

**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**BUREAU OF MONITORING AND
QUALITY IMPROVEMENT**

Annual Compliance Report

AMikids Boys Prevention-Hillsboroug

AMikids, Inc

(Contract Provider)

**1730 Maritime Boulevard
[Tampa], Florida 33605**

Review Date(s): October 1-2, 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 which 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 which 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 which 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:

Marvin D. Bliss, Office of Program Accountability, Lead Reviewer (Standard 1)

Maritza Hernandez, DJJ Probation, Juvenile Probation Officer Supervisor, Circuit 13 (Standard 1 and 2)

Paul Sheffer, Office of Program Accountability, Regional Monitor (Standard 2)

Program Name: AMIkids Boys Prevention-Hillsborough
Provider Name: AMIkids, Inc.
Location: Hillsborough County / Circuit 13
Review Date(s): October 1-2, 2019

MQI Program Code: 1415
Contract Number: 10520
Number of Beds: 44
Lead Reviewer Code: 173

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.

Overall Rating Summary

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

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

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Program Overview

AMIkids Boy's Prevention - Hillsborough is operated by AMIkids, Inc. through a contract 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 Hillsborough 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 reduce 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 one vacancy for a science teacher position.

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 and confidential youth records. A contract provider may hire an employee to a position which requires background screening before the screening process is completed, but only for training and orientation purposes. However, these employees may not have contact with youth or confidential youth records until the screening is completed, the rating is eligible, and the employee does not demonstrate he or she exhibits any behaviors which warrant the denial or termination of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i>	

The program has a policy and procedures in place regarding initial background screenings. Initial background screenings are conducted for all new employees, interns, volunteers, and mentors. Two staff were hired since the last annual compliance review and each had a background screening completed prior to their start date. Additionally, both of the employees hired were direct care staff eligible for a pre-employment assessment tool. Each of the two staff completed the pre-employment assessment tool and received a passing score. The program also reviews each staff's criminal history report, the Department's Central Communications Center person involvement report, the Staff Verification System, and the Florida Department of Law Enforcement background screening results. The Annual Affidavit of Compliance with Level 2 Screening Standards was completed and submitted to the Background Screening Unit on January 10, 2019, meeting the annual requirement. The teachers are employed by the program provider; therefore, the clearances are provided through the program. There were no new volunteers including mentors and interns eligible for an initial screening.

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 and confidential youth records. Employees and volunteers are rescreened every five years from the initial date of employment. When a current provider staff member transitions into the Clearinghouse, the rescreen/resubmission date starts anew and is calculated by the Clearinghouse.</i>	

The program has a policy and procedures regarding a five-year rescreening based on the initial date of employment. There were no employees eligible for a five-year rescreening.

1.03 Pre-Service/Certification Training	Satisfactory Compliance
<p><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></p> <p><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></p>	

The program has a policy and procedures in place regarding pre-service training requirements for contracted non-residential staff during the initial 180 days of employment. The program submitted in writing, a list of pre-service trainings to the Department's Office of Staff Development and Training including course names, descriptions, objectives, and training hours for all instructor-led training. The training plan was approved on January 20, 2019. During the review period, two staff were applicable for pre-service training and both staff training records were reviewed from documentation attained in the Department's Learning Management System (SkillPro). Each of the staff were certified within 180 days of hire and completed more than the required 120 hours of pre-service training. Both records included documentation of the required trainings including understanding youth, legal, interpersonal/communication skills, supervision, changing offender behavior, mental health and substance abuse, risk and needs assessment, sexual harassment, human diversity, human trafficking, active shooter, Central Communications Center (CCC) it's all about reporting, information security awareness, trauma informed care and civil rights. The staff completed training prior working directly with the youth such as the Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, professionalism and ethics, suicide prevention, and emergency procedures. Both staff had gender-specific training. Neither staff administered the Prevention Assessment Tool (PAT); therefore, were not applicable to complete the required training to administer the PAT. Five staff interviews indicated they felt they received adequate training.

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 regarding in-service training requirements. The two applicable staff training records were reviewed for in-service training and found each staff exceeded the required twenty-four hours annual requirement. All reviewed training records found staff received all the mandatory required trainings and all instructors were qualified to deliver the training provided. One applicable supervisory staff completed the management training required. All in-service training was entered in the Department's Learning Management System (SkillPro). The program submitted the pre-service and in-service training plans to the Department's Office of Staff Development and Training (SDT) on January 4, 2019. Both pre-service and in-service plans were approved by SDT on January 10, 2019. Five staff interviews indicated they felt they received adequate training

1.05 Incident Reporting (CCC)	Satisfactory Compliance
<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>	

The program has a policy and procedures for reporting incidents to the Department's Central Communications Center (CCC). The program had one incident reported to the CCC in the past six months. The program reported a closure/evacuation in August 30, 2019, which was reported within the required time frame. A review of the program's internal incidents and grievances determined there were no additional incidents which should have been reported to the CCC.

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

The program has a policy and procedures in place to ensure a safe and appropriate treatment environment. The administration staff includes an executive director, administrative assistant/business manager, one behavior interventionist, two case managers, and two drivers. All staff members requiring a bachelor's-level degree had copies of their degrees filed in their staff records. The program utilizes "The Council for Boys and Young Men", an intervention with demonstrated effectiveness. The program is open at least eight hours a day, five days a week, excluding holidays. The program also provides services during non-traditional hours on weekends. The program accepts referrals Monday through Friday.

1.07 Provision of an Abuse-Free Environment	Satisfactory Compliance
<i>Any person who knows, or has reasonable cause to suspect, a youth is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the youth's welfare, as defined by Florida Statute, or a youth 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. The program's staff must follow a code of conduct forbidding the staff from using physical abuse, profanity, threats, or intimidation which was signed and a copy placed in the staff personnel records. Reviewed training records supported program staff were 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 wants to contact the Florida Abuse Hotline or the CCC, the youth should make a request to staff to use the telephone. The staff will dial the number and give the youth the telephone. There were no incidents of abuse allegations against staff or staff reporting abuse on behalf of a youth since the last annual compliance review. All five interviewed staff indicated they never observed a staff member being physically or verbally aggressive with a youth. None of the five interviewed youth felt unsafe while being in the program. All five youth indicated they attend the program on a regular basis and have never

requested to make an abuse call to the Florida Abuse Hotline or witnessed abuse in the program. None of the five interviewed youth indicated they heard staff use profanity.

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 the Hillsborough County school system through a local school. The menu is approved through the Hillsborough County School licensed dietician and displayed in the multipurpose room. The food is transported to the 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 accommodations for religious beliefs and health reasons. Food service is provided in accordance with the United States Department of Agriculture's National School Lunch Program. The program has one staff who is a certified food safety manager and two staff who completed the AMIkids food safety training and holds a food handler certification. All five youth interviews indicated they never had their food taken away or withheld as a form of punishment.

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 the youth. Youth are provided transportation to and from the program daily. The program has one twelve passenger van and two busses. One bus can hold up to thirty passengers and the other bus can hold up to twenty-three passengers. All staff who transport youth have a valid and current driver's license. Annual license verification is conducted by the administrative assistant. The program does not deny youth services or penalize a youth due to the lack of transportation. A review of the vans indicated all vans are equipped with seat belts, a knife for life, and a first aid kit. Interviews with five youth revealed youth are required to wear seat belts when the vehicle is in operation. Five staff interviews confirmed this practice and staff are required to inspect the vehicles prior to use. All five staff indicated first aid kits, fire extinguisher, and a window punch are available in the vehicle.

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 classrooms, large group room, and administration office. The fire alarm system is tested monthly and documented in the fire safety log. The fire extinguishers are inspected weekly by program staff. All five staff training records indicated staff received training on proper operation and use of fire equipment as part of their new employee training plan. The program conducts monthly fire drills and documents the drills in the fire safety log. The annual fire inspection completed on June 7, 2019 by the local fire marshal for all the buildings on

campus to include the building's housing the program was completed with no corrections being required by the program. The program has an evacuation/egress plan to address routes of evacuation for emergencies. Smoking is prohibited in the facility. The program maintains cell phones for use during the emergencies. Five youth were interviewed and each stated they received information on fire prevention and evacuation procedures during orientation, in addition the information is located in the youth's handbook. The youth also acknowledged participating in monthly fire drills. Five staff interviews indicated they all participated in a monthly fire drill.

1.11 Cleanliness and Sanitation	Satisfactory Compliance
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<i>The program provides a safe and appropriate treatment environment including maintenance and sanitation of the facility.</i>
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The program provides a safe and appropriate treatment environment. The building was found to be clean, neat, and well maintained. No graffiti was observed on the walls, doors, or windows. The furniture in the office, large group room which is also used for dining, and classrooms were 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 the large group room for both genders with one operable toilet and wash basin. The program has a sanitation and safety inspections binder with weekly inspection documentation. The program conducts weekly sanitation and safety inspections of the five portables and perimeter based on a review of weekly documentation maintained by the program.

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 maintains an official youth record for each youth. A review of five youth records confirmed they were clearly labeled "confidential." The program ensures the youth records are secured in a locked filing cabinet maintained in a locked 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 in place to address youth eligibility. Five youth records were reviewed. All five youth were between the ages of eleven and seventeen. The Prevention Assessment Tool (PAT) and documentation in all five reviewed records documented each youth had at least three risk factors to meet eligibility requirements.

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

The program has a policy and procedures in place outlining orientation and program rules. All five reviewed youth records indicated each had an orientation form signed by the youth and parent/guardian. Each record contained a signed form for individual orientation topics related to program rules and requirements. Youth also signed an informational and instructional form related to bullying. All individual orientation forms were signed by the youth, parent/guardian, and staff providing the orientation. The case manager maintained the documentation of the youth's parent/guardian notification of the youth's admission within twenty-four hours. A copy was filed in the youth's case record. Written notification included a brief overview of the program, information to the parent/guardian about scheduled recreational activities, and explanation of the requirement in which the parent/guardian inform the program of an objection to youth's participation in recreational activities due to a physical or medical problem. Objection must be accompanied by written documentation from a physician. Each youth received a student handbook which addressed all required elements and signed a corresponding receipt form. Five youth interviews indicated the received a youth handbook when admitted to the program.

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

The program has a policy and procedures which define how the program will provide services in the areas of gender-specific life management skills training and how they will address the needs of young men. The primary service offered by the program to address the gender-specific needs of their youth is "The Council for Boys and Young Men" curriculum. This practice with demonstrated effectiveness curriculum is offered to each youth during their time in the program. A review of group documentation found a full cohort for this curriculum was completed between April and July 2019. The program began a new cohort of this curriculum on September 24, 2019 with ten youth. The review of training records confirmed both co-facilitators for this curriculum have the required training. This group is held once a week for ten weeks. The program provides daily recreational time, allowing the youth to go outside and play basketball and other activities which allow them to engage in teamwork through competition. Once a month the program holds a "tie ceremony". This is the day youth change ranks within the program. The youth dress up and wear ties during this event. The skill of putting on a tie is used to help the youth in job readiness. Additionally, the youth are taught how to properly iron dress shirts and dress pants.

The youth are also provided with basic training on how to perform proper male grooming techniques. This is done through lessons on how to shave and information provided to the youth regarding their own personal hygiene. If youth need haircuts, the program will facilitate by taking the youth to a local barber. The program also takes youth to Metro Wellness to receive education on sexually transmitted diseases and other related topics.

2.04 Prevention Assessment Tool (PAT)	Satisfactory Compliance
<i>The Prevention Assessment Tool (PAT) shall be administered to each youth in the program during the initial intake and at completion of the program.</i>	

The program has a policy and procedures which explain how the program will administer the Prevention Assessment Tool (PAT) and the time frames in which it will be completed. A review of five youth case management records confirmed each youth had a PAT completed on the day of their intake to the program. The reviewed case management notes reflected the case manager conducted a motivational interview with each youth and the parent/guardian during their admission. The program also conducted a review of all available information as part of the intake process. Each of the assessments which were completed by a trained staff member were entered in the Department's Juvenile Justice Information System on the day of each youths' admission.

2.05 Individualized Care Plan	Satisfactory Compliance
<i>The program shall develop an Individualized Care Plan for each youth.</i>	

The program has a policy and procedures which explains how the program will develop each youth's individualized care plan. The policy indicates the program will use the youth's Prevention Assessment Tool as well as any other information provided to the program, in order to develop the plan for each youth. A review of five youth case management records confirmed each youth had an individualized care plan completed within thirty days of admission. Each plan was found to include a goal for completion of "The Council for Boys and Young Men," documentation of support and case management services which would be provided to assist with completion of the goals, monthly family contacts to check on the progress of goal status, and the steps which the youth would follow to problem solve and meet each goal. None of the reviewed youth case management records had any initial needs which would have required any mental health or substance abuse services on the youth's initial plan. One youth in the sample had a concern which was raised by the parent/guardian the day prior to the review. The case manager indicated this will be added to the youth individualized care plan when the next revision was due later in October. There were no other youth in the program with any mental health or substance abuse needs which needed inclusion on their individual care plan. Interviews were conducted with five youth and each indicated they participated in the development of their individualized care plan.

2.06 Transition Plan	Satisfactory Compliance
<i>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.</i>	

The program has a policy and procedures for the development of an Individual Transition Plan for each youth. This is completed as a part of the Individual Care Plan. Each of these were

completed within thirty days of the youth's admission. Each was found to include both educational and vocational goals which were individualized, in addition to a case management/aftercare plan for each youth. The reviewed documentation reflected all treatment team members participated in the development of transitional planning for each of the youth.

2.07 Referrals for Mental Health and Substance Abuse Assessment and Treatment Services	Satisfactory Compliance
<p><i>If mental health and/or substance abuse needs are identified by the PAT or other information obtained, staff shall ensure all referrals for appropriate services are made. Staff shall ensure all referrals for services are made within seventy-two hours of identification of the need for services.</i></p> <p><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></p>	

The program has a policy and procedures which sets specific time frames and actions which the case manager must complete when mental health or substance abuse needs are identified for program youth. This plan requires the applicable referrals to be completed and documented within seventy-two hours of the identification of the need. The program's case manager is then required to contact the service provider within thirty days of the referral to ensure the youth and parent/guardian have participated in the admission process and are receiving services. A review of five youth case management records found none of the youth were identified with a mental health or substance abuse need which would have required the completion of a service referral. One youth in the sample had a concern which was raised by the parent/guardian the day prior to the review. The record contained documentation reflecting a referral was made to a service provider and the information was shared with the youth's parent/guardian. The program indicated there were no other youth in the program who required a service referral during this review period. The program's policy contained procedures for the case manager to follow in response to positive or negative feedback received from a provider.

2.08 Individualized Care Plan Re-Evaluation	Satisfactory Compliance
<p><i>The individualized care plan shall be re-evaluated throughout the youth's enrollment period.</i></p>	

The program has a policy and procedures which explain how the program will complete re-evaluations for each youth's Individual Care Plan every six months while a youth is enrolled in the program. None of the youth in the sample were in the program long enough to require the re-evaluation of a youth's plan. The program was able to provide three applicable examples for review. Each of the applicable plans reflected the completed goals being removed from the plans and new needs being addressed. There was documentation to reflect the youth and the parent/guardian taking part in the re-evaluation of each Individual Care Plan. There is a process in place for on-going revisions to the plan as goals are accomplished and other needs are addressed. Reviewed documentation also confirmed monthly treatment review meetings are held for each youth to measure their progress in the program.

2.09 Educational Access**Satisfactory Compliance**

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.

The program has a policy and procedures which indicate the program will integrate educational instruction into their daily schedule. A review of the program schedule found they offer six fifty-minute periods of instruction daily. The program has two full-time teachers and an education assistant on staff currently. The education assistant is responsible for enrolling youth into the school. The other teacher position has been vacant since August 26, 2019. The program has been recruiting to fill the position and had candidates scheduled for an interview during the annual compliance review. One of the six class periods is dedicated to teaching career education. The program also have a career coordinator who assists in this area. The program is currently using the Edmentum online-education program for the youth. This program allows the youth to work at their own pace to work on credit recovery. The teachers also provide lessons and assist youth as they progress in the program. The program was able to provide a yearly schedule which reflected education instruction is provided for at least 230 days a year, with an additional twenty days being set aside for educational planning. An interview with a teacher and a review of the program’s logbook confirmed the program is following their daily schedule and there are minimal interruptions to class time.

2.10 Vocational and Career Training**Satisfactory Compliance**

The program shall provide vocational and career training to support continuous progression towards job placement.

The program has a policy and procedures which reflect the program will provide each youth with an opportunity to develop vocation competency while in the program. Each of the youth had a vocational/career training goal in their individualized care plan. The program has funding through a grant which allows youth to have a full-time career coordinator. Each youth completes an O*Net Interest Profile during their first week in the program. This tool helps the career coordinator in working with each youth to view what is important to them in job related areas. The career coordinator begins working with youth on completing applications for jobs which may interest each youth. An interview with the career coordinator revealed this is completed first since employers usually wait a few weeks before scheduling interviews. The career coordinator then works with the youth on preparing a resumé, learning how to answer interview questions, and teaching each youth how they should present themselves at an interview. The program currently has two youth working at a fast food restaurant, one at a movie theater, two in construction, and one working in landscaping. The career coordinator also takes the youth on outings which expose them to different career opportunities in the local community. Recent trips were taken to the Caspers Company, Joborps, a local radio station , Hillsborough Community College, and the University of Tampa. Additionally, each youth has an opportunity to earn a food handling certificate while in the program which could assist them in gaining employment in the food service industry. Reviewed documentation confirmed each youth has been afforded and completed career service activities as outlined in the individualized care plan. Interviews were conducted with five youth and each validated they receive vocational training.

2.11 Youth Development**Satisfactory Compliance**

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.

A review of five youth records, staff interviews, and youth interviews confirmed the program provides positive activities at the program and off-site. The program facilitates community service projects for the youth to participate in. The program has guest speakers from different areas to encourage the youth. Each week, youth with a high rank who earned a gold card for the week are able to attend outings to restaurants and other activities in the community. Youth earn a SafeServ Food Handlers Certificate, learn how to write a resumé, and complete job applications. Five youth interviews indicated they participated in outings to the movies, sporting events, museums, restaurants, and work projects.

2.12 Release**Satisfactory Compliance**

The provider must administer the PAT prior to the youth's release or discharge from the program.

Three closed youth case management records were reviewed. Each closed record documented a Prevention Assessment Tool (PAT) was completed and entered into the Department's Juvenile Justice Information System (JJIS) on the youth's date of release. Each youth was terminated from the program in JJIS on the date of their release. None of the reviewed closed youth records were in the program beyond fifteen months.