

<b>AGENDA ITEM:</b> Consent	<b>TYPE OF ACTION NEEDED</b>	CONSENT AGENDA <b>XX</b>
<b>MEETING DATE:</b> FC 07/16/19 BC 07/30/19	Executive Contract <b>XX</b>	PUBLIC HEARING
<b>SUBJECT:</b> Sign County Program Agreement Evidence Based Expansion FY 20-21 with DCYF/JRA Agreement Number 1963 59032	Pass Ordinance <b>XX</b>	1 <sup>st</sup> DISCUSSION
<b>Prepared By:</b> Rosa Garcia	Pass Motion	2 <sup>nd</sup> DISCUSSION
<b>Reviewed By:</b> Darryl Banks	Other	OTHER

**BACKGROUND INFORMATION**

The State of Washington Department of Social and Health Services, Juvenile Rehabilitation Administration (DCYF/JRA), in collaboration with the Washington Association of Juvenile Court Administrators (WAJCA) and the Washington State Institute of Public Policy (WSIPP) established a statewide system for Functional Family Therapy (FFT) and Aggression Replacement Training (ART). The Benton-Franklin Counties Juvenile Justice Center (BFJJC) has provided FFT and ART services since 1999. Because of the continued success of these programs, locally, BFJJC applied for and was awarded a grant to expand these programs beginning in 2007.

**SUMMARY**

The term of the Program Agreement Evidence Based Expansion FY 20-21 July 1, 2019, through June 30, 2021.

The delay in execution is a result of the legal review and signature processes.

**RECOMMENDATION**

I recommend that the Boards of County Commissioners authorize their Chairs to sign the Consolidated Contract No. 1963-59032.

**COORDINATION**

Coordination of the Consolidated Contract occurred as follows: Darryl Banks, Administrator; and Stephen Hallstrom, Benton County Deputy Prosecuting Attorney who reviewed the agreement as to form.

**FISCAL IMPACT**

This project is grant funded. The program agreement is based on expenditure reimbursement to the Benton-franklin Counties Juvenile Justice Center.

**MOTION**

I move that the Chair of the Board of Benton County Commissioners, and the Chair of the Board of Franklin County Commissioners be hereby authorized to sign, on behalf of their respective county, the Program Agreement Evidence Based Expansion FY 20-21 between the Juvenile Justice Center and the Department of Social and Health Services, Juvenile Rehabilitation Administration, for the term of July 1, 2019, through June 30, 2021.

**HANDLING/ROUTING**

Following signature from Franklin County, route to Benton County for signature. Following signature from Benton County three originals are to be returned to Rosa Garcia to disperse.

I certify the above information is accurate and complete.

Rosa Garcia

# JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. \_\_\_\_\_

FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_

**BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;**

**IN THE MATTER OF AWARDING THE PROGRAM AGREEMENT BETWEEN THE BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER AND THE STATE OF WASHINGTON DEPARTMENT OF SOCIAL AND HEALTH SERVICES, JUVENILE REHABILITATION ADMINISTRATION**

**WHEREAS**, Benton and Franklin Counties had a Program Agreement with Washington Department of Social and Health Services for Evidence Based Expansion via Benton County Resolution numbered 2017 492 and Franklin County Resolution numbered 2017 199 which is DSHS Agreement Number 1763-93744; and

**WHEREAS**, Darryl Banks, Administrator of the Juvenile Court, believes it is in the best interest of the Juvenile Justice Center that the County Program Agreement 1963-59032 between Washington State Department of Social and Health Services, Juvenile Rehabilitation Administration, and Benton-Franklin Counties Juvenile Justice Center be approved as presented for a term commencing July 1, 2019 and terminating on June 30, 2021, **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Benton County Commissioners, Benton County Washington and by the Board of Franklin County Commissioners, Franklin County Washington, the Boards concur with the Juvenile Administrator's recommendation and hereby approve Program Agreement Number 1963-59032. The Program Agreement is based on expenditure reimbursement in which a maximum amount not to exceed is not necessary.

**BE IT FURTHER RESOLVED**, that the Chairman is authorized to sign the attached Program Agreement Number 1963-59032; and

**BE IT FURTHER RESOLVED**, the term of the attached Program Agreement commences July 1, 2019 and expires on June 30, 2021.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2019  
BENTON COUNTY BOARD OF COMMISSIONERS

DATED this \_\_\_\_ day of \_\_\_\_\_ 2019  
FRANKLIN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman Pro Tem

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Benton County, Washington

Attest:

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Franklin County, Washington

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board



**COUNTY**  
**PROGRAM AGREEMENT**  
**Evidence Based Expansion SFY20-21**

DCYF Agreement Number  
1963-59032

This Program Agreement is by and between the State of Washington Department of Social and Health Services (DCYF) and the County identified below, and is issued in conjunction with a County and DCYF Agreement On General Terms and Conditions, which is incorporated by reference.

Administration or Division Agreement Number  
  
County Agreement Number

DCYF ADMINISTRATION Department of Children, Youth, and Families	DCYF DIVISION Children, Youth and Families	DCYF INDEX NUMBER 1122	DCYF CONTRACT CODE 2073CS-63
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DCYF CONTACT NAME AND TITLE Del Hontanosas Grants & Contracts Manager	DCYF CONTACT ADDRESS PO Box 45720 Olympia, WA 98504
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DCYF CONTACT TELEPHONE (360)902-8087	DCYF CONTACT FAX (360)902-8108	DCYF CONTACT E-MAIL hontadr@dshs.wa.gov
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COUNTY NAME Benton County Benton and Franklin Counties	COUNTY ADDRESS BentonFranklin Counties Juvenile Justice Center 5606 W Canal Place Suite 106 Kennewick, WA 99336
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COUNTY UNIFORM BUSINESS IDENTIFIER (UBI) 035-000-971	COUNTY CONTACT NAME Darryl Banks
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COUNTY CONTACT TELEPHONE (509) 783-2151	COUNTY CONTACT FAX (509) 736-2728	COUNTY CONTACT E-MAIL darryl.banks@co.benton.wa.us
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IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT? No	CFDA NUMBERS
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PROGRAM AGREEMENT START DATE 07/01/2019	PROGRAM AGREEMENT END DATE 06/30/2021	MAXIMUM PROGRAM AGREEMENT AMOUNT See Exhibit B
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EXHIBITS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this County Program Agreement by reference:  
 **Exhibits (specify):** Exhibit A: Evidence-Based Expansion Contract Term, Reimbursement Procedures, and Program Responsibilities; Exhibit B: Statement of Work; Exhibit C: Monthly Project Update Form; Exhibit D: Monthly Reimbursement Request Form; and Exhibit E: Quarterly Target Update Form

The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DCYF only upon signature by DCYF.

COUNTY SIGNATURE(S)  See attached signature page	PRINTED NAME(S) AND TITLE(S)	DATE(S) SIGNED
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DCYF SIGNATURE	PRINTED NAME AND TITLE Del Hontanosas Grants & Contracts Manager	DATE SIGNED
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## SPECIAL TERMS AND CONDITIONS

### EXHIBIT A

#### Evidence-Based Expansion (EBE) Contract Term, Reimbursement Procedures, and Program Responsibilities

1. The purpose of this Agreement is to fund and support the program services described in the attached Statement of Work. The contract term begins July 1, 2019 and expires June 30, 2021.
2. Funding. As of July 1, 2019 the rates paid to the County will be the rate calculated for State Fiscal Year (SFY) 2020-2021.

If by July 1, 2019 the County does not have a completed written application for funding approved by JR and signed by both parties, JR will temporarily reimburse the county according to the rates from the EBE Contract SFY 2016-2017 (DSHS No. 1763-93744) until September 1, 2019 to provide for continuity of services.

Once the County's application is signed and approved, the SFY 2020-2021 funding rate shall apply retroactively to July 1, 2019 and the County is responsible for adjusting its expenditures during the remainder of the agreement term to account for any discrepancies.

If the County has not properly accounted for the difference between the two rates by April 30, 2019, JR may adjust the amount reimbursed to the County for the final two months of the agreement to account for these discrepancies.

3. Statements of Work. As of July 1, 2019, the County is responsible for adhering to the Statement of Work described in Exhibit B: Statement of Work - Evidence Based Expansion.

If by July 1, 2019 the County does not have a completed written application for funding approved by JR and signed by both parties, the statements of work from the EBE Contract SFY 2018-2019 (DSHS No. 1763-93744) shall apply to all work performed under this agreement until September 1, 2017 to provide for continuity of services.

Once the County's application is signed and approved, the County shall be responsible for providing services in accordance with the SFY 2020-2021 Statement of Work from that date forward.

4. Late Applications.

If the County does not have a completed written application for funding approved by JR and signed by both parties by September 1, 2019, JR may discontinue reimbursement until the application is completed and approved.

## STATEMENT OF WORK

### Evidence Based Expansion

1. **Definitions.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
  - a. "Contractor" means the County.
  - b. "DCYF" means the Department of Children, Youth, and Families.
  - c. "JR means the Juvenile Rehabilitation which is under the DCYF.
  - d. "JR Bulletins/Policies" means the JR Administrative Policies, which direct JR expectations.
  - e. "Limited Access" means supervised access to a juvenile(s) that is the result of the person's regularly scheduled activities or work duties.
  - f. "Regular Access" means unsupervised access to a juvenile(s), for more than a nominal amount of time that is the result of the person's regularly scheduled activities or work duties.

## 2. Purpose

As mandated by the Washington State Legislature, the purpose of this contract is to provide funding to expand evidence based treatment and training programs administered by local juvenile courts. The expanded programs include Functional Family Therapy (FFT), Multi-Systemic Therapy (MST), Washington State Aggression Replacement Training (WSART), Coordination of Services (COS), and Family Integrated Transitions (FIT), and Education and Employment Training (EET).

### General Requirements.

Upon approval of the County Juvenile Court's Approved Evidence Based Expansion Application Response, the County Juvenile Court shall:

- a. Provide projects and services in compliance with the County Juvenile Court's Approved Evidence Based Expansion Application Response to the Rehabilitation Administration's Juvenile Rehabilitation (JR) Evidence Based Expansion Solicitation;
- b. All participating youth must be administered a Washington State Juvenile Court prescreen or full Risk Assessment. Youth who are moderate to high risk on the prescreen assessment must receive a full assessment. All moderate to high risk youth must receive a reassessment at the end of probation, in accordance with the timeline specified in the County Juvenile Court's Approved Evidence Based Application Response; and
- c. Ensure compliance with existing Community Juvenile Accountability Act (CJAA) State Quality Assurance programs for the following programs: Functional Family Therapy, Family Integrated Transitions (FIT), Multi-systemic Therapy, Washington State Aggression Replacement Training, Coordination of Services, and Education and Employment Training.

## 3. Intervention Programs:

- a. Functional Family Therapy, Multi-systemic Therapy, Washington State Aggression Replacement Training, Coordination of Services, Family Integrated Transitions, and Education and Employment

Training.

- b. The County Juvenile Court must serve the number of youth at the cost budgeted and as detailed in the County Juvenile Court's Approved Evidence Based Application Response. If the County Juvenile Court anticipates deviating from any aspect of its Application Response, it must submit a written request for prior approval to the JR Juvenile Court Treatment Programs Administrator. Service delivery must be based on and adhere to the following specifications:

(1) For Functional Family Therapy (FFT):

- (a) General precepts/practices contained in FFT, LLC Initial 3-Day Training;
- (b) Assessment/Reporting Standards contained in FFT, LLC 1-Day Systems Training;
- (c) Clinical feedback from FFT LLC in on-going consultation and site visits;
- (d) Feedback from designated FFT statewide Quality Assurance Administrator in on-going consultation and site visits; and
- (e) Precepts/practices of FFT contained in Blueprints for Violence Prevention

(2) For Multi-systemic Therapy (MST):

- (a) Precepts/practices of MST contained in Blueprints for Violence Prevention; and
- (b) General precepts/practices contained in training, consultation, and clinical oversight as provided by the University of Washington.

(3) For Washington State Aggression Replacement Training (WSART):

- (a) Precepts/practices contained in Aggression Replacement Training (Rev. Ed.) by Goldstein, Glick and Gibbs;
- (b) Precepts/practices contained in WSART initial training or subsequent Quality Assurance statewide meetings;
- (c) Feedback from designated WSART statewide Quality Assurance Specialist and Regional Site Consultants in on-going consultation and site visits.
- (d) All WSART sites are required to utilize the WSART Database to track progress on starters and completers of WSART.

(4) For Coordination of Services (COS):

- (a) Precepts and practices contained in Coordination of Services Statewide Manual; and
- (b) General Precepts and practices contained in the Coordination of Services initial training.

(5) For Family Integrated Transitions (FIT):

- (a) Attendance to all training on the treatment model required;
- (b) Compliance with all concepts and practices contained in the training and in the developed treatment model; and
- (c) Clinical guidance as supplied by the University of Washington.

(6) Employment Education and Training (EET):

- (a) General precepts and practices contained in the EET Statewide Manual.
- (b) Feedback from designated EET statewide Quality Assurance Specialist in on-going consultation and site visits.

c. For the interventions listed above:

- (7) The County Juvenile Court shall comply with the Washington State Institute for Public Policy (WSIPP) evaluation design for CJAA (see *CJAA: Program Evaluation Design*, WSIPP, November 1998). WSIPP will evaluate recidivism effects as well as the costs and benefits of the programs. The County Juvenile Court shall participate with all parties to ensure effective program evaluation.
- (8) RCW 13.40.500 through 13.40.550 requires that the County Juvenile Court collect the name, date of birth, gender, social security number, and Juvenile Information System (JUVIS) number for each juvenile enrolled in the Evidence Based Expansion Program.

**4. Performance-Based Contracting Implementation**

- a. Beginning July 1, 2019, DCYF is strategically implementing quality and outcome performance measures in contracts that provide services to children and families as required by House Bill 1661.
- b. The purpose of this change is to help achieve DCYF's long-term outcome goals, with a focus on building partnerships, using data to learn and improve, and advancing racial equity.
- c. DCYF Outcome Goals supported by Juvenile Courts' EBPs include:
  - (1) Parents and caregivers are supported to meet the needs of children and youth;
  - (2) Youth school engagement;
  - (3) High school graduation; and
  - (4) Youth mental/behavioral health.
- d. The quality measure below only apply to Juvenile Court EBPs, which are described in the Statement of Work, Section 3.
- e. Quality Measures:

The Contractor shall participate in ongoing reporting, monitoring, and discussion with DCYF for the following quality measures.

**Program starts**

<b>Goal</b>	Youth access needed Evidence-Based Programs (EBPs)
<b>Metric</b>	Number of youth who start an EBP
<b>Target</b>	<b>100% of youth identified in contractor's application to start an EBP</b>
<b>Reporting Requirement</b>	Contractors will continue to report program starts in PACT (See <i>Section 2.b</i> )
<b>Performance Management</b>	<b>Contract Size / Term:</b> Contractors future allocation will be based on percent of target achieved in the current contract cycle

<b>Continuous Improvement</b>	DCYF will support continuous improvement by establishing a performance feedback loop to share and review performance data with contractors at least annually.
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**5. Consideration.**

- a. The maximum consideration for the Evidenced Based Expansion program for SFY20-21 is identified in the “Juvenile Court Evidence Based Expansion Funding Awards SFY20-21” list, incorporated herein by reference.
- b. Under expenditure in FY20 may not be carried forward to the subsequent fiscal year. A revenue sharing process may be made available during the latter part of SFY20 and SFY21 for all counties participating in the Evidence Based Expansion contract, provided funding is available.
- c. The full list of priorities is detailed in the “County Juvenile Court’s Washington State Juvenile Court Evidence Based Expansion Application”. County Juvenile Courts shall submit the JR provided “Revenue Sharing Requests>Returns Form” to the JR Juvenile Court Treatment Programs Administrator identified on page 1 no later than May 15<sup>th</sup> of each fiscal year. Late submittals shall not be considered, unless otherwise mutually agreed upon. Revenue sharing increases and decreases will be awarded by distribution of a revised “Juvenile Court Evidence Based Expansion Funding Awards SFY20-21” list. The total maximum consideration for this contract may increase or decrease, depending on the results of revenue sharing distributions and changes in appropriations as directed by the legislature.”
- d. JR will review utilization by January 1<sup>st</sup> each fiscal year. If the County Juvenile Court has significantly exceeded their proposed cost per participant as detailed in their “County Juvenile Court’s Washington State Juvenile Court Evidence Based Expansion Application”, the Juvenile Court Treatment Programs Administrator and CJAA Advisory Committee shall intervene and a work plan be developed with the County Juvenile Court to maintain compliance with their proposed cost per participant.
  - (1) The cost per participant is determined in section 4(C) of the “County Juvenile Court’s Washington State Juvenile Court Evidence Based Expansion Application”, incorporated herein by reference.”
- e. Reimbursable costs include staff salaries, staff benefits, training, fees, quality assurance where appropriate, and local expenditures on administration.
- f. Reimbursement for administrative and equipment costs shall not exceed 15% of the original annual allotment. Administrative costs include discrete, assignable activities and cost necessary for overall management and support of a program.

**6. Payment and Billing.**

- a. DCYF shall pay the Contractor upon acceptance by DCYF of a properly completed Invoice Voucher (A-19), or other JR pre-approved invoice document, and the required monthly project forms. JR retains the right to withhold payment for incomplete or delinquent reimbursement packages.
- b. The following Deliverables must be attached with the Invoice Voucher (A-19) and completed before payment will be made by JR:
  - (1) Monthly Project Update Form. Use Exhibit C – Monthly Project Update Form. Submit a separate Update Form for each intervention program (FFT, MST, WSART, COS, FIT, and EET).
  - (2) Monthly Reimbursement Request Form. Use Exhibit D – Monthly Reimbursement Request



Form. Submit a separate Update Form for each intervention program (FFT, MST, WSART, COS, FIT, and EET).

(3) Quarterly Target Update Form. Use Exhibit E – Quarterly Target Update Form. Submit a separate Target Update Form for each intervention program (FFT, MST, WSART, COS, FIT, and EET) to JR within 15 days following each fiscal quarter being reported on. This form does not need to be submitted with the monthly Invoice Voucher (A-19).

(4) Complete Monthly Business Intelligence Tool (BIT) EBP Summary Report.

- c. The County Juvenile Court agrees to accept payment as outlined in this Billing and Payment Section of the Contract as total and complete remuneration for services provided to offenders under this Contract. This does not preclude the County from seeking other funding sources. No indirect costs are allowed.
- d. The County Juvenile Court shall use these funds to supplement, not supplant, the amount of federal, state, and local funds otherwise expended for the services provided under this Contract.
- e. Under no circumstance shall the County Juvenile Court bill twice for the same services.
- f. The County Juvenile Court shall maintain backup documentation of all costs billed under this Contract.
- g. Stop Payment. If reports required under this Contract are delinquent, JR may stop payment to the County Juvenile Court until such required reports are submitted to JR.

## **7. County Compliance.**

### **a. Subcontractors**

If the County Juvenile Court utilizes subcontractors for the provision of services under this Contract, the County Juvenile Court must notify the JR Juvenile Court Treatment Programs Administrator in writing and maintain sufficient documentation to verify that the subcontractors meet all the requirements under this Contract. In no event shall the existence of a subcontract release or reduce the liability of the County Juvenile Court for any breach of performance.

### **b. Other Provisions**

The County Juvenile Court shall comply with the following other provisions for all services provided under this Contract.

#### **(1) Background Check/Criminal History –**

- (a) In accordance with Chapters 388-700 WAC (JR -Practices & Procedures), 72.05 RCW (Children & Youth Services), and by the terms of this contract, Contractor and each of its employees, subcontractors, and/or volunteers who may or will have regular access to any client/juvenile must be cleared through a JR approved criminal history and background check. In addition, Contractor, each of their employees, subcontractors, and/or volunteers, who may or will have limited access to any client/juvenile, may be required to be cleared through a JR approved criminal history and background check.
- (b) By execution of this contract, Contractor affirms that Contractor, each of its employees, subcontractors, and/or volunteers, who may or will have regular access have not been convicted of any of the following:
  - i. Any felony sex offense as defined in 9.94A.030 RCW (Sentencing Reform Act-Definitions)

and 9A.44.130 RCW (Sex Offenses);

- ii. Any crime specified in Chapter 9A.44 RCW (Sex Offenses) when the victim was a juvenile in the custody of or under the jurisdiction of JR; or
- iii. Any violent offense as defined in 9.94A.030 RCW (Sentencing Reform Act-Definitions).

Contractor must require that current employees, volunteers, and contracted service providers who are authorized for regular access to a juvenile(s) report any guilty plea or conviction of any of the above offenses. The report must be made to the person's supervisor within seven (7) days of conviction and any person who have reported a guilty plea or conviction for one or more of these offenses must not have regular access to any offender. Contractor shall also document background checks/criminal history clearances for monitoring purposes.

## (2) Sexual Misconduct –

- (a) 13.40.570 RCW (Sexual misconduct by state employees, contractors) states that when the Secretary has reasonable cause to believe that sexual intercourse or sexual contact between the employee of a contractor and an offender has occurred, the Secretary shall require the employee of a contractor to be immediately removed from any employment position which would permit the employee to have any access to any offender.
- (b) By execution of this contract, contractor affirms that contractor, each of its employees, subcontractors, and/or volunteers are knowledgeable about the requirements of 13.40.570 RCW (Sexual misconduct by state employees, contractors) and of the crimes included in 9A.44 RCW (Sex Offenses).
- (c) In addition, the Secretary shall disqualify for employment with a contractor in any position with access to an offender, any person:
  - i. Who is found by the department, based on a preponderance of the evidence, to have had sexual intercourse or sexual contact with the offender; or
  - ii. Convicted of any crime specified in chapter 9A.44 RCW (Sex Offenses) when the victim was an offender
- (d) If any actions are taken under 13.40.570 RCW, subsections (3) or (4), the Contractor must demonstrate to the Secretary they have greatly reduced the likelihood that any of its employees, volunteers, or subcontractors could have sexual intercourse or sexual contact with any offender. The contract shall not be renewed unless the Secretary determines significant progress has been made.

## 8. Compliance with JR Policies and Standards.

- a. In addition to the governing Federal and State laws and regulations, the Contractor shall comply with all DCYF and JR Rules and Policies as applicable to the services provided.
- b. In case of conflict or inconsistency between the aforementioned, the higher standard of compliance shall prevail.

## 9. Monitoring

The County shall assist the JR to perform reviews of sites where services are delivered at regular intervals using agreed upon forms and methods.

**10. Items Incorporated by Reference**

- a. [RCW 13.40.500 – 13.40.550](#);
- b. [Juvenile Disposition Sentencing Standards](#);
- c. [Evidence-Based Public Policy Options to Reduce Future Prison Construction \(October 2006\)](#);
- d. [Providing Evidence-Based Programs with Fidelity in Washington State Juvenile Courts: Cost Analysis](#); and
- e. The Washington State Juvenile Court Evidence Based Expansion Application document dated July 17, 2019.

**11. JR Program Contact Information**

The primary program contact for this Contract for DCYF shall be:

Robert Leonard  
Program Administrator  
Juvenile Rehabilitation  
1115 Washington St. SE 98504-4570  
206.639.6009  
[LeonaRC@dshs.wa.gov](mailto:LeonaRC@dshs.wa.gov)

***Juvenile Court Evidence Based Expansion***  
**MONTHLY PROJECT UPDATE FORM**

The following information must be submitted on the Monthly Project Update Form, as provided by JR, for each type of intervention (WSART, FFT, MST, COS, FIT, and EET) and attached to an Invoice Voucher Form A-19 when submitting requests for payment to JR.

- (1) County Name.
- (2) Month/Year of Service.
- (3) The court's projected number of youth who will start the program for the **current fiscal year**.
- (4) The number of youth who started the program **during this month** (Youth shall only be counted as a starter one time per evidence based program per probation obligation).
- (5) The total number of youth who started the program **since the beginning of the current fiscal year**.
- (6) The number of youth who have successfully completed the program **during this month**.
- (7) The number of youth who have successfully completed the program **since the beginning of the current fiscal year**.
- (8) The total number of youth who are still active in the program and have not completed **as of the end of this month**.
- (9) The **Total Reimbursement** for the program since the beginning of the current fiscal year.
- (10) The county's **current cost per youth** for the program.
- (11) **Program Comments** (include barriers to getting youth to start the programs and/or any opportunities to expand the programs).

**Juvenile Court Evidence Based Expansion  
MONTHLY REIMBURSEMENT REQUEST FORM**

Attach completed Form(s) to an Invoice Voucher Form (A-19) when submitting requests for payment to JR. Note: Complete a separate MONTHLY REIMBURSEMENT REQUEST FORM for each type of intervention (WSART, FFT, MST, COS, FIT, and EET).

COUNTY	MONTH/YEAR	INTERVENTION PROGRAM (FFT, WSART, ETC.)
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**COSTS THIS MONTH**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b><u>Administrative (not to exceed 15%)</u></b>	\$ _____
<b>TOTAL COST</b>	\$ _____

**Juvenile Court Evidence Based Expansion  
QUARTERLY TARGET UPDATE FORM**

Submit completed Form(s) to JR within 15 days following each fiscal quarter being reported on. Note: Complete a separate QUARTERLY TARGET UPDATE FORM for each type of intervention (WSART, FFT, MST COS, FIT, and EET).

COUNTY	QUARTER	YEAR	INTERVENTION PROGRAM (FFT, WSART, ETC.)
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**PROPOSED QUARTERLY TARGETS**

FIRST QUARTER: JUL – SEP	SECOND QUARTER: OCT – DEC	THIRD QUARTER: JAN – MAR	FOURTH QUARTER: APR – JUN
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**ACTUAL QUATERLY TARGETS**

1. _____ is the number of youth who <b>participated</b> in the project for the quarter being reported.
2. _____ is the number of youth who <b>completed</b> the project for the quarter being reported.

**BARRIERS/ISSUES TO MEETING QUARTERLY PARTICIPATION**

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**IDENTIFIED OPPORTUNITIES TO EXPAND PARTICIPATION**

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NAMES AND TITLES OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY: COUNTY COMMISSIONERS' CHAIRMAN OF THE BOARD, MAYOR, CITY/TOWN MANAGER, AGENCY DIRECTOR)

**BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER**

*Darryl Banks*

*2-8-19*

Darryl Banks, Juvenile Court Administrator

Date

**BENTON COUNTY APPROVAL**

Approved as to Form:

*Stephen Hallstrom 070119*

Stephen Hallstrom, Deputy Prosecuting Attorney Date

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chairman, Board of Commissioners  
Date: \_\_\_\_\_

Attest:

Clerk of the Board: \_\_\_\_\_

**FRANKLIN COUNTY APPROVAL**

Approved as to Form:

Civil Deputy Prosecuting Attorney Date

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chairman, Board of Commissioners  
Date: \_\_\_\_\_

Attest:

Clerk of the Board: \_\_\_\_\_