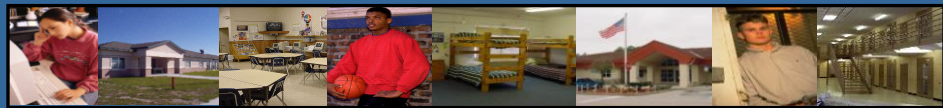


STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

**Home Builders Institute, Inc.
(Contract Provider)
1201 15th Street Northwest, 6th Floor
Washington, D.C. 20005**

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



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 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:

Christina Calvert, Office of Program Accountability, Regional Monitor
Donna Connors, Office of Program Accountability, Regional Monitor
Paula Friedrich, Office of Program Accountability, Regional Monitor
Lea Herring, Office of Program Accountability, Regional Monitor
Mike Marino, Office of Program Accountability, Regional Monitor
Patrick McKinstry, Office of Program Accountability, Regional Monitor
Shakela Minns, Office of Program Accountability, Regional Monitor

Jennifer Shad, Office of Program Accountability, Regional Monitor

Staff and youth records were reviewed for the following service location providers:

- Brooksville Academy, Circuit 5
- Cypress Creek Juvenile Offender Correctional Center/Cypress Creek Treatment Center, Circuit 5
- Gulf Academy and Hastings Comprehensive Mental Health/Substance Abuse Treatment Program, Circuit 7
- Highlands Youth Academy, Circuit 10
- Okaloosa Youth Academy, Circuit 1
- Okeechobee Girls Academy, Circuit 19
- Okeechobee Juvenile Offender Correctional Center, Circuit 19
- Palm Beach Youth Academy, Circuit 15
- Walton Academy for Growth and Change, Circuit 1

Methodology used for Monitoring Statewide Contracts

The statewide report serves as an overview of services provided by Home Builder's Institute (HBI) throughout the State of Florida. Regions in Florida are divided into North, Central, and South. Each region has assigned regional monitors who are responsible for conducting supplemental and annual compliance monitoring based on the Monitoring and Prioritization Tool which is completed quarterly by the Department. The regional monitors complete summaries within the Department's Juvenile Justice Information System (JJIS) Program Monitoring and Management System (PMM). The monitoring summaries are comprised into the annual compliance statewide report.

Overview

This statewide report addresses services provided by Home Builders Institute (HBI), Inc. to youth located in residential programs throughout the State of Florida. The mission of HBI is to advance and provide education, career development, training, and placement of men and women serving in the building industry. HBI works to prepare youth with the skills and experience they need for successful careers through pre-apprenticeship training, job placement services, mentoring, certification programs, and through classroom education. The HBI training program helps youth to build self-esteem and character, provide interpersonal skills needed for life, and is committed to helping each youth find success in the home building industry. HBI provides vocational training for youth who are committed to residential programs throughout Florida after being assessed and classified as a risk to public safety and have been assessed and identified in need of vocational services. The contract between the Department and HBI established services beginning April 1, 2015 and ending on March 31, 2020; there have been six amendments made to the contract clarifying slot utilization and adding slots through 2020, There were two amendments made to the contract during this annual compliance review period. One amendment was executed to implement retention bonuses for direct care workers for fiscal year 2018-2019. The most recent amendment, signed and executed December 13, 2018, updated facility information for the service locations, to include an HBI location at Brooksville Academy in Circuit 5, and Palm Beach Youth Academy in Circuit 15. The amendment also noted services locations which were not extended this fiscal year, to include Challenge Juvenile Residential Facility in Circuit 5 and Palm Beach Juvenile Correctional Facility in Circuit 15.

General Description of Services to be Provided

The Home Builder's Institute, Inc. (HBI) provides vocational training overlay services for 131 available slots within nine different residential programs. Trainings are provided for youth who have been committed to the Department and assessed utilizing the Department's risk/needs assessment, the Department's Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT), and pre-disposition comprehensive evaluation. Services are provided in accordance with Florida Statutes, Florida Administrative Rules, and Department policy. Youth have opportunities to receive occupational skills training which may include exposure to brick or cement masonry, carpentry, electrical wiring, plumbing, painting, landscaping and facilities maintenance.

Youth Served – Eligibility and Referral

Youth who are eligible to receive services and training through the Home Builder's Institute's (HBI) vocational programs are required to be between fifteen and nineteen years of age. Both male and female youth are eligible to participate. Youth to be served are committed to the Department after being assessed and classified as a risk to public safety and are in need and meet the eligibility requirements of vocational training overlay services. For youth committed to a residential program, the residential program is responsible for referring youth to the HBI vocational program. HBI staff will be advised of the youth's name and date and time of the appointment. Participants must function at a minimum of a fourth-grade reading and math level, as determined by the Test for Adult Basic Education, Bergans, Wide Range Achievement Test (WRAT), or similar testing instrument. Participants are to be selected through interviews and will attend a two-day orientation session.

Services to be Provided

The services provided include care and custody, screening/assessment/counseling, case management, educational, and vocational services. Job training, post-residential placement, and job assistance is also provided for youth who are released from residential programs. Home Builder's Institute, Inc. (HBI) work with youth to develop appropriate goals and objectives for inclusion in each youth's individualized performance plan. The staff also participate in scheduled treatment team meetings for youth to discuss youth progress.

Staffing / Personnel

Home Builder's Institute, Inc. (HBI) staff are required to comply with the Department's statewide procedures regarding background screening. Staff are required to adhere to all Occupational Safety and Health Administration (OSHA) requirements, including training and certifications. Vocational instructors are experienced staff who provide hands-on instruction approximately seventy-five percent of the time, with the remaining twenty-five percent devoted to related education, leadership development, mentoring, risk behavior, prevention/intervention, and career development. The provider must ensure the constant presence of sufficient qualified staff to provide program services, to include proper supervision of youth during hours of program operation or service, transportation, and orientation of youth at all time. Required staffing levels are defined within the contractual agreement as 1:8 (staff-to-youth) while engaged in on-site activities, and 1:5 during off-site activities. Staff employed with the HBI work in collaboration with residential staff to ensure ratios are maintained, as required. At any time, a vacancy may occur in staff positions, the provider must employ sufficient relief staff to ensure the operations of the program continue to be covered. Staffing results for the fiscal year 2018-2019 are discussed in detail within the Summary of Services Provided section of this report.

Staff Training

Home Builder's Institute, Inc. (HBI) staff who are in a full-time or part-time position shall be trained in accordance with Florida Administrative Rule 63H, to include certification in Protective Action Response (PAR). HBI staff also have access to online training opportunities through Career Connect, which is an online HBI intranet training site. Staff who provide direct services and fidelity monitoring are required to complete a two-day Motivational Interviewing and Stages of Change training within ninety-days of hire. For pre-service training, newly hired staff are

required to receive 120 hours of training within the first 180 days of being hired. Training shall be in the required areas: PAR, cardio pulmonary resuscitation (CPR) and first aid, professionalism and ethics, suicide prevention, emergency procedures, Prison Rape Elimination Act (PREA), program philosophy and culture, adolescent behavior, confidentiality, infection control, gangs, safety and security, behavior management, mental health and substance abuse services, sexual harassment, communication skills, and medication administration (if applicable). HBI staff are required to complete twenty-four hours of in-service training each calendar year. Supervisors have an additional eight hours of required supervisory training. This additional training is required to cover areas such as leadership, personal accountability, fiscal responsibility, management, and communication skills. In addition, the provider is required to ensure all staff successfully complete training in the Department's Juvenile Justice Information System (JJIS) and Department's Learning Management System (SkillPro). The provider shall ensure project staff attend any required workshops, seminars, and in-service training sessions within the service area, consistent with the requirements of the Department. The results of these findings concerning staff training within the specified service locations are noted within the summary of services provided in this report.

Screening and Evaluation

Youth who are eligible for participation in the Home Builder's Institute (HBI), Inc. program must be committed to the Department and between fifteen to nineteen years of age. Youth are screened for participation. Participants will be selected through an interview process. Consideration of the youth's vocational and educational needs and goals will be used to determine participation and their individualized plan. The initial fourteen days of the youth's participation is considered the situational assessment phase. During this time, the youth's interest in the construction trades area is affirmed, physical limitations assessed, and basic skill levels determined. Applicants are assessed on their motivation and interests in the building industry. Specific core assessments include vocational service offerings, goals of the program, guidelines, safety requirements, and process for complaints. Other HBI screenings and assessments include the HBI Pre-Apprenticeship Certificate Training (PACT) Core Diagnostic Assessment, HBI PACT Communications Diagnostic, HBI PACT Math Diagnostic, and RIASEC (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional) Inventory.

Summary of Services Provided

Summary of Findings

Administrative monitoring was conducted March 21, 2019. The purpose of the monitoring was to document the fiscal year of 2018 and 2019 Annual Administrative Compliance Review for Home Builder's Institute (HBI), Inc. which provides vocational services at the following locations: HBI-Highlands Youth Academy, HBI-Okeechobee Juvenile Offender Corrections Center, HBI-Okeechobee Girls Academy, HBI-Palm Beach Youth Academy, HBI-Hastings Comprehensive Mental Health Treatment Program and Gulf Academy, HBI-Cypress Creek Juvenile Offender Correctional Center and Cypress Creek Youth Treatment Center, HBI-Okaloosa Youth Academy and Crestview Sex Offender Program, HBI – Brooksville Academy, and HBI-Walton Youth Development Center. These vocational services are provided under contract 10186.

A review HBI – Cypress Creek, Juvenile Offender Correctional Center (JOCC)/Cypress Creek Youth Treatment Center (YTC) Circuit 5 resulted in the following:

The annual compliance review was conducted June 5, 2019. There were no major or minor deficiencies identified. The Home Builders Institute, Inc. (HBI) located in Lecanto provides vocational and employability skills training for youth at Cypress Creek. HBI at the program employs one building construction technology (BCT) instructor who primarily provides youth with on-site training activities and instruction in carpentry, Pre-Apprenticeship Certificate Training (PACT) Core requirements, Occupational Safety and Health Administration (OSHA) training, and cardiopulmonary resuscitation and first aid certification. The BCT position is filled by a staff hired in May 2019. Prior to the hiring of the instructor, the position was vacant since December 2018. Other HBI staff had been filling in as instructors at the program during the time of the vacancy. HBI has thirteen slots available at Cypress Creek. At the time of the review, there were ten youth enrolled in the program. The program has one dormitory for all of the HBI youth. The BCT Instructor received an eligible rating from the Department's Background Screening Unit (BSU) prior to his hire date. A review of his personnel record had documentation of adequate education and experience to perform the duties for which are assigned, meeting all applicable licensing or certificate requirements for the respective disciplines. The staff's training record was reviewed for pre-service training and there was documentation the staff is still in the process of completing his pre-service training. Completed pre-service training at the time of the review included Protective Action Response (PAR), suicide prevention, and child abuse reporting. Two other HBI staff who have been filling in as instructors were reviewed for in-service training. The staff completed 104 and 128 hours of training in 2018. Training topics included Protective Action Response (PAR) update, Prison Rape Elimination Act (PREA), ethics, emergency procedures, cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), suicide prevention, the Department's safety training, incident reporting, sexual harassment, and infection control/exposure control plan. All training reviewed was documented in the Department's Learning Management System (SkillPro). The provider submitted a written list of pre-service and in-service training topics to the Department's Office of Staff Development and Training on December 21, 2018. HBI staff work closely with program staff regarding training, supervision, and tool control. HBI staff provide continuous line of sight supervision of youth during program activities. There is a residential direct care staff assigned to the HBI program. HBI inventory is conducted with daily sign-out sheets, four checks daily, and monthly formal inventory counts. A random check of inventory found no discrepancies. Case management services are conducted between HBI and the residential program. The HBI instructor attends the monthly formal treatment team meeting. HBI also includes written input with the youth's overall progress, whether youth are meeting goals, and the youth's next goal. Three open youth records were reviewed; the youth had been in the program between three and four months. All three youth records had documentation indicating the residential program reviewed and recommended the youth, based on their risk classification, to the HBI program. All three youth completed the Situational Assessment Phase which includes documentation of the following: vocational service offerings, goals of the program, guidelines, safety requirements, and process for complaints. All three youth had documentation showing they received the student guidebook. Each youth had documentation indicating the completion of the HBI PACT Core Diagnostic Assessment, HBI PACT Communications Diagnostic, HBI PACT Math Diagnostic, and RIASEC Inventory (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional). Three closed youth records were reviewed. All three closed records contained a Transition and Exit Plan completed prior to the youth's release from the residential program. The closed records included a resume and sample job applications for each youth. The program provides follow-up services for youth who leave the residential program and return to their communities. Follow-up services are maintained up to six months. Services include assistance with job opportunities in the

youth's area and assistance in obtaining tools for jobs obtained. HBI maintains documentation of this correspondence electronically. A review of a sample of the case notes reflected contact in the community was conducted consistently.

On-site observations revealed the HBI building is a stand-alone building on-site at Cypress Creek. It includes a tool room, vocational shop area, and outside work area. The classroom and tool room were observed to be clean and organized. The BCT instructor's office is locked when not occupied. The tool room is an additional locked area inside the instructor's office and is locked at all times. Staff-to-youth ratio requirements were met. Youth were observed using tools (screw drivers and wire cutters) during class for an electrical project, with the instructor present in the same room. The program has a perpetual inventory of all tools assigned to the program. Tools are signed in and out when used. A number of tools were signed out at the time of the site visit. All tools were inventoried four times each day by the HBI instructor. In addition, a monthly tool inventory was conducted of all tools as well. Copies of inventory forms were reviewed and confirmed the consistency with this practice.

Three youth were interviewed individually. The three youth had been in the HBI program between three and four months. Each youth stated they enjoy the HBI program and stated staff are respectful when speaking with them. The youth did not have any issues or concerns with the HBI program.

A review of HBI vocational services provided at Walton Academy for Growth and Change (WAGC) in Circuit 1 resulted in the following:

The annual compliance review was conducted on-site April 23, 2019. There were no major or minor deficiencies identified. The Home Builders Institute (HBI) Walton site has fifteen assigned slots according to contract and applicable amendments. The HBI program currently has four youth participating within the HBI vocational program. The total number of beds for Walton Academy for Change and Growth (WAGC) is currently down; with an operating capacity of thirty-nine, the program currently has twenty-two filled. There is a total of three staff providing services for HBI vocational services at the Walton site. Each staff had a clear Department background screening. The HBI program has not had any new staff hired since last annual compliance review. The HBI program submitted, in writing, a list of pre-services training to the Department's Office of Staff Development and Training to include the course names, descriptions, objectives, and training hours for any instructor-led training; this was completed on December 21, 2018. All HBI staff possess applicable licensing and/or certification requirements for their respective disciplines. Each of the HBI staff works with the WAGC program staff regarding training, supervision, and tool control. While on-site, HBI staff provide continuous line of sight supervision of youth during program activities. In addition, the WAGC program provides an additional direct care staff depending on number of youth participants in class; always maintaining ratio. The HBI staff conduct regular youth counts, as outlined by program management and documenting counts and other required information according to Department policy. The HBI staff work with program management to ensure proper response to emergencies and are on the active emergency call list for Continuity of Operations Plan (COOP)-related activities. The HBI inventory is conducted according with the program's current policy. Youth searches are performed in accordance with Department standards. All HBI services appear to be provided appropriately in accordance with their contract with the Department. A total of three open and three closed youth records were reviewed. The HBI program provides case management services, which includes developing appropriate goals and objectives for inclusion in the youth's individualized performance plan and/or individualized treatment plan in concert with treatment, education, and medical. In addition, HBI program staff

participate in bi-weekly treatment team meetings with WAGC management staff. The HBI program has an established regular schedule of contact with youth and parents/guardians or community groups for at least six months after placement/release as part of follow-up services. During the situational assessment phase, youth are assessed on their motivation and interests to include: vocational service offerings, goals of the program, guidelines, safety requirements, process for complaints, an HBI PACT Core Diagnostic Assessment (Pre-Apprenticeship Certificate Training), a HBI PACT Communications, and a HBI PACT Math Diagnostic. Upon review of the HBI program's weekly lesson plans (classes held Monday – Friday; weekly), it was evident the program provided hands-on instruction approximately seventy-five percent of the time with the remaining twenty-five percent, devoted to related education, soft skills, leadership development, group mentoring, risk behavior, prevention/intervention, and career development. The classroom instruction is geared to provide instruction for practical trade skills, care and use of tools, safety, work habits, and fundamental mathematics, and communication skills. The occupations skills training may include exposure to brick or cement masonry, carpentry, electricity, plumbing, painting, landscaping, and general construction. In addition to classroom instruction, HBI includes community restitution as a component of the work-based learning approach with projects framed in consideration of the impact of crime on the victim, offender, and the community. Once a youth has completed the pre-apprenticeship program, he shall be placed in employment, vocational, technical, or school based training, or apprenticeship or other career progressive track, as appropriate. The HBI program makes demonstrated attempts to access regional workforce board services or funding to enhance vocational training certification of youth while in the program or as part of transition to the youth's home community. The HBI program ensures job placement assistance will be provided to all youth completing the program, and in some instances, to those who leave prior to completion. In addition, an individualized plan (Needs Assessment) for each youth using the process required by the residential program is completed. The HBI program supplies appropriate hand tools for HBI PACT graduates, who have been placed in industry-related employment. Part of instruction includes, social skills enhancement activities in all components of the HBI PACT curriculum. These services include interpersonal relations, coping with authority, cooperation, decision-making skills, and problem solving. Also, the HBI program provides an integrated program life skills training in conjunction with its pre-apprenticeship skills and employability skills training. The life skills adjustment goals were found documented in the individualized/self-sufficiency plan and addressed topics such as use of community resources, health and nutrition, transportation, peer and family relationships, parenting skills, finances, consumerism, budgeting, recreation and leisure time, community integration issues, and housing. The HBI program also provides the WAGC treatment team staff with progress made on vocational goals and recommendations for goals, objectives, and activities which also continue during transition and when the youth returns to their community. Each of the plans, at a minimum, include objectives regarding the continuation of the youth's technical education and vocational training as they transition successfully back to the community. Each of the plans are developed with the youth, parent/guardian, and treatment team based on the treatment planning process. The HBI program has an established regular schedule of contact with youth and parents/guardians or community groups for at least six months after placement/release as part of follow-up services. In addition, prior to release from the program, a written summary is submitted to WAGC program administration outlining the progress of the youth in the program and pre-release goals. Also, prior to release from the HBI program, a written summary is submitted to the youth's juvenile officer (JPO), outlining the progress of the youth in the program and pre-release goals.

The HBI shop area was observed to be clean with no excess saw dust or trash on the floor. Tool areas were designated and marked with yellow paint; a precaution for staff and youth to keep their distance when a tool operator is running machinery. There were no chemicals observed

out and accessible to youth. The tool room was locked, clean, and orderly. All tools were maintained in their designated location. Saw blades and tools with sharp edges were kept secured in locked cabinets. Daily sign-in and out logs were found to be up-to-date for tools leaving the designated tool room. HBI staff conducts a tool inventory four times each day of all tools. The tools are accounted for prior to and after each class period. The program runs a morning and an afternoon class on weekdays. The inventory forms were observed to be up-to-date. The program was maintaining supervision of youth; 1:5 staff-to-youth ratio for youth involved in vocational projects. Two youth were observed in the HBI classroom being directly supervised by the regional placement coordinator, who was serving as the instructor for the day. The youth were working on book work and learning measurements.

Two youth were available for interviews; the program currently has only four youth participating in HBI vocational services. Both youth have been involved in the HBI program for a few months; one youth recently graduated from HBI. Each youth was able to articulate what he has learned up to this point while participating in HBI vocational services. Each youth shared on how HBI course work will help them for the future. Each youth commented how they enjoyed HBI and each of the instructors at the program.

A review of HBI services conducted at Okaloosa Youth Academy (OYA) and Crestview Sex Offender Program (CSOP) Circuit 1 resulted in the following:

The program's annual compliance review was conducted May 9, 2019. There were no major or minor deficiencies identified. The Home Builders Institute (HBI) at Okaloosa Youth Academy (OYA) and Crestview Sex Offender Program (CSOP) has twelve assigned slots according to their contract and applicable amendments. The HBI program currently has seven youth participating. There is a total of three staff providing services for HBI vocational services at this site. Each staff received a clear Department background screening. The HBI program has not had any new staff hired since last annual compliance review. The HBI program submitted, in writing, a list of pre-service and in-service trainings to the Department's Office of Staff Development and Training to include the course names, descriptions, objectives, and training hours for any instructor-led training; this was completed on December 21, 2018. All HBI staff possess applicable licensing and/or certification requirements for their respective disciplines. Each of the HBI staff work with the program staff at OYA and CSOP regarding training, supervision, and tool control. While on-site, HBI staff provide continuous line of sight supervision of youth during program activities. In addition, the OYA/CSOP program provides an additional direct care staff depending on number of youth participants in class; always maintaining ratio. All youth in the HBI program are wand searched before leaving the HBI area and returning to the program space. The HBI staff conduct regular youth counts as outlined by the program's management and documenting counts and other required documentation according to Department policy. The HBI staff work with the program's management team to ensure proper response to emergencies and are on the active emergency call list for Continuity of Operations Plan (COOP)-related activities. The HBI inventory is conducted according with the programs current policy. Youth searches are performed in accordance with Department standards. All HBI services appear to be provided appropriately according to their contract. Three open and three closed youth records were reviewed. The HBI program provides case management services, which includes developing appropriate goals and objectives for inclusion in the youth's individualized performance plan and/or individualized treatment plan in concert with treatment, education, and medical. In addition, HBI program staff participate in bi-weekly treatment team meetings with OYA/CSOP management staff. The HBI program has an established regular schedule of contact with youth and parents/guardians or community groups for at least six months after placement/release as part of follow-up services. During the situational assessment

phase, youth are assessed on their motivation and interests to include: vocational service offerings, goals of the program, guidelines, safety requirements, process for complaints, a HBI PACT Core Diagnostic Assessment (Pre-Apprenticeship Certificate Training), HBI PACT Communications Diagnostic, and a HBI PACT Math Diagnostic. Upon review of the HBI program's weekly lesson plan (classes held Monday – Friday; weekly), it was evident the program provided hands-on instruction approximately seventy-five percent of the time, with the remaining twenty-five percent devoted to related education, soft skills, leadership development, group mentoring, risk behavior, prevention/intervention, and career development. The classroom instruction is geared to provide instruction for practical trade skills, care and use of tools, safety, work habits, and fundamental mathematics, and communication skills. The occupations skills training may include exposure to brick or cement masonry, carpentry, electricity, plumbing, painting, landscaping, and general construction. In addition to classroom instruction, HBI includes community restitution as a component of the work-based learning approach with projects framed in consideration of the impact of crime on the victim, offender, and the community. Once a youth has completed the pre-apprenticeship program, he shall be placed in employment, vocational, technical, or school based training, apprenticeship or other career progressive track, as appropriate. The HBI program makes demonstrated attempts to access regional workforce board services or funding to enhance vocational training certification of youth while in the program or as part of transition to the youth's home community. The HBI program ensures job placement assistance will be provided to all youth completing the program, and in some instances, to those who leave prior to completion. In addition, an individualized plan (Needs Assessment) for each youth using the process required by the residential facility provider is completed. The HBI program supplies appropriate hand tools for HBI PACT graduates, who have been placed in industry-related employment. Part of instruction includes, social skills enhancement activities in all components of the HBI PACT curriculum. These services include interpersonal relations, coping with authority, cooperation, decision-making skills, and problem-solving. Also, the HBI program provides an integrated program life skills training in conjunction with its pre-apprenticeship skills and employability skills training. The life skills adjustment goals were found documented in the individualized/self-sufficiency plan and addressed topics such as use of community resources, health and nutrition, transportation, peer and family relationships, parenting skills, finances, consumerism, budgeting, recreation and leisure time, community integration issues, and housing. The HBI program also provides the OYA and CSOP treatment team staff with progress made on vocational goals and recommendations for goals, objectives, and activities which also continue during transition and when the youth returns to their community. Each of the plans, at a minimum, include, objectives regarding the continuation of the youth's technical education and vocational training as they transition successfully back to the community. Each of the plans are developed with the youth, parent/guardian, and treatment team based on the treatment planning process. The HBI program has an established regular schedule of contact with youth and parents/guardians or community groups for at least six months after placement/release as part of follow-up services. In addition, prior to release from the program, a written summary is submitted to the OYA/CSOP management of the residential program outlining the progress of the youth in the program and pre-release goals. Also, prior to release from the HBI program, a written summary is submitted to the youth's juvenile probation officer (JPO) outlining the progress of the youth in the program and pre-release goals.

The HBI shop area was observed to be clean with no excess saw dust or trash on the floor. There were no chemicals observed out and accessible to youth. The tool room was locked, clean, and orderly. All tools were maintained in their designated location. Saw blades and tools with sharp edges were kept secured in locked cabinets. Daily sign-in and out logs were observed up-to-date for tools leaving the designated tool room. HBI staff conducts a tool

inventory four times each day of all tools. The tools are accounted for prior to and after each class period. The inventory forms were observed up-to-date. The program was maintaining supervision of youth; 1:5 staff-to-youth ratio for youth involved in vocational projects. Two youth were observed being directly supervised by the HBI staff.

There were no youth interviews conducted during the on-site visit.

A review of HBI services for Gulf Academy and Hastings Comprehensive Mental Health/Substance Abuse Treatment Program resulted in the following:

The annual compliance review was conducted on-site June 11, 2019. There were no major or minor deficiencies identified. There is one HBI Instructor, who has been with the program since April 2014. The instructor's personnel and training record were reviewed. A five-year rescreening was completed for the instructor prior to his anniversary of hire date. The instructor had all required certifications to provide vocational instruction and completed all required training. HBI submitted a training plan to the Department's Office of Staff Development and Training in December 2018. The program's tool storage was observed, which was found to be very neat and orderly. Documentation showed tools are signed out and signed in with each use. The tool inventory was accurate, and documentation showed it was checked daily. All tools were marked for identification and on a shadow board. There were pictures of each tool with their identification code in the inventory binder as well. The program has been impacted by the admission freeze for Gulf Academy and Hastings Comprehensive. There was one youth active in the program and three recently released in May 2019. Eight youth successfully completed the program in 2019. Two additional youth were terminated from the program as unsuccessful. Five youth records were reviewed, which included four closed records and one active youth who was pending release from the program. Youth records reviewed found required assessments were completed on all youth upon admission to the program. Pre-test and post-test scores were documented for each youth. Documentation showed the rules of the program were explained to and acknowledged by all youth. Treatment planning was documented in each record, to include the program providing information to the residential program for treatment team meetings. Youth received vocational training and certifications, as well life skills training. Transition and discharge planning was documented in each record, which included communication with the parent/guardian and assigned juvenile probation officer. Regular follow-up contacts were documented for each youth released from the program.

The HBI classroom was observed. The tool storage area for HBI was observed. Both the classroom and tool storage areas were found to be very clean and orderly.

No youth interviews were conducted. Only one youth was in active in the program at the time of the review.

A review of HBI services conducted at Highlands Youth Academy resulted in the following:

The annual programmatic review was conducted at the Home Builders International (HBI) program located on the Highlands Youth Academy campus. The review, and the annual invoice verification, were completed on April 1, 2019. There were no major or minor deficiencies assigned as a result of the annual programmatic review. Home Builders Institute (HBI) at Highlands Youth Academy is slotted for forty youth; there are currently thirty-nine youth enrolled in the program. The program provides Pre-apprenticeship Certification Training (PACT) core training and certification in PACT carpentry and PACT electrical. The program also teaches the youth how to paint and conduct landscaping; however, the youth do not receive certification in

those areas. There are six staff assigned to the program. There was one staff hired since the last review; there was an eligible background screening from the Agency for Healthcare Administration (AHCA) Clearinghouse completed. None of the staff required a five year re-screening. The program submitted their Annual Affidavit of Compliance with Level 2 Background Screening to the Department's Background Screening Unit on January 28, 2019. There are five instructional staff and one regional career development coordinator (RCDC). All five building constructor technology (CBT) instructors have the appropriate education and work experience to provide vocational instruction to the youth. All five staff received PACT training; all have Occupational Safety Health Admission (OSHA) certification. All staff are currently certified in cardio-pulmonary resuscitation (CPR) and first aid. One staff was required to complete pre-service training; the staff's training record documented 144.75 hours of pre-service training. The remaining five staff were required to complete in-service training; all staff exceeded the twenty-four hour annual requirement. An interview with the regional career development coordinator was conducted; she reported HBI works closely with the residential program to ensure safety and security of the youth. The youth care workers provide supervision of the youth, and conduct program counts at various times during vocational programming. The youth care workers and instructors maintain continuous supervision of the youth. The RCDC also indicated the youth are searched by youth care workers before leaving a work site and prior to leaving HBI buildings; the youth are electronically wanded by the BCT instructors to ensure they have no contraband prior to leaving. The RCDC reported the program provides the youth opportunities to earn community service hours; documentation was provided to confirm three youth were taken to the Habitat for Humanity on December 19, 2018 to participate in community restoration. The program's tool inventory was reviewed; there are four cabinets in which tools are stored. There were inventories daily by an instructor for each day of the month, excluding weekends and holidays. The program had sign-in and sign-out sheets. Each tool was signed out with the date, time, tool name and number, and person signing out the tool; the forms indicated the time the tools were returned to the cabinet. A review of six months of monthly tool inventories were reviewed; all were completed appropriately. Seven active youth records were reviewed; there was documentation in each youth's record to support the HBI instructors provided written performance updates for each youth's formal treatment team meeting. Six youth were participating in PACT Carpentry and one youth was participating in PACT Electrical. There was documentation to confirm the youth received training in safety requirements, program guidelines and rules. Each record contained a signed receipt of the program handbook, which provides the youth with information about dress code, student expectations, staff expectations, grievance procedures, supervision, contraband, safety and behavior, job site safety and off-campus safety. All records also contained a signed receipt for the youth's personal employability plan, which tracks the youth's progress through the vocational programming and acts as their participants workbook. All records contained an HBI PACT Core Diagnostic Assessment, HBI PACT Communication Diagnostic, HBI PACT Math Diagnostic and a completed Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC) inventory. There was documentation in the youth records to support the program provides hands-on instruction approximately seventy-five percent of the time and twenty-five percent of the time is dedicated to education, soft skills, leadership development, group mentoring, risk behavior, prevention/intervention, and career development. A review of the seven youth records revealed each youth had completed classroom handouts in practical trade skills, care, and use of tools, safety, work habits, and fundamental mathematics and communication skills. Seven closed records were reviewed. Each contained a release form, which outlined the youth's progress, and pre-release goals. The staff contributed to the youth's pre-release planning. A summary was prepared for each youth's juvenile probation officer. Each closed record confirmed the program maintained contact with the youth and parent/guardian for at least six months after the youth's release from the program to provide placement and follow-up services

support. The invoice verification was completed for the month of February 2019. The sign-in sheets were compared to the census report which was sent to the Department. The Department was billed for providing screening, pre-vocational training, case management and OSHA skills to the youth. There was documentation to support forty-five youth received services during February; on days the youth was not present, this was noted on the sign-in sheet, and the Department was not billed.

During the on-site review, the youth were observed in a class; the youth were learning about door hanging. The youth were receiving instruction as well as hands-on practice. The youth were being supervised by the youth care workers from Highlands Youth Academy.

There were no youth interviews conducted.

A review of HBI services conducted at Okeechobee Girls Academy in Circuit 19 was conducted and resulted in the following:

An annual compliance review was conducted for Home Builder's Institute (HBI) located at Okeechobee Girls Academy on August 28, 2018. No major or minor deficiencies were identified during the annual compliance review conducted. During the program tour and informal youth and staff interviews, no issues or concerns were noted. The program postings for the Florida Abuse Hotline were observed. Youth alerts are reviewed by staff upon arrival to the program (dry erase board in supervisor office) and a copy is maintained in the Home Builders Institute (HBI) workshop. Two first aid kits were observed, and the first aid inspection logs completed regularly as required. The HBI staff share the automated external defibrillator (AED) with the program and the monthly AED inspections were completed as required. Observations during the tour showed the staff actively supervising youth (four youth, one instructor, and one youth care worker (YCW)) and ratio compliance. The HBI program maintains a sign-in log for youth in attendance. The tool inventory list, perpetual inventory, and daily inventory was observed. The program keeps a shadow board and number system for all tools. Interviewed youth and staff knew the policy for inaccurate tool count reconciliation. The classroom and workshop were clutter and graffiti free. The sink and toilet were operable during the on-site observations. Program youth led the tour and discussed youth responsibilities, roles, and instructional slideshows and hands-on projects. The program's proposed weekly training schedule was observed to be on the classroom door and coincided with activities the youth were engaged in. Four informally interviewed youth reported the program schedule is followed. Youth searches were observed during the annual compliance review. The observations showed the searches were conducted, as required.

The program's in-service and pre-service training plans were approved and signed by the HBI director of training and the Department's Office of Staff Development and Training on December 7, 2017. Two staff were applicable for annual in-service trainings and all required trainings were completed. No staff were applicable for five year re-screening (background). One staff was applicable for pre-employment screening and it was completed April 30, 2018 (prior to the staff hire date of May 14, 2018). Each reviewed record showed staff had completed PAR, Prison Rape Elimination Act (PREA), emergency procedures, CPR, first aid, AED, infection control, sexual harassment, child abuse reporting, and emergency procedures. The regional placement coordinator staff was applicable for pre-service training; however, has yet to reach 180 days of employment. All reviewed training reflected the new staff is on track for completion. The program employs a regional career development coordinator, regional placement coordinator, and an instructor. The regional career development coordinator reported no critical positions

were vacant during the annual review period. Observations of the on-site activities, off-campus transportation checklist, staffing patterns and scheduling, and interviews with staff reflected the program maintains the appropriate staff to youth ratios (1:8 on-site, 1:5 off-site). The programming takes place for two and one-half hours daily. The instructor and regional placement coordinator are scheduled Monday through Friday from 7:30 a.m. through 3:30 p.m. The HBI instructor interview and documentation showed the instructor attends to programming on evenings and weekends at least quarterly. Documentation also supported the instructor and YCW take youth off-site to deliver donations in the community. Program services are being provided according to the contract. The case management services include development of appropriate goals in concert with treatment, education, and medical at the residential program. Reviewed documentation showed the provider participates in bi-weekly treatment team meetings, biweekly progress reviews, and special treatment team meetings as needed. Documentation showed the program maintains follow up for youth for a period of six months (at a rate of 1 one time bi-weekly for six weeks and then monthly) upon completion of the program. One reviewed youth record showed a gap in follow up contact for June of 2018. Documentation provided by the case manager showed the youth was on abscond status and subsequently arrested during that time. The program ensures all youth admitted to the program have access to HBI programming if eligible and interested. The program maintains a memorandum of understanding with TrueCore Behavioral Solutions outlining program content, selection of students, tool control, key control, student related activities, program related activities, and student program completion. An interview with the regional career development coordinator reflected after youth who are thirteen years of age or older have attended the program for at least three weeks a treatment team discusses the security risk for the youth. A youth who is deemed eligible is then referred and interviewed for the program and can choose to accept enrollment. When a youth chooses to accept participation, they will then attend to the situational assessment portion of programming (the first fourteen days). No issues were noted with the program services implemented during the first fourteen days of enrollment for any youth records reviewed. The situational assessment phase included: risk assessment, participant profile, entrance survey, safety rule an acknowledgement, handbook receipt, pep receipt, pre-tests (RIASEC, PACT Math, PACT Core Diagnostic), and welcome letters in each of the three reviewed records. The program maintains a contract for educational services to include vocational services with the school board of Okeechobee. No issues were noted with the vocational services provided for the three youth records reviewed. Documentation supported 75% of instruction is hands-on (25% classroom), occupational skills included general construction practices, plumbing, and electric repair. The provider affords community restitution and a work-based learning approach. Reviewed transition plans and exit portfolios supported the program provides application, interview, and job placement assistance. Needs assessments, and social skills enhancement activities were observed in all three reviewed records. The program has assisted a graduate this review period with tool kit assistance through college enrollment fees paid by the HBI program. Treatment planning and observed records for three youth documented life skills goals, and self-sufficiency planning. The reviewed treatment plans documented skills training and employability focused services. Each of the reviewed records showed the treatment team staff documented progress made on vocational goals and future recommendations for vocational and technical training to ensure successful transition back into the community. An exit portfolio was reviewed and showed community service, certifications, resume's, and employment applications were professionally printed and provided to youth. A review of the July 2018 billing, census, and sign-in sheets was completed. The program maintained a census of eight youth for the month reviewed. Sign-in sheets coincided with statements submitted to the contract manager with no discrepancies noted. Sign-in sheets clearly documented services received to include screening, case management, pre-vocational,

and transitional services. Make up days and additional comments were also noted on daily sign in logs.

Four informal youth interviews were completed during the annual compliance review. Each youth showed knowledge of programming, assessments, responsibilities, and follow-up care aspects of the program. No youth verbalized any concerns or complaints during the on-site visit.

A review of HBI services conducted at Palm Beach Youth Academy in Circuit 15 was conducted and resulted in the following:

On April 17, 2019 an on-site annual compliance review was conducted for Home Builder's Institute (HBI), Inc. at Palm Beach Juvenile Correctional Facility. There were no minor or major deficiencies identified during as a result of the monitoring conducted. The program has nine slots and six active youth were enrolled at the time of the annual compliance review. The contracted staffing ratio is one staff for every eight youth (1:8). The residential program is identified as a high-risk program; therefore, youth do not participate in any off-campus activities. The residential program has an interagency agreement with Palm Beach County School Board which allows youth to receive vocational credits toward their General Equivalency Diploma (GED) from the HBI program. The program objectives are to work closely with youth nearing completion of the GED. The program collaborates with community service organizations, local businesses, homebuilder associations, and public agencies to provide essential support services and ensure successful entry and retention by youth into career employment opportunities as identified in its contract. The HBI program offers pre-vocational and vocational instruction, preparing identified youth for an industry trade. The hands-on training with tools and equipment, coupled with classroom instruction provides job training. Safety related measures are emphasized during each phase of the job training youth are working towards. During the review period, the program had one regional career development coordinator (RCDC) operating the vocational program since March 22, 2019. The RCDC is currently serving as the interim instructor until one is hired. The program provided a staffing pattern change document during the annual compliance review. The proposed changes were designed to allow better support and continuity of services throughout all programs. The program previously had a full-time instructor who resigned on March 22, 2019 due to personal reasons. The program did not have any staff eligible for a five-year rescreening. A review of the background screening records for each staff found all had been determined to be eligible by the Department's Background Screening Unit (BSU) for employment prior to working with youth. The program's pre-service and in-service training plans were approved and signed by the HBI director of training and the Department's Office of Staff Development and Training on December 21, 2018. On March 21, 2019, an administration annual monitoring review was conducted for pre-service monitoring. A review of the report from March 21, 2019 in comparison with the Department's Learning Management System (SkillPro) found one applicable staff had completed all required pre-service training. In addition, one staff was eligible for annual in-service training and all required trainings were completed. Each reviewed record showed staff had completed Protective Action Response (PAR), Prison Rape Elimination Act (PREA), emergency procedures, CPR, first aid, automated external defibrillator (AED), infection control, sexual harassment, child abuse reporting, and emergency procedures. The HBI program utilizes the Pre-Apprenticeship Certificate Training (PACT) Math Diagnostic, PACT CORE Diagnostic Assessment, PACT Communications Diagnostic, along with the RIASEC Test within the initial fourteen days of the youth placement in the program. Each assessment is reviewed and compiled into an interest profile to determine the youth's industry interest. The PACT training program is geared to provide seventy-five percent hands-on training and twenty-five percent of their time in the program for vocational instruction. The program maintains all enrolled youth's

assessments, evaluations, attendance sheets, progress reports along with other supporting records reflect youth have completed a risk assessment to determine if they are eligible for participation in a binder. Youth admission must also be approved by the facility administrator. Once approved and admitted, youth are placed on a two-week situational assessment period. Staff were consistent with responses as to the steps involved should a youth not comply or show a lack of interest in the vocational program. A review of four open and two closed youth records confirmed services were provided. Each reviewed record documented case management services were provided to each youth and documented development of goals and objectives which were included in the youth's individualized performance plan. Each of the reviewed records documented bi-weekly case management notes supporting ongoing treatment planning and communication with residential program staff. Two closed youth records documented HBI staff attend sixty-day and fourteen-day transition planning in person with the residential program staff, parents/guardians, youth, and assigned juvenile probation officers. Reviewed documentation confirmed staff participated in the transition and exit conferences, along with assisting youth with assembling records to include in the exit portfolio such as resumes, sample employment applications, certificates when applicable, sample interview letters to employers, location of employment agencies within the youth's residential community, along with social security cards, and Florida identification card. Once a youth obtains employment, HBI will provide, free of charge, a tool belt and/or a tool box for their chosen field of trade. A review of the billing documentation submitted to the Department's contract manager in February 2019, in comparison with sign-in logs confirmed the billing was accurate and no discrepancies were noted at the time of the review. The HBI staff work with the residential program's in development all emergency and Continuity of Operations Plan (COOP) related activities. The residential program's COOP was approved and signed by the Department on May 18, 2018.

Observations of youth and staff interactions were positive during the annual compliance review. Youth were observed working on various projects. The youth care worker was actively supervising the youth while the instructor taught youth how to operate the tools and follow safety precautions. First aid kits were observed in master control and the HBI workshop. The HBI staff share the AED with the program and the monthly AED inspections were completed as required. The AED was tested on-site with the regional monitor present. The HBI daily tool inventory list was observed. The HBI program maintains a number system for all tools. The workshop appeared well organized and graffiti free.

Three randomly selected youth were interviewed. Each youth reported they felt safe in the program and are treated with respect by staff. Each youth reported having unhindered access to the Florida Abuse Hotline and the Department's Central Communications Center (CCC) number. Each youth reported they enjoyed learning construction and carpentry skills. Each youth were able to discuss their roles and responsibilities and various projects they are working on within the program. Two out of three youth reported dissatisfaction with the quality and portion size of the food. One youth reported the food is very good. There were no other issues reported by the interviewed youth.

A review of HBI services conducted at Okeechobee Juvenile Offender Correctional Center was conducted and resulted in the following:

An annual compliance review was conducted December 12, 2018. There were no major or minor deficiencies identified. Home Builders Institute (HBI) provides vocational overlay services at Okeechobee Juvenile Offender Corrections Center (OJOCC). The program has thirteen slots and ten active youth were enrolled at the time of the annual compliance review. Program

administration is well versed in all program activities and plans. The HBI program employs one regional career development coordinator, one regional placement coordinator, and one instructor. A review of training records indicated the program's full-time instructor and regional career development coordinator met all licensing and certification requirements for their respective disciplines. After a seventy-three-day vacancy, the regional placement coordinator position was filled, and the candidate started in the position two days prior to the annual compliance review. A review of personnel records validated the selected candidate possessed the required education and experience for the assigned position. On-site observations made of the staff-to-youth ratio at the program revealed the program was in compliance. One staff was applicable for pre-employment background screening which was completed on November 13, 2018, prior to the staff hire date. No staff were applicable for five-year background re-screening. The program's pre-service and in-service training plans were approved and signed by the HBI director of training and the Department's Office of Staff Development and Training on December 7, 2017. Two staff were applicable for annual in-service training and all required trainings were completed. Each reviewed record showed staff had completed Protective Action Response (PAR), Prison Rape Elimination Act (PREA), emergency procedures, cardio pulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), infection control, sexual harassment, child abuse reporting, and emergency procedures. The regional placement coordinator staff was applicable for pre-service training. That staff person's start date was three days prior to the annual compliance review and training was on track to complete the trainings included on the plan for completion in the first seven days of employment and prior to any contact with youth. All reviewed training and the training plan reflected the new staff is on track for completion. The classroom ratio of 1:8 staff to youth and tool handling staff to youth ratio of 1:5 was reflected on reviewed sign-in sheets for the six months prior to the annual compliance review. The program maintains perpetual, daily, and monthly tool inventories. The program's tools are located within a locked cabinet, behind a locked door, within the workshop area. The program maintains a shadow board for all handheld tools to assist in ensuring accurate inventories are maintained. Youth searches are conducted prior to and at completion of program activities. An interview with the regional development coordinator revealed the program's assigned female youth care worker (YCW) escorts the youth from their assigned modules to the programming activities. Male YCWs assigned to the youth search each youth before they are escorted out of their respective module. When youth leave the HBI class their shoes are removed, and they are screened by the female YCW with a handheld metal detector wand. When youth again return to their assigned module, they are searched a final time by the assigned male YCW. All movements are called into the program's master control and logged into the program's log book. All program searches are conducted and documented according to Department policy. The HBI staff work with the residential program's leadership in development all emergency and Continuity of Operations Plan (COOP) related activities. The residential program's COOP was approved and signed by the Department on May 18, 2018. A review of three active, three closed, and one exit portfolio was conducted. Each record was arranged and divided by program phases. The program's four phases are completed in sequential order and include assessments, performance planning, and lesson completion. Each of the six reviewed records documented case management services were provided to each youth and documented development of goals and objectives which were included in the youth's individualized performance plan in concert with treatment, education, and medical goals. Each of the reviewed records evidenced documented bi-weekly case management notes supporting ongoing treatment planning and communication with residential program staff. A review of three active records validated the program's first phase (situational assessment phase) included vocational offerings, goals of the program, guidelines, safety requirements, complaint process, and required HBI Pre-Apprenticeship Certificate Training (PACT) as well as realistic, investigative, artistic, social, enterprising and conventional (RIASEC) assessments. Detailed phase

promotional worksheets were present in three open and three closed records. Each promotional worksheet clearly documented youth status and items completed. A review of program scheduling and sign-in sheets covering the previous six months supported youth spent seventy-five percent of the time engaged in hands-on programming and twenty-five percent on classroom activities. A review of three closed records and an exit portfolio supported the program provided community service hours certificates to all youth completing the program. Inspection of the three closed and three active records evidenced the provision of risk and needs assessments, as well as services addressing interpersonal relationships, coping with authority, cooperation, problem solving, and decision-making skills. Each reviewed record confirmed life skills training was provided as outlined in the program's curriculum and as identified youth needs. Three closed records were reviewed for discharge planning and transition services. Each of the three closed records documented HBI staff attend sixty-day and fourteen-day transitioning planning in person with the residential program staff, parents, youth, and assigned juvenile probation officer. Additionally, every two weeks, the program generates a written progress report for each youth. Three discharge plans were reviewed, and each included an objective regarding continuation of youth technical education and vocational training. Three closed records clearly documented HBI staff conducted follow up contacts exceeding the monthly requirement. Supporting documentation was received and supported HBI youth also received transition financial assistance with clothes and tools on a case by case basis. Additionally, invoice verification was conducted specific to review of the supporting documentation relating to the invoice for the month of October 2018. Reviewed documentation and sign-in sheets validated the programs invoice billing for the month of October 2018 was entirely correct and without exception.

A program tour was conducted and the HBI classroom and workshop were found to be neat and organized. A recent delivery of lumber was neatly stacked in an orderly manner. Six youth were observed constructing a non-loadbearing wall with toe plate and header. Youth and staff were observed to be wearing appropriate safety gear, including steel toed boots, hard hats, and safety goggles.

Four youth were informally interviewed during the annual compliance review, including the youth foreman and youth safety officer. The youth explained the functions of their roles in the class as well as the work planned for completion on this date. Each youth showed knowledge of programming, assessments, responsibilities, and follow up care aspects of the program. No youth verbalized any concerns or complaints during the on-site visit.

A review of HBI services conducted at Brooksville Academy was conducted and resulted in the following:

The annual compliance review was conducted June 4, 2019. The Home Builders Institute, Inc. (HBI) located in Brooksville provides vocational and employability skills training for youth at Brooksville Academy. HBI employs one building construction technology (BCT) instructor who primarily provides youth with on-site training activities and instruction in Carpentry, Pre-Apprenticeship Certificate Training (PACT) Core requirements, Occupational Safety and Health Administration (OSHA) training, and cardiopulmonary resuscitation (CPR) and first aid Certification. The BCT position is filled by staff hired in August 2018. HBI has ten slots available at Brooksville Academy. At the time of the review, there were four youth enrolled in the program. Two of the four youth had been there for less than a month, and two had been there for less than one week. Two new youth are scheduled to start in the HBI program on June 10, 2019. The BCT Instructor was hired by HBI in August 2018. He had an eligible rating from the Department's Background Screening Unit (BSU) prior to his hire date. A review of his personnel record had included a bachelor's degree, HBI Train the Trainer Certification, and the OSHA ten-

hour Construction Industry Course, documentation of adequate education and training to perform the duties for which are assigned, meeting all applicable licensing or certificate requirements for the respective disciplines. The staff training record was reviewed for pre-service training and there was documentation of 172 hours of training completed from his hire date through November 2018. Preservice training topics included Protective Action Response (PAR), PREA, ethics, emergency procedures, CPR, first aid, automated external defibrillator (AED), and suicide prevention. Additional training topics completed included program culture, adolescent behavior, infection control, gangs, diversity, behavior management, mental health and substance abuse services, child abuse reporting, and communication skills. All training reviewed was documented within the Department's Learning Management System (SkillPro). The provider submitted a written list of pre-service and in-service training topics to the Department's Office of Staff Development and Training on December 21, 2018. HBI staff work closely with program staff regarding training, supervision, and tool control. HBI staff provide continuous line of sight supervision of youth during program activities. HBI staff conduct regular youth counts as outlined by the facility leadership and documenting counts according to Department policy. HBI staff are provided a radio for constant communication with program staff. Ratio requirements were met and exceeded as the slots are split into a morning and an afternoon group of youth, with no more than five in each group. HBI inventory is conducted with daily sign-out sheets, four checks daily, and monthly formal inventory counts. A random check of inventory found no discrepancies.

Case management services are conducted between HBI and the residential program. The HBI instructor provides written input for in each youth's treatment team meeting, formal and informal. The written input includes the youth's overall progress, whether youth are meeting goals, and the youth's next goal. Four open youth records were reviewed; two youth had been in the program less than one month. The other two youth were too new and still being assessed. Both youth records reviewed had documentation in which the residential program reviewed and recommended the youth, based on their risk classification, to the HBI program. Both youth completed the Situational Assessment Phase which includes documentation of the following: vocational service offerings, goals of the program, guidelines, safety requirements, and process for complaints. Both youth had documentation they had received the student guidebook. Each youth had documentation of completing the HBI PACT Core Diagnostic Assessment, HBI PACT Communications Diagnostic, HBI PACT Math Diagnostic, and RIASEC Inventory (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional). Three closed youth records were reviewed. All three closed records contained a Transition and Exit Plan prior to the youth's release from the residential program. The closed records included a resume and sample job applications for each youth. HBI provides follow-up services for youth who leave the residential program and return to their communities. Follow-up services are maintained up to six months. Services include assistance with job opportunities in the youth's area and assistance in obtaining tools for jobs obtained. HBI maintains documentation of this correspondence electronically. A review of a sample of the case notes reflected contact in the community was being conducted consistently.

The HBI building is a stand-alone building on-site at Brooksville Academy. It includes a classroom, tool room, vocational shop area, and outside work area. The classroom and tool room were observed to be clean and organized. The BCT instructor's office is locked when not occupied. The tool room was recently moved to a new location, still inside the building. The tool room is locked at all times. Staff to youth ratio requirements are being met. Youth were observed using tools (paint brushes) during class, with the instructor present in the same room. The program has a perpetual inventory of all tools assigned to the program. Tools are signed in and out when used. The paint brushes were signed out at the time of the site visit. All tools were

inventoried four times each day by HBI instructor. In addition, a monthly tool inventory was conducted of all tools as well. Copies of inventory forms were observed to confirm the consistency with this practice.

No youth interviews were conducted during this site visit. At the time of the review, there were four youth enrolled in the program; two had been there for less than a month and two had been there for less than one week. However, HBI youth were interviewed in January 2019.

Transition / Discharge

Upon a youth's discharge from residential placement, the provider will provide the treatment team with progress made on vocational goals, and recommended goals and objectives to be completed by the youth upon their return home. At a minimum, the plan will include objectives regarding the continuation of the youth's educational and vocational training as they transition successfully back into the community. The recommendations and goals are summarized in a vocational transition plan, which is developed with the youth, their family, and the commitment program. The plan is based on the treatment planning process of the residential provider. The Home Builder's Institute (HBI) component is also responsible for providing establishing regular schedule of contact with the youth and the parent/legal guardian during residential placement, and for a minimum of six months following the release of the youth from the commitment program.