

**DIVERSION PROGRAM MONITOR WORKSHEET**

**Program County(s):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Program staff present at monitor:**

**Date Monitor Completed:**

Statutory Requirements	Policies and Procedures
<p><input type="checkbox"/> Determination that the offense will support the filing of a juvenile petition or criminal charge prior to referral.</p> <p><input type="checkbox"/> Provides screening services for use in creating a diversion plan utilizing appropriate services for juvenile.</p> <p><input type="checkbox"/> Permit participation by a juvenile only on a voluntary basis.</p> <p><input type="checkbox"/> Allow the juvenile to consult with counsel prior to a decision to participate in the program.</p> <p><input type="checkbox"/> Program offered to the juvenile when practicable prior to the filing of a juvenile petition or a criminal charge.</p> <p><input type="checkbox"/> Result in dismissal of the juvenile petition or criminal charges if the juvenile successfully completes the program.</p> <p><input type="checkbox"/> Require information received by the program regarding the juvenile to remain confidential unless a release of information is signed upon admission to the program or is otherwise authorized by law.</p> <p><input type="checkbox"/> Includes a juvenile diversion agreement that has one or more of the following:</p> <ul style="list-style-type: none"> <li>• A letter of apology; Community service, not to be performed during school hours if the juvenile offender is attending school; Restitution; Attendance at educational or informational sessions at a community agency; Requirements to remain during specified hours at home, school, and work and restrictions on leaving or entering specified geographical areas; and Upon agreement of the victim, participation in juvenile offender and victim mediation.</li> </ul> <p><input type="checkbox"/> The stated goals of the program include: (1) To provide eligible juvenile offenders with an alternative program in lieu of adjudication through the juvenile court; (2) To reduce recidivism among diverted juvenile offenders; (3) To reduce the costs and caseload burdens on the juvenile justice system and the criminal justice system; and (4) To promote the collection of restitution to the victim of the juvenile offender's crime.</p> <p><input type="checkbox"/> Keep diversion data up to date in JDCMS and submit diversion data by January 30<sup>th</sup> of each year to the Crime Commission.</p>	<p><input type="checkbox"/> Written policy and procedures manual.</p> <p><input type="checkbox"/> Written intake process and eligibility guidelines.</p> <p><input type="checkbox"/> Written employee training manual including job descriptions.</p> <p><input type="checkbox"/></p> <p align="center"><b>Intake Process</b></p> <p><input type="checkbox"/> Screening tool to determine risk and needs.</p> <p><input type="checkbox"/> Additional assessments in place, if necessary.</p> <p><input type="checkbox"/> Immediacy between offense date, referral date, intake date, and programming is a priority.</p> <p><input type="checkbox"/> Provide explanation of diversion program and all of the youth legal protections (pg 12 of guidebook).</p> <p><input type="checkbox"/></p> <p align="center"><b>Programming</b></p> <p><input type="checkbox"/> Individualized programming to match risk and needs.</p> <p><input type="checkbox"/> Dosage of intervention individualized to match risk.</p> <p><input type="checkbox"/> Programming includes required parent participation.</p> <p><input type="checkbox"/> Prioritize services and supervision for higher risk youth.</p> <p><input type="checkbox"/> Services do not mix youth with varying risk levels.</p> <p><input type="checkbox"/> Graduated sanctions are in place to allow for continued participation in the event of a violation.</p> <p><input type="checkbox"/> If participation fee, waiver policy in place. \$ _____</p> <p><input type="checkbox"/></p> <p align="center"><b>Training and Resources</b></p> <p><input type="checkbox"/> Procedure for training new staff and continued annual training.</p> <p><input type="checkbox"/> Staff obtain access and training to JDCMS.</p> <p><input type="checkbox"/> Staff trained on written case management procedure.</p> <p><input type="checkbox"/></p> <p align="center"><b>Data &amp; Quality Assurance</b></p> <p><input type="checkbox"/> Provide pre/post surveys to parents and youth.</p> <p><input type="checkbox"/> Conduct pre/post asset tests with parents and youth.</p> <p><input type="checkbox"/> Policy and procedure to evaluate program integrity, quality, fidelity, and outcomes (pg 22-23 of guidebook).</p> <p><input type="checkbox"/> Run NCC Report and check data for accuracy.</p> <p><input type="checkbox"/></p>

## Interview Questions

How do you determine eligibility?	
How do you determine risk level?	
How do you match risk and needs with kind and degree of intervention?	
How do you ensure you are using the least restrictive intervention necessary?	
Does the youth and parents participate in the plan development?	
Describe your behavior oriented programming.	
How do you include the family in your programming?	
What %, if any, is your program funded through CBA?	
Do you generate case plans from JCMS?	
Do you enter diversion requirements in JCMS?	
Do you enter screening and assessment scores in JCMS?	
Overview of Data: questions?	
Other: outreach efforts to get them to enroll? Use of Em	

**Monitor Narrative**

**Program Description:**

**Follow-up Items:**

**Identified Training Needs:**

**Recommendations:**

**Monitoring Staff:**

**Date Form Completed:**