program youth records
- Youth eligibility documents
- Prevention Assessment Tool (PAT)
- Class sign-in /sign-out sheets
- Field trip documentation
- Showcase calendars
- Employee training records
- The Department's Learning Management System (SkillPro)

Summary of Findings

The purpose of the on-site review is to conduct the fiscal year 2018/19 annual compliance review for the University Area Community Development Corporation (UACDC), also known as Prodigy. The provider's contract with the Department is for the operation of prevention services at two main sites: Tampa 1 (main UACDC site) in Circuit 13 and Prodigy Moves, which is a mobile unit which covers cities in Circuits 13, 6, and 12. Tampa 1 site is also contracted to provide diversion services, when applicable. The annual compliance review started on-site June 4th and 5th, 2019 and concluded on June 17, 2019 through review of additional information off-site. The provider subcontracts the implementation of the Prodigy Cultural Arts Program "Prodigy." Items reviewed for this annual compliance review were: the contract and all amendments, subcontract agreements, list of active youth, active and closed youth records from the following three sites: Tampa 1, Prodigy Moves and Boys and Girls Club in Lacochee, the UACDC Programmatic Monitoring Tool, previous programmatic monitoring reports, youth eligibility and orientation documents, Prevention Assessment Tools, the Department's Juvenile Justice Information System (JJIS), sign-in sheets for classes, field trip permission slips, employee training binders, and the Department's Learning Management System (SkillPro) course print outs.

University Area Community Development Corporation (UACDC), C6-Lacochee: nine records were reviewed for intake, youth service planning, wrap-around services, and visual and performing arts services. All nine youth met eligibility requirements for the program. All nine records reflected youth were entered JJIS on the date they were admitted as a Department funded youth. Seven of nine records had a Prevention Assessment Tool (PAT) completed in JJIS within seven days of admission as a Department funded youth. One record had a PAT completed on the twenty-fifth day and another was completed on the 100th day. No records were applicable for requiring a referral for mental health or substance abuse services as indicated on the PAT. In all nine records reviewed, youth were attending the program prior to being admitted as a Department funded youth. None of the nine reviewed records reflected

handwritten PATs completed on the day of application/intake or within seven days of intake. Records showed handwritten PATs were completed two to three months after the youth completed their application/intake. All records reviewed reflect a youth service plan which included all program services the youth will attend. These accomplished service tasks were documented in the records. Sign-in sheets matched the listed attendance for all records reviewed. Transportation was not required for any of the youth records reviewed. No wrap-around services were needed for the records reviewed. Visual and performing art services, as well as academic and program enrichment services, were provided to all youth reviewed.

A minor deficiency assigned: PATs not being completed on day of admission or within seven days (program admission not JJIS admission). Additionally, two of the nine records showed when the youth was eventually entered/admitted into JJIS, a PAT was not entered until twenty-five to 100 days later. A first verification for PAT completion was conducted off-site on June 22-23, 2019. Additional clarification was sought from the Office of Prevention Services and response was received July 31, 2019; which concluded the first verification. Sample admission documents and handwritten PATs were provided for review. All of the documents showed admission into the program in June, and handwritten PATs within twenty-four hours; however, none of the youth had been entered/admitted into JJIS nor have any of the PATs been entered into JJIS. A second verification was conducted on August 26, 2019. The program provided admission/intake paperwork and handwritten PATs for five youth. Two of the six records reviewed had hand written PATs entered into JJIS within the seven-day requirement. Two of the six records reviewed had hand written PATs entered into JJIS one day late. One of the six records reviewed had hand written PATs entered into JJIS six days late and one of the six records reviewed had hand written PAT's entered into JJIS seven days late. These results show the program was not in compliance with the current requirements to enter youth and PATs into JJIS. It was recommended the minor deficiency not be closed and be raised to a major deficiency.

The major verification took place on October 17, 2019. The first action step of the corrective action plan was the data team consisting of the data integrity manager and data specialist to enter all youth who have an application, PAT, and class participation as soon as data is received from the sites through POD (the program's electronic system). The prodigy director was to oversee this process to ensure proper implementation. The first verification of the corrective action plan for the requirement of the PAT being completed within seven days of the youth entering the program was conducted. A review of four applicable youth records indicated two youth were admitted on October 2, 2019 and the PAT was completed on both youth on October 7, 2019. A review of two youth admitted on October 10, 2019 indicated each youth's PAT was entered on October 14, 2019. The second action step of the corrective action plan was for staff at Lacoochee Prodigy to receive refresher training by October 2, 2019 and for the training to include site managers, program assistants, and/or any other relevant staff. The training was to cover the application, PAT processing, and data input timeframes. Completed a first verification of the corrective action plan for the requirement of staff training. A review of the staff sign-in log for the prodigy refresher training conducted on October 1, 2019 indicated all required staff participated in the training as required by the corrective action plan. The deficiency was closed on October 17, 2019.

University Area Community Development Corporation (UACDC), C6-St. Petersburg. The provider is responsible for ensuring the subcontractor is complying with requirements of the contract. The internal monitoring occurred April 23 - May 1, 2019 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on June 17,

2019. The provider did not assign any major or minor deficiencies at the conclusion of the review. No deficiencies were assigned by the Department at the conclusion of the review. Documents reviewed included, but were not limited to, the programmatic and training monitoring summaries completed by the provider, the subcontract agreement, Prodigy programmatic monitoring tool, training plan, provider's self-evaluation, staff verification system, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, staff personnel records, Staff Verification System (SVS), and staff training documentation

University Area Community Development Corporation (UACDC), C9-Orlando. The provider is responsible for ensuring the subcontractor is complying with requirements of the contract. The internal monitoring occurred June 5, 2019 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on June 17, 2019. The provider did not assign any major or minor deficiencies at the conclusion of the review. No deficiencies were assigned by the Department at the conclusion of the review. Documents reviewed included, but were not limited to, the following: programmatic and training monitoring summaries completed by the provider, the subcontract agreement, Prodigy programmatic monitoring tool, training plan, provider's self-evaluation, staff verification system, program youth files, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, staff personnel records, SVS, and staff training documentation.

University Area Community Development Corporation (UACDC), C10-Lakeland. The provider is responsible for ensuring the subcontractor is complying with requirements of contract 10524. The internal monitoring occurred April 22 and May 29, 2019. Final reports with findings were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on June 17, 2019. UACDC did not assign any major or minor deficiencies at the conclusion of the review. No deficiencies were assigned by the Department at the conclusion of the review. Supplemental reviews were not applicable during this fiscal year. Documents reviewed included, but were not limited to, the following: programmatic and training monitoring summaries completed by the provider, the subcontract agreement, Prodigy programmatic monitoring tool, training plan, provider's self-evaluation, staff verification system, program youth files, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, staff personnel records, SVS, and staff training documentation.

University Area Community Development Corporation (UACDC), -C10-Winter Haven- The provider, UACDC, is responsible for ensuring the subcontractor is complying with requirements of contract 10524. The internal monitoring was completed May 23, 2019. Final reports with findings were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on June 21, 2019. The provider did not assign any major or minor deficiencies at the conclusion of the review. No deficiencies were assigned by the Department at the conclusion of the review. Supplemental reviews were not applicable during this fiscal year. Documents reviewed included, but were not limited to, the following: programmatic and training monitoring summaries completed by the provider, the subcontract agreement, Prodigy programmatic monitoring tool, training plan, provider's self-evaluation, staff verification system, program youth files, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, staff personnel records, SVS, and staff training documentation.

University Area Community Development Corporation (UACDC), C13-Tampa - Diversion. Department regional monitors reviewed a total of twenty-one active and eight closed youth records. Nine active records were reviewed from two sites (Tampa 1 and Circuit 6 Lacoochee). Three active records were reviewed from Prodigy Moves because their active list was only eight youth. At the time of the review, the provider had zero diversion youth receiving services. The provider indicated zero diversion youth have been referred during this annual compliance review

cycle. Wrap-around services: None of the twenty-one active records documented a referral for wrap-around services; however, none of the assessments or records revealed a need for such referral. The program provided zero examples of other youth who might have received a referral for services based on the Prevention Assessment Tool results. The program could not recall a youth who needed one since the last annual compliance review period. Staff Training (only applicable at the Tampa site): A total of nine staff training records were reviewed: three staff hired/transferred since the last annual compliance review and six staff hired prior to the 2018 calendar year. The provider conducts and documents an internal audit of each site, to include subcontractors, and provides these findings to the Department's contract manager and regional monitor, these internal audits have been completed for this fiscal year and results will be mentioned in a monitoring summary for the corresponding site location in PMM. One minor deficiency was assigned to the main Tampa site for the in-complete staff training requirements. The three newly hired/transferred staff completed six training topics beyond their first ninety days. Late trainings included human trafficking, sexual harassment, child abuse, and suicide prevention. None of the three new staff completed training in trauma-informed care and staff are required to complete this within their first ninety days of being hired/transferred.

The first verification for the minor deficiency (staff training) was attempted on June 22, 2019. Only one staff had been hired since the annual compliance review on June 5, 2019 and the program has ninety days to complete the training (September 22, 2019). The program indicated training would be completed by July 30, 2019; however, a review of SkillPro shows some training was not yet complete. The first verification (or status update) was rescheduled for August 26, 2019. The review on August 26, 2019 found three pre-service training records applicable for completion of trauma-informed care. Training records reviewed for staff found trauma-informed care to be completed, as required. This deficiency was recommended for closure. Documents reviewed included the contract, all amendments, subcontract agreements, list of active youth, active and closed youth records from the following three sites: Tampa 1, Prodigy Moves, and Boys and Girls Club in Lacochee, the UACDC Programmatic Monitoring Tool, Previous Programmatic Monitoring Report, youth eligibility and orientation documents, Prevention Assessment Tools, JJIS, sign-in sheets for classes, field trip permission slips, employee training binders, SkillPro course print outs.

University Area Community Development Corporation (UACDC), C13 - Prodigy Alternative Diversion Services. At the time of the annual compliance review, UACDC Prodigy had zero diversion youth receiving services. The provider indicated zero diversion youth had been referred in this annual compliance review cycle. No major or minor deficiencies were assigned as a result of this review. Documents reviewed included the contract, all amendments, subcontract agreements, list of active youth, and review of JJIS active youth list.

University Area Community Development Corporation (UACDC), C13 - Prodigy Moves. A total of twenty-one active and eight closed youth records. Nine active records were reviewed from two sites (Tampa 1 and Circuit 6 Lacochee). Three active records were reviewed from Prodigy Moves because their active list was only eight youth. Each record documented: intake, youth service planning, wrap-around services, and visual and performing arts services. All three youth met eligibility requirements for the program. All records reflected the youth were entered into JJIS on the date they were admitted as a Department funded youth. Two out of three records had a Prevention Assessment Tool (PAT) completed in the Department's Juvenile Justice Information System (JJIS) within seven days of admission as a Department funded youth. One record had a PAT completed on the fourteenth day. In all nine records reviewed, youth had been attending the Prodigy program prior to being admitted as a Department funded youth. All

records reviewed reflect handwritten PATs completed on the day of application/intake or within seven days of intake. All records reviewed contained a youth service plan which included all program services the youth will attend. These accomplished service tasks were documented in the record. Sign-in sheets matched the listed attendance in all records reviewed. Transportation was not required for any of the records reviewed. No wrap-around services were needed for the records reviewed. Visual and performing art services, as well as academic and program enrichment services were provided to all youth reviewed. The Prodigy Moves program does not typically participate in educational developmental field trips since they are a mobile program; however, youth did participate in a field trip at Tarpon Springs Heritage Museum in April 2019. Documents reviewed included the contract, all amendments, subcontract agreements, list of active youth, active and closed youth records from the following three sites: Tampa 1, Prodigy Moves, and Boys and Girls Club in Lacooshee, the UACDC Programmatic Monitoring Tool, Previous Programmatic Monitoring Report, youth eligibility and orientation documents, Prevention Assessment Tools, JJIS, sign-in sheets for classes, field trip permission slips, employee training binders, SkillPro course print outs.