

VJCCCA New Program/Service Concept Paper Template

Virginia Department of Juvenile Justice

Program Information

- Name of proposed program
- Program provider/operated by
- Program coordinator/contact information
- Program physical address
- Program projected start date

Program Description and Target Population

- Overall description of the program, to include curriculum.
- Evidence and research-base for program effectiveness / reference for listing within model program guide.
- Describe referral intake process.
- Program goals/expected outcomes.
- Program content/activities.
- At risk need areas and protective factors program designed to target.
- Identify the population to be served (age, gender, at-risk behavior(s) to be targeted, etc.).
- Program capacity or maximum number of participants.
- Program length/duration.
- Hours of operation.
- Program staffing.
- Any other additional program information.

Program Budget

- Please provide details regarding the planned budget for this proposed program.
- The estimated cost per youth to complete the program.
- When applicable, please provide details regarding contracts (for purchased services from private or public providers; personnel costs; travel expenses; staff development; telecommunications; supplies and materials; and equipment/office space rental.
- Will this program be funded entirely by VJCCCA? If not, what other funding sources will be utilized?
- Any additional program budget information.

Additional Requirements for Prevention Programs

- **Approved DJJ Assessment Tool**
 - What tool will be used to screen youth for risk, as well as to establish the need for the program?
 - Plans for administration and a sample of the tool.
- **Data Collection**
 - Plans for tracking and reporting.