

**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): Fiscal Year 2019-2020



**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:

Marvin Bliss, Office of Accountability and Program Support, 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 2019-2020

Contract Number: 10524

Number of Slots: 802

Lead Reviewer Code: 177

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.

Overview

University Area Community Development Corporation, Inc. (UACDC) provides prevention services in seven counties (Hillsborough, Manatee, Sarasota, Pasco, Pinellas, Polk, and Orange), at six locations, through a program known as Prodigy Cultural Arts Program: Transforming Young Lives. The program sub-contracts with community organizations to serve as a Prodigy Site. Each site runs programming at multiple locations within the community. Qualified organizations are selected as sub-contractors and receive oversight from the UACDC and are provided training, technical assistance, and program support. UACDC program management staff complete programmatic, fiscal, and infrastructure reviews annually to ensure each subcontracted site is meeting contracted requirements.

The program meets the targeted needs of youth by providing effective, research-based prevention programs and activities to prevent juvenile delinquency. The program provides 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 eighteen. The program uses a youth development model by infusing life skills with cultural art lessons. Youth can enroll in various classes such as visual arts, dance, and music which incorporate social and life skills to help them remain out of the juvenile justice system. Youth may be referred to the provider for program services by parents/guardians, local schools, community service organizations, and by a network of community linkages/stakeholders.

Through art, young people build self-confidence, learn how to showcase skills and develop lifelong positive habits for future success through partnerships with the various organizations to include: 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., Lakeview Elementary School, Boys & Girls Club of Tampa Bay, Inc. Lacochee, YMCA of Greater St. Petersburg, Inc., Girls Inc. of Lakeland, and Eloise Visual Arts Center.

General Description of Services to be Provided

The University Area Community Development Corporation, Inc. (UACDC) provides a prevention and diversion program for youth between the ages of five to eighteen who are at risk of becoming involved with the Department. Program services may be provided for up to 802

prevention youth. The program's core services include visual and performing arts services and skill development. 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.

Prevention services are facilitated by the provider at three locations: Tampa 1/Prodigy Moves, Circuit 6 Lachoochee Boys and Girls Club, and the Lakeland Girls Inc. Three additional sites are operated by agencies who subcontract with UACDC to provide Prodigy services: Orlando Neighborhood Improvement Corporation (ONIC), St. Petersburg YMCA, and Winter Haven Arts Ensemble. 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.

Winter Haven Arts Ensemble had no youth at the time of the statewide annual compliance review.

Prodigy Alternative Diversion Services had no youth at the time of the statewide annual compliance review and closed as of July 1, 2020.

Services to be Provided

Application and Screening:

Each program site will complete an intake process which includes the review of eligibility requirements and referral source. The intake process includes completion of an application, parental consents, and an orientation to the program.

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 complete and enter an exit 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 is greater than sixty calendar days. The assessment must be maintained in each youth's record with 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 arts classes run at a minimum of six hours a week, with an entire course constituting six weeks of class instruction.

Showcases: All showcases have been postponed until the COVID-19 pandemic crisis is over, and sites re-open according to the Department's COVID-19 alternative services plan.

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: All field trips have been postponed until the COVID-19 pandemic crisis is over and sites re-open according to the Department's COVID-19 alternative services plan.

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 fiscal year and open to all youth.

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.

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.

COVID-19 Alternative Service Plan:

Due to the COVID-19 pandemic, The University Area Community Development Corporation, Inc. (UACDC) Prodigy, developed an alternative plan for services due to the required closing of several sites. On March 23, 2020, the following Alternative Service Plan was submitted to the Department of Juvenile Justice:

The alternative plan for services for all sites read: "At the Department's request through Executive Order Number 20-52, COVID-19, Prodigy Cultural Art's developed alternative methods of service delivery. This includes the staff that are most involved in this delivery per the example provided in the executive order. Our other staff are continuing their normal functions in terms of administration and annual monitoring preparation, contract management, budgeting/billing, data management and integrity, and program evaluation.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, Facetime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities are being developed for those who are more hands on and/or who do not have adequate internet access. Our goal is to be in contact with as many Prodigy youth as we can and to continue to provide Prodigy programming, albeit in alternative formats for the duration of this emergency."

Staffing/Personnel

The program is required to ensure staff meet contractual qualifications whether the staff works for the program, or a subcontractor. The contract lists eighteen required positions, as well as and the minimum qualifications. These positions include, but are not limited to the program manager, program director, data integrity manager, site liaisons, and instructors.

Program Manager

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.

COVID-19 alternative service plan for program and site managers:

- Coordinate the contacting of youth and families for check-ins.
- Review and clean records and data for entry into the Department's Juvenile Justice Information System (JJIS).
- Provide communication to families and the community at-large.
- Coordinate "pick up and go" prodigy projects including location, time, etc.
- Facilitate instructors and instructor assistants to provide virtual art and life skills tutorials, workshops and classes.
- Contact youth by telephone for exit Prevention Assessment Tools (PAT), provide check-ins, and guidance.
- Coordinate resources and referrals, as needed, for youth and families.
- Work on all necessary plans and records in preparation for monitoring.
- Review the Department's Learning Management System (SkillPro) training to ensure compliance.
- Serve as a point of contact for any community resources provided (i.e., food distribution).

Program Director

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.

Data Integrity Manager

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.

Site Manager

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.

COVID-19 alternative service plan for program and site managers:

- Coordinate the contacting of youth and families for check-ins.
- Review and clean files and data for eventual entry into JJIS.
- Provide communication to families and the community at-large.
- Coordinate “pick up and go” prodigy projects including location, time, etc.
- Facilitate instructors and instructor assistants to provide virtual art and life skills tutorials, workshops and classes.
- Contact youth by telephone for exit PATs, provide check-ins, and guidance.
- Coordinate resources and referrals, as needed, for youth and families.
- Work on all necessary plans and records in preparation for monitoring.
- Review SkillPro training to ensure compliance.
- Serve as a contact for any community resources provided (i.e., food distribution).

Site Liaison

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

Instructors and Part-Time Instructors

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

COVID-19 alternative service plan requirements for the Instructors and Assistant Instructors:

- Create video-based art and life skills tutorials, workshops, and classes.
- Create “art in a box” for “pick up and go” projects for youth and families.
- Contact youth by telephone, text message, and video for check-ins, and document efforts.
- Work with program assistant and site manager for regarding youth/family referrals required.
- Work on new art/life skill activities and classes and create lesson plans.
- Clean and organize inventory.

COVID-19 alternative service plan for the Program Assistants:

- Contact youth by telephone, text message, and video for check-ins.
- Provide referrals and resources to youth and families during crisis.
- Document any and all contact with youth and families.
- Contact youth by telephone for exit PATs, provide check-ins, and guidance.
- Provide virtual field trip and educational opportunities for youth.
- Clean and organize records in preparation for monitoring.

Training

Training is specific to the functions and responsibilities of each position. The program must utilize the Department’s Learning Management System (SkillPro) to participate in trainings and document the completion of the required trainings by 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 thereafter 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 must be trained in the Program Monitoring and Management System (PMM), the Department's Juvenile Justice Information System (JJIS) and the Staff Verification System (SVS).

COVID-19 alternative service plan for the Professional Development Specialist:

- Facilitate Academy training virtually for new staff.
- Facilitate trainings virtually for staff.
- Review training binders and SkillPro in preparation for annual monitoring; contact site staff with updates.
- Review and approve lesson plans electronically.
- Create new trainings for program staff and test virtually.

Summary of Services Provided

The purpose of the on-site review is to conduct the fiscal year 2019-2020 annual compliance review for the University Area Community Development Corporation (UACDC), also known as Prodigy. UACDC's contract with the Department is for the operation of prevention services at these locations: 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., Lakeview Elementary School, Boys & Girls Club of Tampa Bay, Inc. Lacoochee, YMCA of Greater St. Petersburg, Inc., Girls Inc. of Lakeland, and Eloise Visual Arts Center which were reviewed during the annual compliance review period. Winter Haven had no youth enrolled at the time of the annual compliance review. Prodigy Alternative Diversion Services had no youth at the time of the annual compliance review and closed as of July 1, 2020.

SUMMARY OF OVERALL FINDINGS

The following documents were reviewed during the annual compliance monitoring visit:

- Two subcontract agreements
- UACDC/Prodigy internal administrative and programmatic monitoring results
- The Department's Juvenile Justice Information System (JJIS)
- Program's self-evaluation
- Youth eligibility documents
- Prevention Assessment Tool (PAT)
- Class sign-in/sign-out sheets
- Program youth records
- Staff training records
- The Department's Learning Management System (SkillPro)
- Alternative methods of service delivery
- List of active youth provided by UACDC

- Active and closed youth records from the following sites: Tampa Prodigy, Boys & Girls Club of Tampa Bay, Inc Lacoochee, Girls Inc. of Lakeland, YMCA of Greater St. Petersburg, Inc., and Orlando Neighborhood Improvement Corp. (ONIC)

Twenty-nine youth records were reviewed across all Prodigy sites. All twenty-nine youth records were reviewed for services offered during the COVID-19 pandemic and documentation confirmed all reviewed youth received weekly services in March, April, and May 2020. The services provided included creative movement, culinary arts around the world, studio arts 1, move cheer classes, cheer dance classes, art to learn, visual arts independent studies, urban dance, breaking 103, hip hop music production, drama/improve, arts with purpose, theater, visual arts, technology, and technology labs.

There were over fifty on-line classes offered to youth and families such as an Aladdin dance tutorial with five lessons, ideal house/one point perspective art tutorial, water color foundations art tutorial, human head proportions tutorial, foundation shape art tutorial, facial expressions art tutorial, coloring emotion art tutorial, color wheel art tutorial, cartoon owl art tutorial, cardio warm-up-dance challenge, cartoon ABC animals art tutorial, bird art tutorial, how to learn drum set tutorial, enjoy the process art tutorial, capoeira dance tutorial, drawing my mystery art tutorial, six steps dance, streamer dance with two lessons, tutting dance, and how to play the shaker.

SUMMARY OF FINDINGS BY SITE

Prodigy Alternative Diversion Services, Circuit 6

Prodigy Alternative Diversion Services had no youth at the time of the annual compliance review and closed as of July 1, 2020.

University Area Community Development Corporation (UACDC), Circuit 6, Lacoochee

Seven records were reviewed for intake, youth service planning, and visual and performing arts services. Reviewed documentation indicated all seven youth were within the required age requirement of five to eighteen years of age and each youth's information was entered into the Department's Juvenile Justice Information System (JJIS) within three business days, as required. All seven youth had a Prevention Assessment Tool (PAT) completed within the required seven calendar days of admission. There were no exit PATs applicable for this site at the time of the annual compliance review. All seven youth had weekly service delivery documented in the youth's case notes. None of the reviewed records required a referral for mental health or substance abuse services based on the results of the PAT. All records reflected the youth's service plans included all program services the youth will participate in. A review of sign-in sheets matched the listed attendance for all records reviewed. Visual and performing art services, as well as academic and program enrichment services, were provided to all youth reviewed.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the

179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred June 3, 2020 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on October 20, 2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, six staff personnel records, and three staff training records, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic monitoring tool, training plan, program's self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.

University Area Community Development Corporation (UACDC), Circuit 6, St. Petersburg

Seven youth records were reviewed and confirmed all seven youth were within the required age requirement of five to eighteen years of age and each youth's information was entered into JJIS within three business days, as required. Six of the seven records contained a PAT which was completed within the required seven calendar days of admission. The remaining youth was admitted to the program prior to the annual review requirements. One of the seven youth was applicable for an exit PAT which was completed within the last fourteen days of the youth's participation in the program, as required by the contract. All seven youth had weekly service delivery documented in the youth's case notes.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

Due to the COVID-19 pandemic, the internal review by University Area Community Development Corporation (UACDC) was unable to be conducted, as the site location was closed.

University Area Community Development Corporation (UACDC), Circuit 9, Orlando

Five youth records were reviewed and confirmed all five youth were within the required age requirement of five to eighteen years of age and each of the youth's information was entered into JJIS within three business days, as required. All five records contained a PAT which were completed within the required seven calendar days of admission. None of the five reviewed records was applicable for an exit PAT; therefore, one additional applicable record was reviewed. The applicable record contained an exit PAT completed within the last fourteen days

of the youth's participation in the program. All five youth had weekly service delivery documented in the youth's case notes.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred March 3, 2020 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on October 20, 2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, seven staff personnel records, seven staff training records, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic monitoring tool, training plan, program's self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.

University Area Community Development Corporation (UACDC), Circuit 10, Lakeland

One youth was enrolled in the program at the time of the annual compliance review. Reviewed documentation indicated the youth was within the required age requirement of five to eighteen years of age and the youth's information was entered into JJIS within three business days, as required. The record contained a PAT completed within the required seven calendar days of admission. Reviewed documentation indicated the youth had weekly service delivery documented in the youth's case notes.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred June 17, 2020 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on October 20,

2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, three staff personnel records, one staff training record, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic monitoring tool, training plan, program's self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.

University Area Community Development Corporation (UACDC), Circuit 10, Winter Haven

This site was not providing services to any youth at the time of the annual compliance review.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab and go" art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred June 10, 2020 and final reports were sent to the Department's regional monitor. All findings and monitoring tools were reviewed on October 20, 2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, five staff personnel records, two staff training records, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic monitoring tool, training plan, program's self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.

University Area Community Development Corporation (UACDC), Circuit 13, Tampa 1

All seven reviewed youth records confirmed the youth were within the required age requirement of five to eighteen years of age and each youth's information was entered into JJIS within three business days, as required. All seven records contained a Prevention Assessment Tool (PAT), which was completed within the required seven calendar days of admission. None of the reviewed youth records were applicable for an exit PAT; therefore, two additional applicable records were reviewed. Each applicable record had an exit PAT completed within the last fourteen days of the youth's participation in the program. All nine youth records reviewed (seven open youth records and two closed records) had weekly service delivery documented in the youth's case notes.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, "grab

and go” art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred May 21, 2020 and final reports were sent to the Department’s regional monitor. All findings and monitoring tools were reviewed on October 20, 2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, four staff personnel records, four staff training records, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic monitoring tool, training plan, program’s self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.

University Area Community Development Corporation (UACDC), Circuit 13, Prodigy Moves

Two youth records were reviewed and indicated the youth were within the required age requirement of five to eighteen years of age and each youth’s information was entered into JJIS within three business days, as required. Both records indicated youth had a completed a PAT within the required of seven calendar days of admission. Each youth had weekly service delivery documented in the youth’s case notes. There were no youth applicable for the completion of an exit PAT.

Prodigy has begun to use alternative methods of service for all sites including virtual technology such as Zoom, FaceTime, Facebook Live, YouTube, and other social media. In addition, “grab and go” art and life skills activities have been utilized for those who are more hands on and/or who do not have adequate internet access.

Annual invoice auditing requires one month of invoicing and corresponding documentation to be reviewed to determine services were delivered and billed successfully. The invoice for February 2020 was reviewed on April 28, 2020 in addition to corresponding documentation to support the 179 youth billed for and validated the services were delivered and billed successfully. Reviewed documentation included the youth census for Circuit 13, Circuit 10, Circuit 9, and Circuit 6 monthly services summary, client services report, and group sign-in sheets.

The program is responsible for ensuring the subcontractor complies with requirements of the contract. Internal monitoring occurred May 29, 2020 and final reports were sent to the Department’s regional monitor. All findings and monitoring tools were reviewed on October 20, 2020. The program nor the Department assigned any major or minor deficiencies at the conclusion of the review. Documents reviewed included, but were not limited to, ten youth records, four staff personnel records, five staff training records, the programmatic and training monitoring summaries completed by the program, the subcontract agreement, the programmatic

monitoring tool, training plan, program's self-evaluation, Staff Verification System, E-Verify reports, program youth records, youth eligibility documents, PATs, JJIS, sign-in sheets for classes, current insurance certification, Contingency of Organizations Operational Procedures, staff personnel records, property inventory, and staff training documentation.