

IDAHO DEPARTMENT OF JUVENILE CORRECTIONS

Community Reintegration Services

PROVIDER APPLICATION

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**COMMUNITY REINTEGRATION SERVICES**

**CONTRACT APPLICATION PROCESS AND INSTRUCTIONS**

**Purpose:**

All providers requesting to provide non-residential community reintegration services are required to complete a Community Reintegration Services Application.

Applications are required prior to approval to provide services. All contracts are valid for one year and must be renewed 30 days prior to contract expiration. Contact Quality Improvement Services at IDJC for request for renewal.

This application is to provide services to juveniles committed to the custody of the Idaho Department of Juvenile Corrections, which do not require the service provider to maintain professional licensure. Application packets can be found at: <http://www.idjc.idaho.gov>.

It is the IDJC's intent to continue contracting with each applicant who meets the minimum qualifications and requirements as stated in this Application.

**Referrals:**

As stated in the contract, the IDJC cannot predict the caseload for the future and does not guarantee any particular volume of business.

**Incomplete Applications:**

The provider is responsible for all information contained in this packet. Please read all instructions carefully before submitting your application. Incomplete applications may result in delays in processing, or may be returned as incomplete.

**Contractor Performance and Financial Responsibility:**

Before renewing any contract, the IDJC reserves the right to consider previous performance and financial stability as these areas relate to the performance of the duties under any contract resulting from this application.

**Submit the application & any questions to**: Ben Stoddard

benjaminl.stoddard@idjc.idaho.gov

208) 577-5457

Quality Improvement Services

**Minimum Requirements for Service Delivery to IDJC Juveniles:**

The Idaho Department of Juvenile Corrections has developed the following requirements and qualification expectations for private contractors who wish to deliver community reintegration services to juveniles in IDJC custody. These guidelines will apply to all new contractors as well as contractors known to the agency. Obtaining a contract will be contingent on applicant providing all documentation and meeting all requirements and guidelines of the application process.

Approved providers of community reintegration services may deliver services directly or through subcontractors. Community reintegration providers, their employees, and their subcontractors must meet one of the following requirements:

* Possess an Associate’s Degree in Criminal Science, Criminal Justice, the Behavioral Sciences, Human Services or a related field from an accredited institution or equivalent credits in appropriate courses; or
* Have two years of experience in a social service, rehabilitative or correctional program with primary responsibility for guiding individuals or groups in the solution of occupational, educational, personal, or social problems; or
* Be a Certified Recovery Coach.

Community reintegration providers, their employees, and their subcontractors must meet all of the following requirements:

* Be at least 21 years of age; and
* Possess a valid driver's license; and
* Pass a criminal history background check without any disqualifying crimes listed in IDAPA 16.05.06 or any other crime that requires registration on the sex offender registry in Idaho or any other state.

All of the individuals working with juveniles in IDJC custody must understand and agree to mandatory reporting of child-abuse according to Idaho Code 16-1605 (The Child Protective Act) prior to service delivery. Individuals may fulfill this obligation by completing Form B.

The contractor must include in their application packet a program description detailing the services to be provided and the methods for providing those services.

A contractor wishing to provide community reintegration services must ensure all individuals working with juveniles in IDJC custody have met the criminal history background check requirements.

**Background Check Requirements**

Complete all of the following:

1. The Fingerprint-based Criminal Background Check, completed by Idaho State Police.
2. The Name-based Criminal Background Check, completed by Idaho State Police.
3. The National Sex Offender Registry Check, completed by the contractor.
4. The Child Protection Registry Check, completed by Idaho Department of Health and Welfare.
5. Idaho Department of Transportation driving record check completed by the contractor

The contractor is required to retain documentation of all individuals approved to provide services to juveniles in IDJC custody. This documentation must be made available at the request of any IDJC employee. Documentation should be retained for all individuals providing services to juveniles in IDJC custody and three years for individuals no longer providing services to juveniles in IDJC custody.

**Insurance Requirements and Proof:**

The IDJC requires insurance that covers your activities under the Contract. This insurance is required for all providers of Community Reintegration Services. Contractor is responsible for ensuring that all subcontractors are covered by same limits of insurance for their activities under the Contract. Please provide a copy of your insurance certificate with your application.

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| --- |
| **Licensed Contractors with Direct Juvenile Contact** |
| *[ ]*  | Workers Compensation | Amount:       |
| *[ ]*  | Professional Liability | Amount:       |
| *[ ]*  | General Liability Commercial | Amount:       |
| *[ ]*  | Auto Liability | Amount:       |
| *[ ]*  | Employers Liability | Amount:       |

**Instructions**

1. Please submit a completed original of this application.
2. The following must be submitted for all contract applications:
	1. Form A: Community Reintegration Application Services
	2. Form B: Mandatory Reporting Acknowledgement of Understanding (to be retained by Contractor)
	3. Copy of insurance certificate
	4. Program description

**Form A:**

**Community Reintegration Services Application**

|  |  |
| --- | --- |
| Applicant’s Name (if applying as a business, use registered business name: |       |
| Primary Contact: |       | Title: |       |
| Mailing Address: |       |
| Phone No: |       | Fax No: |       |
| E-mail Address: |       |

Currently requesting to provide the following services (check all that apply):

**Employment Assistance**

*[ ]*  Assist juveniles in obtaining necessary documentation for employment.

*[ ]*  Assist juveniles in completing job applications, cover letters, resumes, and thank you notes.

*[ ]*  Provide job readiness and retention training.

*[ ]*  Provide skill training on interpersonal relations and collaboration.

*[ ]*  Assist with job leads and interview preparation.

*[ ]*  Provide employer/employee conflict resolution/mediation.

**Education Assistance**

*[ ]*  Assist juveniles who are attending school in gaining access to resources and participating in curricular and extra-curricular activities.

*[ ]*  Assist juveniles in accessing GED classes/testing, high school classes, or post-secondary education.

*[ ]*  Provide tutoring (teaching study skills) both during and after school

*[ ]*  Provide computer skills training.

*[ ]*  Assist juveniles in developing a career plan.

*[ ]*  Assist juveniles in maintaining positive relationships with other students and faculty.

**Skill Training and Acquisition**

*[ ]*  Assist juveniles with daily living skills; e.g. nutrition, menu planning, grocery shopping, home management, home safety, etc.

*[ ]* Assist juveniles with self-care skills; e.g. hygiene, health, parenting skills, etc.

*[ ]* Assist juveniles with money management skills; e.g. budgeting, saving, managing credit, etc.

*[ ]*  Assist juveniles with pro-social skills and activities; e.g. relationship building, appropriate language, appropriate dress attire, positive attitudes, etc.

**Other Skills Training**

*[ ]*  Assist juveniles with anger management skills and conflict resolution.

*[ ]*  Provide family, individual, peer support as needed to support skills training.

*[ ]*  Maintain daily or regular communication with community resources as to juvenile's accountability while in the community; e.g. school attendance, work schedule, counseling appointments, court hearings, community service work, etc.

*[ ]*  Transport juvenile to various scheduled appointments as requested by the Juvenile Services Coordinator or probation officer; e.g. job interview, school placement screening, etc.

*[ ]*  Assist juvenile in improving their health and well-being by connecting them to positive activities and organizations; e.g. community groups, religious groups, recreational or exercise activities, and opportunities to be involved in leadership activities, etc.

**Gang Intervention Services**

*[ ]* Assist in defining and addressing gang mentality and behaviors, providing problem solving and alternatives.

[ ]  Assist juveniles in dealing with gang and violence issues.

[ ]  Provide street mediation.

[ ]  Provide collaboration between law enforcement mediation.

[ ]  Provide crisis intervention services.

**Service Coordination**

*[ ]*  Transition Planning Meetings: As requested, participate in transition planning meetings with IDJC staff and treatment providers prior to juvenile's release from a state facility or residential contract provider placement.

*[ ]*  Treatment Team Staffings: As requested, actively participate in regularly scheduled staffings. The focus of these staffings will be to assess the juvenile’s progress, present outcomes and responses to treatment provided, and to review and make recommendations for revisions to juvenile’s case plans. The IDJC will pay the Contractor to attend staffings as requested by the Juvenile Service Coordinator while the juvenile is in the community.

*[ ]*  Family Support: Ensure that the juvenile’s family, or persons identified by the juvenile as family, participate in the juvenile’s life to ensure a successful transition back into the community. The IDJC will pay the Contractor for meetings with the family only when the juvenile is present and the meeting supports the services listed under the skills training section above. The IDJC will pay for family meetings without the juvenile only upon prior approval of the IDJC on an individual case-by-case basis.

*[ ]*  Court Hearings: IDJC will pay the Contractor to attend court hearings upon prior written approval of the IDJC.

**Tracker Services**

*[ ]*  Monitor juvenile movements in the manner as requested by the Juvenile Service Coordinator.

I hereby acknowledge and agree that I have read and understand all the terms and conditions contained in the application.

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided to the IDJC can result in disqualification of my application.

Signature: Printed Name:

**Form B:**

**Mandatory Reporting Acknowledgement of Understanding**

The protection of children is the responsibility of all staff and Idaho law provides that all IDJC staff are mandated reporters. Mandated reporters are required to report suspected child abuse and/or neglect immediately when they have “reason to believe” that a child may have been the victim of abuse or neglect. As professionals who work with children, mandated reporters are assumed to be in the best position to recognize and report child abuse and neglect as soon as possible. It is not the function of the mandated reporter to investigate.

The Child Protective Act (Idaho Code 16-1605, Reporting of Abuse, Abandonment, or Neglect) requires the following of you as a mandated reporter:

* You are required to “report or cause to be reported within twenty-four (24) hours such conditions or circumstances (suspected child abuse or neglect) to the proper law enforcement agency or the department”.
* Privileged communication between professional and client is not grounds for failure to report. Failure to report suspected incidents of child abuse or neglect is a misdemeanor.
* State law (Idaho Code 16-1606) protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports you make in good faith.
* In considering whether or not you need to make a report, understand that since the signs of abuse can be uncertain, if a child tells you they are being or have been abused, report it.

I understand my role as a mandatory reporter.

Signature: Date: