

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

AMIkids Boys Prevention - Clay

AMIKids Inc.

(Contract Provider)

2025 Highway 16 West

Green Cove Springs, Florida 32043

Review Date(s): April 2-3, 2019



PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY
IN JUVENILE JUSTICE PROGRAMS AND SERVICES



Rating Definitions

Ratings were assigned to each indicator by the review team using the following definitions:

Satisfactory Compliance	No exceptions to the requirements of the indicator; or limited, unintentional, and/or non-systemic exceptions that do not result in reduced or substandard service delivery; or systemic exceptions with corrective action already applied and demonstrated.
Limited Compliance	Systemic exceptions to the requirements of the indicator; exceptions to the requirements of the indicator that result in the interruption of service delivery; and/or typically require oversight by management to address the issues systemically.
Failed Compliance	The absence of a component(s) essential to the requirements of the indicator that typically requires immediate follow-up and response to remediate the issue and ensure service delivery.

Review Team

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

Mike Marino, Office of Program Accountability, Lead Reviewer (Standard 2)
Gwen Nelson, Office of Program Accountability, Regional Monitor (Standard 1)

Program Name: AMIkids Boys Prevention - Clay
 Provider Name: AMIkids, Inc.
 Location: Clay County / Circuit 4
 Review Date(s): April 2-3, 2019

MQI Program Code: 1429
 Contract Number: 10521
 Number of Beds: 44 slots
 Lead Reviewer Code: 37

Methodology

This review was conducted in accordance with FDJJ-2000 (Contract Management and Program Monitoring and Quality Improvement Policy and Procedures), and focused on the areas of (1) Management Accountability, (2) Assessment Services & Intervention Services, which are included in the AMIkids Prevention Standards.

Persons Interviewed

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Program Director
<input type="checkbox"/> DJJ Monitor
<input type="checkbox"/> DHA or designee
<input type="checkbox"/> DMHCA or designee
2 # Case Managers | _____ # Clinical Staff
_____ # Food Service Personnel
_____ # Healthcare Staff
_____ # Maintenance Personnel
_____ # Program Supervisors | 3 # Staff
7 # Youth
2 # Other (listed by title): Lead teacher and vocational instructor |
|--|--|---|

Documents Reviewed

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

Observations During Review

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

Comments

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

Standard 1: Management Accountability AMIkids Prevention Rating Profile

Indicator Ratings		
Standard 1 - Management Accountability		
1.01	* Initial Background Screening	Satisfactory
1.02	Five-Year Rescreenings	Satisfactory
1.03	Pre-Service/Certification Requirments	Satisfactory
1.04	In-Service Training	Satisfactory
1.05	* Incident Reporting (CCC)	Satisfactory
1.06	Administration	Satisfactory
1.07	*Provision of an Abuse-Free Enviornment	Satisfactory
1.08	Food Services	Satisfactory
1.09	Transporation Services	Satisfactory
1.10	Fire Prevention and Evacuation Procedures	Satisfactory
1.11	Cleanliness and Sanitation	Satisfactory
1.12	Youth Records	Satisfactory

* The Department has identified certain key critical indicators. These indicators represent critical areas that require immediate attention if a program operates below Department standards. A program must therefore achieve at least a Satisfactory Compliance rating in each of these indicators. Failure to do so will result in a program alert form being completed and distributed to the appropriate program area (detention, residential, probation).

Standard 2: Assessment & Intervention Services
AMIkids Prevention Rating Profile

Indicator Ratings

Standard 2 - Youth Management		
2.01	Eligibility	Satisfactory
2.02	Orientation	Satisfactory
2.03	*Gender-Specific Programming	Satisfactory
2.04	Prevention Assessment Tool (PAT)	Satisfactory
2.05	Individualized Care Plan	Satisfactory
2.06	Transition Plan	Satisfactory
2.07	*Referrals for Mental Health and Substance Abuse Assessment and Treatment Services	Satisfactory
2.08	Individualized Care Plan Re-Evaluation	Satisfactory
2.09	Educational Access	Satisfactory
2.10	Youth Development	Satisfactory
2.11	Release	Satisfactory

* The Department has identified certain key critical indicators. These indicators represent critical areas that require immediate attention if a program operates below Department standards. A program must therefore achieve at least a Satisfactory Compliance rating in each of these indicators. Failure to do so will result in a program alert form being completed and distributed to the appropriate program area (detention, residential, probation).

Program Overview

AMIkids Boy's Prevention - Clay is operated by AMIkids, Inc. through a contact with the Department. This gender-specific prevention program provides delinquency prevention services to male youth who are between eleven and seventeen years of age. The program is comprised of an executive director, a business manager, a behavioral interventionist, two case managers, and two drivers. The program operates on the Clay County School District schedule and offers a non-traditional school setting each day, including the provision of transportation, dietary, and case management services. Delinquency prevention services provided to the youth in the program include individualized case management, family education and support, service learning, exposure to the community, healthy social and recreational activities, transition services, and, when appropriate, referrals to appropriate community-based agencies for needed services including mental health counseling. The program also provides the youth with opportunities to develop an array of gender-specific life management skills through the application of a curriculum with demonstrated effectiveness in diminishing the risk of delinquency with at-risk youth entitled, "The Council for Boys and Young Men." Once admitted to the program, the youth has access to individualized services (focused on meeting identified academic/employment readiness, behavioral, and social needs) specifically designed to attenuate the risk factors while enhancing protective factors, in an effort to reduce the youth's risk for involvement in delinquent behaviors/activities. An integral component of the delinquency prevention services is the completion of an assessment of a youth's dynamic risk factors to identify the youth's core needs and enable the program to deliver youth-specific services during enrollment in the program. At the time of the annual compliance review, the program had no vacancies.

Strengths and Innovative Approaches

- During the past year, the program had the opportunity to participate in the Floating Classroom and Legislative Day. For Legislative Day, youth went to Tallahassee to meet with legislators and inform them of services received while attending the program. The Floating Classroom was a new challenge for the youth, during which they spent three days in Tampa Bay where they were able to fish, explore underwater specimens, visit the Tampa Aquarium, and take an introductory course in scuba diving. These opportunities serve to change youth perspectives and to have an intense impact.
- Educationally, youth in the program increased their reading level by an average of one-and-a-half years and math level by an average of two years. Along with test scores increasing, grade-point averages have gone up as well. This year the program formed a partnership with the Clay County Adult Education to give youth the opportunity to earn a GED.
- The program had multiple activities to motivate youth to look at different vocations. There have been site visits set up for J-Tech, a technical school that also provides GED preparation along with vocational training in the technical field, Miller Electric Apprentice Program, CDA Tech Welding, and a monthly trip to The Apple Store where youth have hands on experience with Robotics.
- For the third year several students participated in a field trip at Gainesville Raceway. Sponsored by the National Hot Rod Association (NHRA) Youth & Education Services Program (YES) and presented by the US Army, this free program focused on the importance of goals and continued education. Students were able to see how S.T.E.M. (Science, Technology, Engineering, and Math) is applied to real world situations, including NHRA. Youth were also able to see the drag racing show live and in person.
- The program continues to encourage community service work and activities/trips outside the daily operations. The program visits the local Head Start Center every Monday, where youth read to and play with the small children. The program also completes community service for Teen Court and various food drive organizations in the local community.

Standard 1: Management Accountability

1.01 Initial Background Screening	Satisfactory Compliance
<i>Background screening is conducted for all Department employees, contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth. The background screening process is completed prior to hiring an employee or utilizing the services of a volunteer, mentor, or intern. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i>	

The program has a policy and procedures in place for conducting background screenings of new staff prior to hiring. Since the last annual compliance review, the program hired two new staff. The new hire records had documentation of a background screening completed prior to their hire date. The program submitted an Annual Affidavit of Compliance with Level 2 Screening Standards, which was received by the Department on January 10, 2019, meeting the annual requirement. For education staff, an Annual Affidavit was completed by the Clay County School District and received by the Department on January 17, 2019.

1.02 Five-Year Rescreening	Satisfactory Compliance
<i>Background screening is conducted for all Department employees, contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth. Employees and volunteers are rescreened every five years from the initial date of employment.</i>	

The program has a policy and procedures in place for five-year rescreening. This program is less than five years old; therefore, none of the staff require a five-year rescreening.

1.03 Pre-Service/Certification Training	Satisfactory Compliance
<i>Contracted non-residential staff are trained in accordance with Florida Administrative Code. Contracted non-residential staff satisfies pre-service/certification requirements specified by Florida Administrative Code within 180 days of hiring.</i>	
<i>Contracted non-residential staff who have not completed essential skills training, as defined by Florida Administrative Code, or completed pre-service/certification training do not have any direct contact with youth.</i>	

The program has a policy and procedures for new contracted non-residential staff to be trained in accordance with Florida Administrative Code. Since the last annual compliance review, the program hired two new staff members. Each staff member completed 120 hours of web-based and/or instructor-led training, which included the essential skills training (Protective Action Response (PAR), cardiopulmonary resuscitation (CPR)/first aid certifications, professionalism and ethics training, suicide prevention, and emergency procedures training) within 180 days of being hired. All pre-service training was documented in the Department's Learning Management System (SkillPro). The program submitted, in writing, to the Department's Office of Staff Development and Training a list of pre-service training on January 1, 2019. The training list included the course names, descriptions, objectives, and training hours.

1.04 In-Service Training	Satisfactory Compliance
<p><i>Contracted non-residential staff completes in-service training in accordance with Florida Administrative Code. Contracted non-residential staff must complete twenty-four hours of annual in-service training, beginning the calendar year after the staff has completed pre-service training.</i></p> <p><i>Supervisor staff shall complete eight hours of training in the areas listed below, as part of the twenty-four hours of annual in-service training.</i></p>	

The program has a policy and procedures in place for staff to complete in-service training (twenty-four hours annually) in accordance with the Florida Administrative Code. A review of six staff records (two school board employees and four AMIkids employees) found each of the staff completed all required training. The executive director completed nine hours of training in management, leadership, personal accountability, employee relations, communication skills, and fiscal topics as part of her twenty-four hours of annual in-service training. The program submitted on January 1, 2019, in writing, a list of in-service training to the Department's Office of Staff Development and Training, including course names, descriptions, objectives, and training hours for any instructor-led training. All in-service training is documented in the Department's Learning Management System (SkillPro). Three staff members were interviewed and reported they felt adequately trained for their jobs.

1.05 Incident Reporting (CCC)	Satisfactory Compliance
<p><i>Whenever a reportable incident occurs, the program notifies the Department's Central Communications Center (CCC) within two hours of the incident, or within two hours of becoming aware of the incident.</i></p>	

The program has a policy and procedures for reporting incidents to the Department's Central Communications Center (CCC). The program had two CCC incidents in the past six months. The program reported a medical transport in November 2018 and a felony threat in February 2019. The medical transport was called into the CCC within the required timeframe and initially not accepted; the call was accepted on the next day. The felony threat was reported within the required timeframe. A review of the program's internal incidents and grievances determined no additional incidents should have been reported to the CCC. Both incidents were highlighted and initialed in the program's logbook.

1.06 Administration	Satisfactory Compliance
<p><i>The program provides a safe and appropriate treatment environment including administrative and operational oversight.</i></p>	

The program has a policy and procedures in place to ensure a safe and appropriate treatment environment. Program staffing includes an executive director, administrative assistant, two behavior interventionists, two case managers, and three drivers (one full time and two-part time drivers). The personnel files for staff requiring a bachelor's-level degree (executive director, behavior interventionists, case managers) had a copy of the degree on file. The program conducts Council for Boys and Young Men groups, an intervention with demonstrated effectiveness. The program is open at least eight hours a day, five days a week, excluding

holidays. The program accepts referrals Monday through Friday and also provides services during non-traditional hours.

1.07 Provision of an Abuse-Free Environment	Satisfactory Compliance
<i>Any person who knows, or has reasonable cause to suspect, a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined by Florida Statute, or a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, reports such knowledge or suspicion to the Florida Abuse Hotline.</i>	

The program has a policy and procedures in place to ensure an environment in which youth, staff, and others feel safe, secure, and not threatened by any form of abuse or harassment. Program staff must follow a code of conduct forbidding use of physical abuse, profanity, threats, or intimidation. Program staff are trained to report all allegations of child abuse or suspected child abuse to the Florida Abuse Hotline, and any allegations by youth eighteen years of age or older are reported to the Central Communications Center (CCC). Youth are informed at intake they have unimpeded access to self-report allegations of abuse. According to the executive director, if a youth wanted to contact the Florida Abuse Hotline or the CCC, the youth makes a request to staff to use the telephone, and the staff will dial the number and give the youth the telephone. The program had no incidents of abuse allegations against staff or staff reporting abuse on behalf of a youth since the last annual compliance review. Seven youth were interviewed and asked if they felt safe in the program; all seven youth answered "yes." All youth said they had never been told they could not call the Florida Abuse Hotline if they felt abused while at the program. All seven youth said they never felt threatened by staff. Two of seven youth said they had heard a staff use profanity. Of these two youth, one youth said he heard a staff use profanity during a conversation with another staff member and the other youth said he heard a teacher use profanity once when he/she was upset and "let one slip." Three staff interviewed were asked have they ever observed a staff member being physically or verbally aggressive with youth, and all responded "no." The staff members were also asked to explain the process if a youth wanted to make an allegation of abuse while in the program. The staff stated they would talk to the youth, take the youth to supervisor's office, dial the number to report abuse, and then give the telephone to the youth and exit the office to give the youth privacy.

1.08 Food Services	Satisfactory Compliance
<i>The program shall serve a light meal (i.e. beverage, sandwich, and snack) to each youth each day.</i>	

Food service for the program is provided by Clay County High School. The food is transported to program and served in the large group room. The room is large enough to provide for meals to be served family style. The program's alert system provides for special diets and accommodation for religious beliefs. Food service is provided in accordance with the United States Department of Agriculture's National School Lunch Program. The program has three staff members (one case manager, one teacher, and the administrative assistant) who are certified food safety managers. Seven youth were interviewed and asked if meals are taken away from youth as a form of punishment. All seven youth responded "no." The program's lunch menu is approved by a registered dietician, who meets all the requirements of the laws and rules of the State of Florida. The dietician's license expires May 31, 2019.

1.09 Transportation Services	Satisfactory Compliance
<i>The provider shall provide or arrange for the provision of transportation for program-related purposes.</i>	

The program has a policy and procedures in place for providing transportation services for youth. Youth are provided transportation to and from the program daily. The program leases five vans from Enterprise on a month-to-month basis. A review of the program's contract with Enterprise confirmed the contract meets all Department requirements. All staff who transport youth have valid and current driver's licenses. Bi-annual license verification is conducted by the administrative assistant. Seven youth were interviewed and asked if the program deny services or penalize a youth because of the lack of transportation. Six youth responded "no" and one youth does not require transportation. Youth are picked up each morning from home and transported back home at the end of school day. A review of the vans indicated all vans are equipped with seat belts, a knife-for-life, and a first aid kit. Interviews with seven youth revealed youth are required to wear seat belts when the vehicle is in operation.

1.10 Fire Prevention and Evacuation Procedures	Satisfactory Compliance
<i>The program shall have a comprehensive safety regimen including fire safety training, fire alarm and automatic detection system, fire protection equipment in strategic locations, monthly fire drills and fire safety log containing a record of annual fire safety inspections. summary of all deficiencies found by fire officials and record of corrections, and the results of periodic fire safety inspections and equipment checks.</i>	

The program has a policy and procedures in place for fire prevention and evacuation. Fire protection equipment is in the three classrooms, the large group room, and the administration office. The fire alarm system is tested monthly, which is documented in the fire safety log. The fire extinguishers are inspected annually by Commercial Fire Inc., and weekly by program staff. The program conducts monthly fire drills and documents the drills in the fire safety log. The program's annual fire inspection was completed by the local fire marshal on October 26, 2018. The program had one deficiency, which was the emergency light on the backside of the building being inoperable. The emergency light was repaired in October 2018. The program has evacuation/egress plans to address routes of evacuation for emergencies. Smoking is prohibited in the facility. The program maintains cell phones for use during the emergencies. Seven youth were interviewed, and all the youth said they received information on fire prevention and evacuation procedures during orientation. Fire prevention and emergency procedures are also listed in the youth's handbook. Seven youth were asked if they participated in monthly fire drills and all responded "yes." Three staff were interviewed regarding participating in fire drills within the past six months and all said they participate in fire drills monthly.

1.11 Cleanliness and Sanitation	Satisfactory Compliance
<i>The program provides a safe and appropriate treatment environment including maintenance and sanitation of the facility.</i>	

The program provides a safe and appropriate treatment environment. The program is located on the campus of Clay County High School in portable classrooms. The buildings were clean, neat, and well maintained. No graffiti was observed on the walls, doors, or windows. The furniture in

the office, large group room (also use for dining), and classrooms was in good condition. The program has designated private counseling areas in the administration office and dining room. The program is for males only and has one bathroom in each classroom for both genders with one operable toilet and wash basin. The program has a sanitation and safety inspections binder, which contained documentation showing the program conducts weekly sanitation and safety inspections of the five portables and perimeter.

1.12 Youth Records	Satisfactory Compliance
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<i>The program maintains an official youth record, labeled "Confidential," for each youth.</i>
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The program has a policy and procedures for setting up and keeping all youth records secure and confidential. The program maintains an official record for each youth. Seven youth records were reviewed, and all seven records were clearly labeled "Confidential." Youth records are kept in a locked filing cabinet in the administration office.

Standard 2: Assessment Services

2.01 Eligibility	Satisfactory Compliance
<i>The program shall provide services to boys ages eleven to seventeen who are at risk of delinquency for a period up to fifteen months.</i>	

The program has a policy and procedures to address eligibility for the program, which reflects contract requirements of youth being eleven to seventeen years old and having at least three risk characteristics. Seven youth records were reviewed. The Prevention Assessment Tool (PAT) and/or other admission paperwork identified at least three risk characteristics for youth to meet eligibility requirements in six of the seven records reviewed. In the remaining record, the youth was identified to have two risk characteristics. All seven youth were eleven to seventeen years old.

2.02 Orientation	Satisfactory Compliance
<i>The program shall provide Program and Facility orientation for all youth admitted to the facility. The youth's parent(s)/guardian(s) shall be encouraged to attend.</i>	

The program has a policy and procedures detailing the orientation process, specifically identifying topics to be covered with youth upon admission as well as topics to be addressed in the student handbook. Seven youth records were reviewed. Each record documented the youth received a student handbook, which was acknowledged by youth and parent/guardian signature. The student handbook addressed required information, to include but not limited to program goals and services, case planning, the grievance process, the Florida Abuse Hotline number with instructions for reporting suspected abuse, the daily activity schedule, contraband, program rules and consequences for major rule violations, and dress code. All seven records also included several forms addressing individual elements of orientation, to include the grievance process, abuse reporting, acceptable use of computer equipment, transportation, searches, contraband, and dress code. These forms were signed by each youth and their parent/guardian. Seven youth were interviewed. Six of the seven youth reported they received a student handbook upon admission. The remaining youth reported not receiving a student handbook.

2.03 Gender-Specific Programming	Satisfactory Compliance
<i>The program provides gender-specific delinquency intervention and treatment services.</i>	

The program schedule lists "Department of Juvenile Justice (DJJ) time" from 2:05 p.m. to 3:40 p.m. on Mondays through Thursdays, which is used for gender-specific groups, life skills groups, fitness, art enrichment, and other instruction. On Mondays and Tuesdays, the program provides groups on The Council for Boys and Young Men curriculum, which is a practice with demonstrated effectiveness. The curriculum has facilitator guides for each lesson and the program has three staff certified to facilitate the curriculum. A review of seven youth records and group documentation found each youth participates in The Council for Boys and Young Men groups. The program also conducts life skills through the Casey Life Skills Curriculum, sports activities, and vocational exploration during the DJJ time.

2.04 Prevention Assessment Tool (PAT)**Satisfactory Compliance**

The Prevention Assessment Tool (PAT) shall be administered to each youth in the program during the initial intake and at completion of the program.

The program has a policy and procedures for the completion of a Prevention Assessment Tool (PAT) on each youth entering the program. A review of seven records found a PAT was administered in each of the seven records reviewed. Each PAT was completed and entered into the Department's Juvenile Justice Information System (JJIS) on the date of admission.

2.05 Individualized Care Plan**Satisfactory Compliance**

Within 30 calendar days of admission, Provider shall develop an individualized care plan for each youth. The care plan shall include the following:

- *Counseling and case management services*
- *Monthly family contacts*
- *Goal setting and problem solving to attain goals*
- *Individual, group and/or family crisis counseling in accordance with needs. Mental Health services or substance abuse treatment may be provided through referrals to appropriate community providers.*
- *Psycho-educational groups to increase protective factors and mitigate risk factors in accordance with needs.*

Each youth must have an individual transition plan and transition services for a period of six months for all youth enrolled in the program a minimum of 30 days regardless of the status of the transition.

The program has a policy and procedures addressing the development of individual care plans. Seven youth records were reviewed. An individualized care plan was developed within thirty days in each of the seven records reviewed. The plans included goals for school, participation in The Council for Boys and Young Men groups, monthly family contacts, treatment services (as needed), and transition. Seven youth were interviewed, and all reported they participated in the development of their individualized care plan. All seven youth were able to explain goals included in their individual care plan.

2.06 Transition Plan**Satisfactory Compliance**

Each youth must have a individual transition plan and transition services for a period of six months for all youth enrolled in the program a minimum of 30 days regardless of the status of the transition.

The program has a policy and procedures addressing the completion of transition plans and transition services. A review of seven records found transition goals were included in each individualized care plan. Documentation showed all care review team members participated in the development of the individualized care plan and that each plan was developed within thirty days of admission. Monthly care reviews showed the transition goals and services were addressed monthly. In three closed files reviewed, the transition goals were in place for at least six months. The transition goals identified each youth's anticipated school placement following completion of the program and services needed.

2.07 Referrals for Mental Health and Substance Abuse Assessment and Treatment Services	Satisfactory Compliance
<i>Staff shall ensure all referrals for services are made within seventy-two hours of identification of the need for services.</i>	
<i>If referred for services, staff follows up with the service provider within thirty days to ensure the youth and parent/guardian have taken the appropriate steps to initiate services. Staff receives, reviews, and documents written and verbal progress reports from the provider. Staff shall act upon negative reports, such as missed appointments or lack of participation, and document the response.</i>	

The program has a policy and procedures to address referrals for mental health and substance abuse services. Three applicable youth were reviewed. Initial referrals were documented in each case and follow-up was documented every thirty days during care review meetings. Follow-up was also documented with parents/guardians in chronological notes.

2.08 Individualized Care Plan Re-Evaluation	Satisfactory Compliance
<i>The individualized care plan shall be re-evaluated, at a minimum, every six (6) months throughout the youth's enrollment period.</i>	

The program has a policy and procedures outlining the review of individual care plan re-evaluations every six months. Seven active and three closed youth records were reviewed. All records documented care review meetings every thirty days, during which individualized care plans were reviewed at the meetings. For care reviews completed at six months, of the care review documentation was clearly labelled as a six-month review. Updates to the individual service plans were reflected during the care review meetings, if needed.

2.09 Educational Access	Satisfactory Compliance
<i>The facility shall integrate educational instruction (personal accountability and behavioral, as well as academic instruction) into their daily schedule in such a way ensuring the integrity of required instructional time.</i>	

The program has a contract with the Clay County School District to provide education services. The program and school schedule show five hours of school instruction each day. There are 250 days for the school year. An interview with the lead teacher confirmed the daily and annual schedule. Education instruction includes standard subjects, such as reading, social studies, and math, as well as topics to support career/vocational training provided at the program. A review of the logbook, observations, and interviews with staff and youth showed the school schedule is followed. Youth earn school credits and can catch up credits while in the program.

2.10 Vocational and Career Training	Satisfactory Compliance
<i>The program shall provide vocational and career training to support continuous progression towards job placement.</i>	

The program provides vocational training, with youth fourteen years old or older participating in specific vocational training groups each week. Youth are given the opportunity to earn a ServSafe Certification, which twenty-eight youth recently obtained. The program also provides

certification to youth in first aid and cardiopulmonary resuscitation (CPR). Youth learn job readiness skills, interviewing skills, and how to complete applications and cover letters. The program has visited multiple work sites and local colleges to expose youth different work environments and job training centers. Seven youth were interviewed, and all were able to explain the vocational and career training services provided by the program.

2.11 Youth Development	Satisfactory Compliance
<i>The program provides development activities building positive character, instilling positive values, or enhancing educational or community engagement experiences. Activities may include outings to local attractions, the arts, historical sites, and other activities promoting healthy lifestyles.</i>	

The program schedule shows life skills groups are conducted multiple times a week. A review of the logbook showed the schedule is followed. Documentation reviewed and staff and youth interviews indicated the program has gone on several outings and guest speakers have come to the program. The program recently took youth to Tallahassee to meet with legislators during the legislative session. During the past year, the program took youth to the Gator Nationals (a race event) and to a Jacksonville Jaguars football game. Guest speakers also came to the program, to include the Jacksonville Jaguars operations team. The program has provided youth the opportunity to participate in multiple community service projects, to include providing services at an animal shelter, a thrift store, and a domestic violence shelter. Youth have also helped served food in the community. Seven youth were interviewed, and all confirmed they had participated in some type of community outing or activity while at the program.

2.12 Release	Satisfactory Compliance
<i>The provider must administer the PAT prior to the youth's release or discharge from the program.</i>	

The program has a policy and procedures detailing release activities and obtaining consent for youth needing to be extended beyond fifteen months. Three closed records were reviewed. An exit Prevention Assessment Tool (PAT) was completed on the date of release in each case and the Department's Juvenile Justice Information System (JJIS) was updated on the date of release. The program provided documentation in the form of e-mails to show approval was obtained whenever youth were extended beyond fifteen months.

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Location: Clay County / Circuit 4
Review Date(s): April 2-3, 2019

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Lead Reviewer Code: 37

Overall Rating Summary

Overall Rating Summary
All indicators have been rated Satisfactory and no corrective action is needed at this time.