



VJCCCA Individual Program Manuals Template / Outline

Each unique program on a VJCCCA plan should have an individual program manual.
The following is a list of the sections / elements that should be included.

- **Program Name**
- **Program Provider / Owned By / Operated By**
- **Program Physical Address, Contact Information and Main Contact Person**
- **Program Days and Hours of Operation**
- **VJCCCA Program Category (from published allowable programs list)**
- **Program Description and Target Population**
 - Statement re Overall Description of the Program, Target Population To Be Served (including treatment needs / criminogenic need areas targeted in the program), and Expected long-term and short-term outcomes. Attach logic model if available.
 - Program Length / Duration / For Residential Programs Anticipated LOS
 - Program capacity or maximum number of participants
 - Program Staffing (staffing/positions) and staff qualifications
 - Program staffing ratio
- **Program Eligibility and Exclusionary Criteria**
 - Court Status (e.g. pre-dispositional v. post-dispositional)
 - CSU Status as Identified in BADGE (e.g. diversion, pre-dispositional monitoring, post-dispositional monitoring, probation - low, probation – moderate, probation – high, probation – intensive, parole)
 - Demographics (age, gender)
 - Residency / Court Of Jurisdiction Requirements
 - Risk Level on the YASI (for behavior change / intervention programs) or DAI Score (for detention alternatives)
 - Exclusionary Criteria (including offense(s))
 - Examples:
 - ❖ program serves youth aged 12 – 17, program does not serve clients age 18+
 - ❖ program cannot work with 18 year olds
 - ❖ program cannot accept referrals for youth with sexualized behaviors
 - ❖ program is for delinquency referrals only and is not appropriate for CHINS
 - ❖ program serves only youth on probation
 - ❖ program services only youth on parole
 - ❖ program does not serve youth on parole
 - ❖ program is designed for low-risk youth; moderate and high risk youth are excluded
 - ❖ program is designed for high-risk youth; low to moderate risk youth are excluded
 - ❖ program is for youth for youth open to the CSU as status intensive supervision
 - ❖ program referrals excepted exclusively from the CSU
 - ❖ a court-order is required prior to acceptance
 - ❖ program is for detention-eligible youth
 - ❖ program is for commitment-eligible youth

- **Referral Process**
 - Referral Process Overview; Referral Form (Attached)
 - Required Attachments From Referring Worker (Examples:)
 - Copy of YASI “Wheel” and Behavior Analysis
 - Detention Assessment Instrument (DAI)
 - Release of Information Form
 - Mental Health Assessment

- **Programmatic / Treatment Overview & Content**
 - Daily Schedule
 - Program Daily Participant’s Schedule
 - Behaviors and Areas Program Designed to Target (detention alternative programs excluded)
 - Criminogenic need areas targeted by the program (YASI domains / specific areas within the YASI domains)
 - Treatment Provided / Model(s) of Intervention
 - Approach(es) / Strategies / Models Used
 - Specific Indiv and Group Interventions Delivered and # of Hours of Each Delivered Each Day / Week
 - For each intervention or treatment list the staff position that provides
 - (Residential Only) Contracted Services - List any additional treatment services or interventions included in residential program but not provided by group home staff
 - Other Activities and Pro-Social Engagement Part of Daily Schedule
 - List All and Describe Each
 - # of Hours of Each Activity Delivered Each Day / Week
 - List which staff position provides the activities

- **Participant Expectations and Behavior Management Practices**
 - Participant Expectations / Program Rules (attach copy of rules and/or forms signed by youth and family)
 - Describe behavior management policies; behaviors resulting in discharge
 - Use of Graduated Responses (Sanctions and Incentives / Reinforcers (Attach copies of any response grids)

- **School (Residential Programs Only)**
 - School arrangement for participants who are residents in the jurisdiction of the residential program
 - School arrangement for participants who are not residents in the jurisdiction of the residential program
 - Daily plan for participants currently expelled from school, on homebound status, being homeschooled

- **Program Costs and Funding Sources**
 - Total Budget for This Specific Program / Service
 - Portion of above budget from state VJCCCA funds
 - Portion of above budget from VJCCCA required local match
 - Other local funds not shown on VJCCCA plan
 - Other funding streams, revenue / potential revenue in addition to state and local funds)
 - Rate(s) established and service units (e.g. per session per participant, per day per participant)

- **Licensing / Regulatory Authority (Residential Programs Only)**
 - List Agency That Licenses Program and Contact person With That Agency
 - Date of Last Audit and Current Licensing / Regulatory / Audit Status

- **Other**