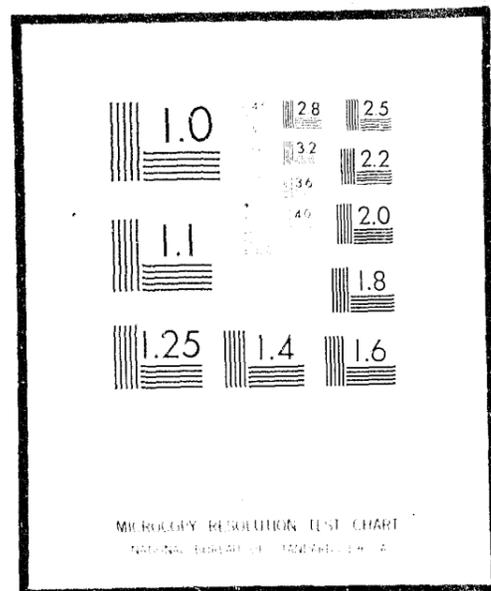


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STATE OF MARYLAND



## Staff Analysis of Operations and Funding of Youth Service Bureaus

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Maryland - Governor's Commission on Law Enforcement  
and Administration of Justice -  
STAFF ANALYSIS OF OPERATIONS AND FUNDING  
OF YOUTH SERVICE BUREAUS

September, 1975

Governor's Commission on Law Enforcement  
and the Administration of Justice

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DRAFT PROPOSAL RELATING TO THE FUNDING OF YOUTH SERVICE BUREAUS

A. History

In 1967, the President's Commission on Law Enforcement and the Administration of Justice recommended the use of youth service bureaus for the prevention and treatment of juvenile delinquency.

Since 1970, the Commission has supported a number of local government grant requests for the establishment and operations of youth service bureaus (the Commission does not make direct grants to private agencies). The purpose of these bureaus was to be a resource to the Department of Juvenile Services for diverting minor cases from the juvenile justice system, to provide services to adjudicated youth, and to assist in more primary crime prevention activities. It was the intention that these bureaus, if successful, would become local fiscal and operational responsibilities. In fact, the first bureaus were ultimately absorbed as a local function. It was not the intention of the Commission that the State assume the financial responsibility for these programs. After initial project evaluations, the Commission took two actions aimed at strengthening the operation of youth service bureaus:

1. Established minimum standards for youth service bureaus funded by the Commission.
2. Established a Uniform Data Reporting System.

In 1973, it became apparent that the youth service bureaus and some local governments intended to request that the State provide general funds support to continue youth service bureau projects. As a result of this development, the Commission took two actions:

1. Decided not to fund any new youth service bureau projects pending further project evaluation and a policy resolution of the State role in funding.
2. Made copies of project evaluation reports to staff of the Department of Budget and Fiscal Planning and the Department of Fiscal Services.

In the fall of 1974, it became apparent that the State would be faced with further requests for youth service bureau funding. In anticipation of these requests, the Commission recommended to the Executive Department and the Legislature that no State funding be provided.

During the 1975 session of the Legislature, additional State funding for existing youth service bureaus was provided. Additionally, funding was evidently provided for a new bureau. The Commission is now preparing additional recommendations and standards to deal with this situation. The Department of Budget and Fiscal Planning has been briefed on these new recommendations and has been given youth service bureau evaluation reports.

I. INTRODUCTION

The funding of youth service bureaus by the Governor's Commission on Law Enforcement and the Administration of Justice began in 1970 with the granting of Federal funds to five jurisdictions to develop youth projects. Since that time, the youth service bureau programming of the Commission has generated much discussion on the purpose, value and fiscal impact of these activities. The purpose of this paper is to summarize the youth service bureau activity over the past four years and make funding and program structure recommendations if future programming is authorized by the Commission or for any such programs operated through other sources of funding.

Since 1970, a total of 15 local jurisdictions received funding for youth service bureau projects or projects that had youth service bureau components in them. In addition to Baltimore City, seven counties, and seven municipalities received funding from the Commission for the operations of these projects. A total of 20 youth service bureau projects were approved for Federal funding. Five (possibly 10 more) of these received Commission funding for three years and have since been funded by the Department of Juvenile Services or their local unit of government. Several projects were terminated either for financial or programmatic reasons by Commission staff.

The following projects were terminated prior to three years of Commission funding:

<u>Grantee</u>	<u>Title</u>	<u>Years of Funding</u>	<u>Reason for Termination</u>
Queen Anne's County	Youth Service Bureau	1	Program operation not consistent with Commission's Youth Service Bureau Guidelines
Fairmount Heights	Youth Service Bureau and Roving Youth	2	Program and financial operation inconsistent with Commission policy
Howard County	Youth Awareness	1	Program operation not consistent with Commission's Youth Service Bureau Guidelines

<u>Grantee</u>	<u>Title</u>	<u>Years of Funding</u>	<u>Reason for Termination</u>
Baltimore City	Planning for East Baltimore YSB	1	Plan developed was not consistent with Commission program and financial policy
Cecil County	Youth Service Bureau	1	Failure to successfully implement the project

In 1972, the Commission staff developed a document entitled, "Guidelines for the Development of Youth Service Bureaus and Criteria Used by the Governor's Commission in Reviewing Grant Requests for Youth Service Bureaus from Units of Local Government." These guidelines were designed to make existing projects more effective in reducing delinquency and to make it clear that programs that were not dealing with troubled youth were ineligible for funding. In this 1972 report, guidelines for the program structure needed, capabilities needed, and resources required for implementing bureaus are defined. The youth service bureau was defined as an agency designed to provide a broad array of community services to juveniles referred to it by the formal juvenile justice system and/or to juveniles who were in danger of becoming delinquent. The youth service bureau was considered to be an agency that should serve referrals from the juvenile justice system, from appropriate non-criminal justice agencies and self-referrals. The guidelines also indicated that if a bureau was designed to serve significantly large numbers of potentially delinquent or non-criminal justice agency referrals, then it should be located in an area experiencing high rates of juvenile delinquency. The location of a bureau serving large numbers of potential delinquents in a "low crime" area was not compatible with the Commission's overall goals and objectives. (Attachment A contains a summary of these guidelines).

In 1974, the Commission staff completed the development of a project data uniform reporting system. This system, which is presently being used by several youth service bureaus, is designed to generate information on the referrals to the bureau, their behavior problem type, the treatment services, and follow-up status after completing the program. This information system should assist the Commission staff or other agencies in effectively monitoring and evaluating the project's activities. (Attachment B contains the requirements for this system).

11. COMMISSION STAFF'S CONCLUSIONS AND RECOMMENDATIONS ON YOUTH SERVICE BUREAU OPERATION

The Commission staff's review of various youth service bureaus has indicated several deficiencies both in terms of individual projects' operations and administration. These deficiencies and staff recommendations to correct them are outlined below.

A. Lack of Sufficient Planning Prior to Funding

Generally, most youth service bureau applications lacked sufficient background information and data for the subsequent evaluation efforts by the Commission staff. Justification of the youth problem and the selection of project site were usually stated in general terms. Specific planning is needed prior to the funding of any youth service bureau in the future. Grant requests should contain: (1) the youth (ages 10-17) population for area to be served; (2) the juvenile arrest rate for that age group; (3) the number of juveniles handled formally and informally by the Department of Juvenile Services for that jurisdiction during the prior twelve month period; (4) the "drop-out" and suspension rates from local schools; and (5) the number of juveniles presently on probation, in institutions, or on after care in the area to be served.

Additionally, all applications should indicate the support and involvement of both the regional staff and central staff of the Department of Juvenile Services. The expected number of Department of Juvenile Services' referrals should also be projected. To the extent possible, the application should identify potential resources in the area to be used by the youth service bureau.

Finally, the grantee should consider impacting on certain types of juvenile offenses in the geographic area. Crime specific planning techniques should be utilized where practical. Quantifiable objectives should be drafted correlative to the project's resources and the problem as identified by the planning process. (It should be noted that until clear program and fiscal policies are established by the State, it is recommended that no new youth service bureaus are funded).

B. Lack of Conformity to the Commission's Policy of Funding Youth Service Bureaus

The youth service bureaus have been funded in the Commission's functional area of prevention. Grantees have generally emphasized prevention prior to the youth's involvement with the system. However, as implemented through the Annual Action Plan,

the Commission policy is to fund projects designed to assist the present agencies in diverting juveniles from the system once they are identified through referral to the Department of Juvenile Services. This diversion effort is considered the primary purpose of a bureau receiving Commission funding. This primary objective should be made clear to all grantees operating such programs and compliance should be closely monitored. Substantial activities clearly outside of the Commission's objectives such as generalized recreational programs, should be funded by local government or other private resources.

C. Lack of Adequate or Qualified Staff to Operate the Program

Many of the youth service bureaus funded by the Commission operate through a community group that has contracted with the local jurisdiction (the applicant) to provide the services. For whatever reasons, most youth service bureau applications have included a staff salary structure that is too low to attract qualified and responsible individuals to the project. In some cases, the project director's salary was as low as \$8,000 a year. The result has been difficulty in finding good staff and the operation of projects with less than adequate staffing. Standards for staffing and salary structure need to be developed. The salary and job descriptions should be compatible with the local units of government or State merit systems. The Commission staff has proposed a standard staffing and salary structure for youth service bureaus in Section III of this report. The job classifications and salaries in the proposed system are compatible with the present State structure. This staff structure or a similar structure based on the local jurisdiction should be included in every application for youth service bureaus.

D. Lack of Sufficient Referrals from the Department of Juvenile Services in Particular and Criminal Justice Agencies in General

This deficiency overlaps with the one described in Paragraph A of this subsection. The applicant should have the involvement of the appropriate juvenile justice officials in the planning of the project prior to funding. Because of repeated experiences with the various youth service bureaus where insufficient or very small number of referrals were received from the Department of Juvenile Services, the Commission staff is recommending that applications from youth service bureaus not be funded unless the Department of Juvenile Services endorses the application and gives an estimate of the number of juveniles that will be referred to the project during the grant year. Additionally, the Commission staff has developed a purchase of care formula, discussed in Section V of this paper, that will place funding priority on the acceptance and treatment of DJS referred youth. While the Commission staff recognizes

the value of "pure" prevention activities with youth, because of the scarcity of resources and the large numbers of youth who have been referred to DJS, the staff feels that priority must be given to diversion of youth from the system. Criteria for non-DJS referrals to receive intensive services are given in Section IV of this report.

E. Lack of Uniform Reports and Poor Quality Quarterly Reports

The reports submitted by the youth service bureaus have varied widely in quality. Depending on the person drafting the report, the material submitted may be useful to the Commission staff in monitoring the project's operation. Additionally, one youth service bureau's reports did not lend themselves to a comparison with another's. The reports did not always accurately describe the operations of the project. For these reasons, as noted previously, the Commission staff has developed and implemented a reporting format to be used with youth service bureau projects. This report format will allow the Commission staff to compare the operations of various youth service bureaus. This reporting system should be mandatory for all youth service bureaus.

F. Lack of a Cost Analysis of Youth Service Bureau Operations

As noted previously, the youth service bureaus funded by the Commission lacked standards in their treatment program, their quarterly reporting and relationships with the juvenile justice system. This made it difficult to compare and analyze the various costs of providing services. Through the use of the standard reporting format and the purchase of care funding formulas, such comparisons should be possible in the future. These tools would allow program review staff to make comparisons of youth service bureaus in terms of treatment costs per child and other more sophisticated factors that cannot be calculated under the present system.

G. Lack of Independent Verification of the Grantee's Program Statistics

In the past, due to a number of factors, it has not been possible to independently verify the statistics developed by the grantees. The uniform reporting system and the purchase of care funding formula should make this task possible in more instances.

In order to avoid these problems, the staff recommends that the following criteria be applied to any funding decision on youth service bureaus:

1. That no application for a youth service bureau be funded without thorough planning that identifies (a) the number of youth (ages 10-19) in the area to be served; (b) the juvenile arrest rate in that location for that age group; (c) the number of juveniles handled formally and informally by the DJS for that jurisdiction during the prior twelve month period; (d) the "drop-out" and suspension rates from local schools; and (e) the number of juveniles presently on probation, in institutions, or on after care in that jurisdiction;
2. That no application for a youth service bureau be funded without the endorsement of both the DJS central and regional staffs and a projected number of referrals from the Department to the YSB for the project year;
3. That the applicant, if funded, be required to use the Commission reporting format (described in detail in Section VI of this report);
4. That a purchase of care-type funding formula in conjunction with the number of DJS projected referrals (such as described in Section V of this report), be used to initially estimate the allotment of Federal funds to the project and be reviewed on a planned basis to make funding adjustments accordingly;
5. That no application be funded without adequate staffing and salary structure either compatible with the Commission's recommended structure in Section III of this report or with a local unit of government's merit system; and
6. That the applicant agree to place priority on DJS referrals and that non-DJS referrals for intensive service be accepted in accord with the Commission staff criteria for such referrals as defined in Section IV of this report.

### III. RECOMMENDED STAFFING FOR YOUTH SERVICE BUREAUS

In order to provide adequate and efficient allocations of funds and to insure quality delivery of services to youth, it is essential that guidelines be developed for the staffing of youth service bureaus. It should be noted, however, that some flexibility should be allowed based on local conditions and available community resources. A review of Commission-funded youth service bureaus indicates some unnecessary disparity in staffing patterns and salary compensation levels for youth service bureaus. It is necessary to provide some reasonable staffing guidelines for youth service bureaus.

Before providing specific data regarding staffing, it is necessary to clearly state the assumptions from which the guidelines are developed. The first assumption is that youth service bureaus should be providing significant amounts of counseling through inhouse capabilities, rather than only referring clients to other resources. It is realized, of

course, that there will be many cases that would require specialized services that cannot be provided by the bureau. Cases that would fall into this category would be severe emotional disturbances requiring intensive psychotherapy, or other very serious behavioral problems. For the vast majority of Department of Juvenile Services' referrals and for non-DJS referrals (defined in Section IV of this report) the bureau should, however, be able to provide significant direct services. The Commission staff also assumes that the youth service bureaus can provide inhouse, those other capabilities established in the Commission's Guidelines for Youth Service Bureaus (See Attachment A). Another assumption is that in most instances competent counseling of a parent and his youth cannot be provided by a para-professional. A para-professional for Commission purposes is an individual with less than a bachelor's degree and with little or no experience and training in providing counseling to a youth and/or his family. A review of staff of some Commission-funded YSB's indicates that counseling is often provided by "para-professionals" in their early 20's with a high school diploma, little training, and sometimes minimal college course work. Based on the review of YSB operations to date, the more successful bureaus have had staff with the necessary experience and education in counseling.

The following briefly outlines a proposed staffing structure for youth service bureaus, including minimum qualifications and compensation rates.

#### Board of Directors

All youth service bureaus should have a Board of Directors or advisory board whose responsibilities would relate to establishing policy, budget development, and supervision of the bureau director. If the bureau were to be operated by a public agency, then the board would only be advisory in nature and not have staff supervisory functions. The board should include a representative of the regional Department of Juvenile Services' staff, a juvenile court judge, representatives from other agencies or organizations that offer potential referrals to the bureau, and citizens from the community. Consideration should be given to including youths on the board. The board members would serve specific terms of office and offer their services on a gratis basis. It is essential that the board be as representative of the community it serves as possible and that the board include at least some influential community leaders. It is assumed that community support of the bureau would be directly related to the extent to which the board is able to reflect and influence the views of the community. Youth service bureaus can be operated by local public agencies or by community-based non-profit organizations. However, it is not recommended that youth service bureaus be operated by profit-making agencies or non-profit agencies charging significant indirect costs.

#### Director

The bureau director is vital to the effectiveness of the youth service bureau. It has become almost axiomatic that the success or failure of a bureau is contingent on the skills of the director. The director's primary responsibilities would include liaison with the Department of Juvenile Services, other referral sources and the community.

This would entail considerable public contact with these groups in an effort to broaden community support and generate appropriate referrals. Also, the director would be responsible for implementation of policy, evaluation, general administrative duties, staff supervision and day-to-day management of the bureau. The bureau director should not have to maintain a caseload if the total bureau staff includes at least five full-time staff, including the director. A small counseling caseload should be maintained by the director if the total bureau staff is less than five. Minimum qualifications for this position should include a B.A. degree and preferably a master's degree with at least three years experience in the delivery of services to youth and administration. Minimum compensation for this position would begin at Grade 13 of the State Salary Structure. An individual with a master's degree or extensive experience could be started at Step 1 or perhaps Step 2 of the Grade 13 level. The reason for selecting this rate of compensation is that the Department of Juvenile Services compensates its juvenile probation supervisors at the Grade 13 level and the duties of a bureau director and a DJS supervisor are generally comparable.

Other qualifications considered important to this position would be strong public speaking and administrative skills and a knowledge of the local community and its resources.

#### Counseling Staff

Youth service bureaus should make every effort to insure that their counseling staff are capable of providing competent counseling to both the client and his family. The inclusion of the family in the counseling process is essential to the effective resolution of the problems that result in a youth being referred to a YSB.

To provide effective counseling services, a minimum of a B.A. degree in the social sciences is essential. Ideally, the counselor should have experience in providing services to youth and their families and have some background in specific treatment techniques. A strong training program could help develop the latter qualification. In addition, knowledge of the existing area and its resources and personal maturity are important. The Commission staff recommends four counselor positions that are comparable to the Department of Juvenile Services' Probation Counselor positions. (This may vary slightly depending on caseload and the community resources available.) The number of counselors required would vary with caseload. Additionally, for prevention-oriented activity, some consideration should be given to including outreach staff. This type of position could be filled by trained para-professionals.

- A. Counselor I: B.A. degree in the social sciences with no experience. Base pay of \$8,846 per annum. (Grade 9),
- B. Counselor II: B. A. degree in the social sciences with two years of experience in the area of providing services to youth and their family. Base pay of \$9,473 per annum. (Grade 10)

- C. Counselor III: B.A. degree with three years of experience or a master's degree in the social sciences with no experience. Base pay of \$10,192 per annum. (Grade 11)
- D. Counselor IV: B.A. degree with four or more years of experience or master's degree with a year of experience. Base pay of \$10,967 per annum. Master's degree with more than a year's experience could be started at a Step 1 or Step 2, Grade 12 level.

It is anticipated that these counselors would maintain a caseload of at least 20 clients per month with an approximate turnover in caseload every three to four months resulting in a minimum of 60 cases served a year. It is not expected that a youth service bureau would have difficulty filling these counseling positions given the current employment market and the suggested salary structure.

#### Consultants

Generally, youth service bureaus should have a consultant available at the rate of one hour per week per counselor, to provide on-going consultation to both clients and staff as well as staff training. The consultant should be a certified psychologist or psychiatrist.

#### Clerical Staff

Clerical staff should be available at a ratio of one full-time secretary for each four professional staff, including the director and counseling staff. Base pay for this position would be \$7,221.

#### Training

Youth service bureau staff should be required to complete comprehensive preservice and inservice training programs subject to standards set by the Department of Juvenile Services.

### IV. NON-DJS REFERRAL CRITERIA

As noted previously in the report, the Commission policy has been to fund projects designed to assist the present agencies in diverting juveniles from the system once they are identified through referral to the Department of Juvenile Services. The assumption underlying this position has been that those youth who have had contact with the Department of Juvenile Services' intake staff have a high probability of becoming re-involved with the juvenile justice system. Additionally, having these youth handled by community resources allows DJS to concentrate on more difficult cases. By reducing DJS workload, there is also a reduction in DJS fiscal requirements. These youth should receive priority over clients from other referral sources in receiving services from a youth service bureau. However, there are several agencies, other than the Department of Juvenile Services, which are capable of identifying youth in danger of being delinquent. For instance, the public school system, the Department of Social Services, the Health Department and other public and private agencies, often have frequent contacts with troubled youth. These agencies often require treatment and referral resources not

not internally available to them.

It is recommended that the target population for youth service bureaus include: (1) Department of Juvenile Services' referrals and (2) referrals from non-DJS sources provided there is a clear indication of a behavioral problem that may result in delinquent behavior.

In determining the type of referral from a source other than the Department of Juvenile Services that should be the priority for category two, a review of the literature in the field indicates several studies have been undertaken to determine the characteristics of youth in danger of being delinquent. However, the data available is far from conclusive. Based on a review of the literature and the Commission's experience in the field, the following characteristics would tend to indicate a need for help from a youth service bureau. These characteristics should serve as a general guide by youth service bureaus to determine if a non-DJS referral is the type of youth who could profit from intensive services. These characteristics are not exhaustive and a youth would not have to exhibit all of the characteristics listed to be considered in need of services.

#### PERSONAL

- A. A documented history of drug and/or alcohol abuse;
- B. A documented disregard for the property of others (e.g., highly impulsive, continually damaging or stealing property of others);
- C. A documented history of aggressive behavior that endangers the well-being of peers and/or family members;
- D. Indications of internal emotional conflicts such as extremely low frustration level or handicap which causes ridicule by contemporaries.

#### FAMILY

- A. A documented history of chronic parental disobedience and/or running away from home;
- B. A home situation characterized by inconsistent parental discipline (e.g., runs from severe punishment versus over-indulged and spoiled), and a high degree of stress in interpersonal relationships between family members (e.g., marital instability, intense sibling rivalry);
- C. A family history of deviant behavior (e.g., siblings and/or parents have been involved with the criminal justice system for serious offenses).

#### PEER GROUP

- A. Exhibits gang or gang-like behavior (e.g., seeks older companions and is always in the middle of excitement);
- B. Is isolated from peers causing various observable problems.

#### SCHOOL

- A. Continually disruptive behavior to the extent that the person must often be excluded from the classroom;
- B. Excessive truancy;
- C. A history of under-achievement in school (e.g., under-achievement to the point of ridicule by peers, severe reading problems, attention span consistently below that expected).

If a child exhibits many of these characteristics, then a referral to the youth service bureau may be appropriate. In implementing this criteria, it would be necessary to closely monitor non-DJS referrals to the youth services bureau to insure that the referrals are appropriate. At the initial intake interview with the referral, the bureau should clearly state in writing the presenting problem indicating if the criteria described is being met. Strict adherence to this criteria is essential if youth service bureaus are to impact upon that segment of the youth population that may potentially become involved in delinquent activity. (This is not to say that other youth should not be involved in program activities to a minimal extent such as in outreach activities).

Another point that needs to be emphasized is that at no time should the words "potential delinquent" be used in the bureau's discussion with the client and his family or referring agencies. Such labeling is dangerous and must be avoided. The bureau in explaining its intake criteria to referring agencies and families should stress that it is able to work only with those youth and families who appear to be having the significant problems. The criteria simply defines what the bureau sees as serious problems.

#### V. SUGGESTED FUNDING FORMULA

##### A. Introduction

It is the policy position of the Commission that except for initial Federal seed money, local government and private resources should be fiscally responsible for YSB's. However, Commission funding and any State assistance should be tied to the benefit received in reducing delinquency.

The Commission staff has reviewed several alternative methods of funding youth service bureau projects. The best alternative in terms of insuring acceptable levels of DJS referrals and counseling workload was a purchase of services formula method. This method was developed after reviewing the operational costs of various youth service bureaus as they relate to the direct treatment services being rendered to the youth. Additionally, assumptions were made concerning potential cost savings to society by the operation of a bureau. The purchase of care method must be tied to counseling caseload, standards of counseling services and type of referrals in order to adequately address the Commission concerns of providing quality services to youth in danger of becoming delinquent.

The formula developed would allow a subsidy of \$700 to the youth service bureau for each referral (alleged or adjudicated Child in Need of Supervision or delinquent) from DJS and who remains in the program for a significant period (tentatively at least five counseling sessions over a three month period). Minimal treatment services and counselor caseload would be required. The development of the formula is explained in the subsections below. It should be noted that the formula is based on five considerations:

1. It provides support to local youth service bureaus which are providing services to the youth that would require DJS services if the youth service bureau did not exist. In this respect, there is a cost trade-off to the State.
2. The formula is set at a level that would be adequate to support those bureaus which are operating in an effective and efficient manner. (Use of the formula in project evaluation has demonstrated this on several occasions. The formula could be adjusted upward or downward at a later date based on experience.)
3. The formula is designed to provide adequate human resources to serve DJS referrals and at the same time to provide significant support toward the capability of dealing with youth in danger of becoming delinquent.
4. The formula is not designed to provide total funding to the bureaus. However, depending on the type of client served this could occur. It is envisioned that to the extent that the bureau wants to put greater emphasis on youth in danger of becoming delinquent and other prevention activities that this is a local responsibility that should be supported by local funds or private resources.
5. The formula is designed to make sure that there is a close working relationship between the bureaus and DJS by making it financially beneficial to the bureaus for that relationship to exist. Further consideration should be given to the possibility of allowing credit to referrals from police agencies where the person has been charged with an offense.

B. Expected Cost of Full-Time Youth Service Bureau Counselors

The cost of a full-time paid youth service bureau counselor including all overhead can be expected to be in the range of \$20,000 per year. (This assumes staff persons meeting the more traditional education and experience requirements for counseling.) Where a portion of all of the bureau staff is characterized by pre- or para-professional workers this cost will be too high and some form of an adjustment should be made when calculating cost per counselor year. A sample of currently-funded YSB's indicates the following:

<u>Bureau</u>	<u># of Full-Time Counselor Equivalents</u>	<u># of Professional Counselor Equivalents</u>	<u># Pre-Prof. Counselor Equivalents</u>	<u>Actual or Expected Total Annual Proj. Costs</u>	<u>Cost Per Counselor Year</u>
Dundalk	3.5	3.5		\$70,000	\$20,000
Carroll County	3	3	Volunteers	67,000	22,333
North-West	11	4	7	161,102	21,480
Lighthouse	3	1	2	30,500	15,250
Greenbelt Cares	3.5	3.5		82,000	23,429

C. Expected Annual Full-Time Counselor Caseload

Based on project experience, it is anticipated that a full-time professional counselor can maintain, at a minimum, a 20-client caseload. With expected length of service three or four months, a counselor can be expected to service a minimum of 60 new youth clients per year. The caseload can be expected to vary based on the nature and source of referrals (e.g., DJS, schools, walk-in, exposure generated) and the type of services rendered (e.g., individual counseling, family counseling, group counseling, direct services such as vocational placement). These factors would be expected to influence the number of clients that could be served. Thus, the mix of clients will to some extent influence the size of the caseload and the number of clients serviced by a counselor.

D. A Pricing Mechanism for Determining Minimum Acceptable Annual Counselor Clients Served

One basis of determining the value of counseling services provided by the YSB would be the difference in anticipated present and future costs that society would incur as a result of a client's behavior (e.g., costs of court trial, disposition, probation or commitment; cost of possible subsequent apprehensions), compared to costs that society would incur after intervention of the bureau with the client. It is, of course, anticipated that the sum of bureau operating costs (i.e., counseling costs) plus subsequent client costs would be less than costs incurred by the client assuming no youth service

bureau role. If this is not the case, then society would derive little benefit relating to crime control from the bureau or the services offered. If a typical bureau has a \$20,000 a year counselor cost and expects a typical counselor to service at least 60 new clients per year then the average cost per client is \$333. This means that the bureau must bring about a minimum \$333 average decrease in subsequent client costs to effect a cost trade-off to the system. It is apparent that clients who have been apprehended for committing delinquent acts have in all likelihood a higher probability of committing subsequent acts than do clients who (even though they may exhibit characteristics of being in danger of becoming delinquent), have no previous apprehension or referral history. Furthermore, it is not known with predictive certainty what the likelihood is for a youth committing delinquent acts in the future given certain exhibited characteristics. Given this uncertainty or risk associated with the potential delinquent, it seems reasonable to assign a greater weight to known DJS referrals than to referrals (i.e., clients who only have some probability of becoming involved with the juvenile justice system and thus incurring future costs to the system).

What these weights should be is a matter of opinion. However, given the general cost of a counselor (\$20,000) and the expected minimum number of clients, a counselor can service intensively in a year (around 60), a reasonable dollar value for delinquent and pre-delinquent clients serviced can be generated.

For example, if a counselor costs \$20,000 per year including all overhead, then it would take 29 DJS service units to financially support the counselors' activity. (For the purpose of this paper, a DJS service unit is a referral alleged or adjudicated CINS or delinquent for a three month period). Since a counselor can handle at least 60 units per year, this leaves ample staff resources for handling other youth in danger of being delinquent (Category Two). If the local agency wants to provide still further youth services beyond the amount of resources available through DJS, these should be supported through non-state funds.

#### E. Applying the Formula to Youth Service Bureaus

There are several basic approaches which could be used for applying the funding formula to existing or new youth service bureaus. Close study is needed to determine the exact combination of these approaches which is most functional.

1. Immediate Conversion: Under this system, each bureau would be immediately converted to the funding formula. An advance would be paid for the first quarter based on projections or past experience.
2. DJS Projections: Under this system, in order to smooth the transition period each bureau would be guaranteed in the first year a figure based on DJS referral projections. This projection would be based on past experience and projected needs for the coming year. After the first year, the straight formula would be used.

3. Past Performance: Under this system, a bureau in its first year under the formula would be guaranteed an amount equal to its referral units in the previous year. After the first year, the bureau would go on the straight purchase of service basis.
4. Minimum and Maximum Guarantees and Audits: It may be desirable to guarantee a minimum amount for each year. This would promote financial stability over a period of time. While there are a number of approaches that could be used, it is suggested that the minimum guarantee be an amount equal to 80% of that earned by the bureau through DJS referrals in the previous year. Additionally, in order to control costs and program size, it may be desirable to set a maximum on the amount each bureau can receive each year. New bureaus could be guaranteed up to 80% of projected earned revenues.

Finally, while this program is suggested to be a purchase of service project, all funds should be accounted for by the grantee separate from other revenues and be subject to detailed audits. All grant funds should be expended on client services within a reasonable time after these are received. Additionally, all programs should submit detailed grant applications with supporting budget justification.

#### VI. ADDITIONAL CONSIDERATIONS RELATING TO EVALUATION AND PRIVACY OF DATA

In accord with the type of information required by the data reporting system, each youth service bureau in conjunction with the Department of Juvenile Services should maintain the following data on each DJS referral:

- a. Age, sex, and race of clients.
- b. Original charge and disposition (where available).
- c. A listing of major treatment services delivered (i.e. counseling, job training, methadone maintenance, job placement).
- d. Any arrests, charges and dispositions while receiving project services or within two years after release from the project.

The following general guidelines are suggested relating to confidentiality of information:

1. Parents and the youth in the program should have access to the child's records but not to the records of others in the program.
2. When the Department of Juvenile Services makes referrals to the project, it should have access to records pertaining to youth referred by them (i.e. Department of Juvenile Services).

3. Local funding authorities should have access to statistical information regarding the program and access to records for the purpose of auditing program services or financial affairs. However, a record search for information about a particular individual would not be an appropriate activity without very strong justification. In cases where such access may be justified, it is suggested that the project staff only provide that particular information justified in the request and that the child and the parent give consent for such information release unless such consent had been previously expressly waived upon entry to the program.
4. Release of information relating to data received from the Department of Juvenile Services and the Juvenile Court should be subject to the same rules adopted by the Department of Juvenile Services.
5. Treatment agencies utilized by the project on a referral basis should have access to needed available records for treatment purposes. However, the youth being treated should be made aware of this policy prior to agreeing to service from that agency.
6. Treatment and other agencies not being utilized on a referral basis should be given information only on the same basis that individual records are available in No. 3 and 4 above.

Attachment A

COMMISSION GUIDELINES FOR YOUTH SERVICES BUREAU

1. The bureau must possess adequate professional staff capability to be able to determine the problems and needs of each juvenile referred to, or or coming to, the bureau for help and to develop with the youth and the youth's parents a treatment plan for meeting the needs identified.
2. The bureau must have an emergency crisis intervention capability.
3. The bureau must possess adequate professional staff capability to be able to provide basic counseling services to both youths and parents in both individual and group settings.
4. The bureau must have a system for referring youths who cannot be served by the bureau to other community-based youth treatment programs. The bureau must maintain a catalogue of the current resources of such programs.
5. The bureau must be able to provide tutoring and remedial education on an individual or group basis either through the efforts of inhouse staff or volunteers coordinated by the bureau's staff.
6. The bureau must be able to provide individual and group psychotherapy services either through the efforts of volunteers coordinated by the bureau staff, or via a referral agreement with local mental health units.
7. The bureau must be able to provide vocational counseling and job placement assistance either through the efforts of inhouse staff or via a referral agreement with such agencies as the State Division of Vocational Rehabilitation or the State Employment Security Administration.
8. The bureau must be able to provide drug abuse prevention counseling or drug abuse treatment services via referral agreements with such agencies as the State Drug Abuse Administration or local treatment programs.
9. The bureau must be able to work with other community-based youth programs for the purpose of identifying service gaps and coordinating activities.
10. The bureau must have an information system which allows the agency administrator to follow the treatment progress of each client whether being treated inhouse or by an outside agency.

CLIENT DEMOGRAPHIC DATA COLLECTION FORM

Client Case #: \_\_\_\_\_

	Date
New Client Intake	[ ] / /
Client Intake (Reactivated)	[ ] / /
Client Carryover	[ ] / /
Terminated [ ] Intake [ ] Active	/ /
Follow-up - 1 Quarter	[ ] / /
Follow-up - 2 Quarters	[ ] / /
Follow-up - 4 Quarters	[ ] / /

<p>a. <u>Age:</u> _____</p> <p>b. <u>Race:</u></p> <p>1. Black</p> <p>2. White</p> <p>3. Other, explain: _____</p> <p>c. <u>Sex:</u></p> <p>1. Female</p> <p>2. Male</p> <p>d. <u>Residence by Zip Code:</u> _____</p>	<p>e. <u>School Grade Completed:</u></p> <p>00 Unknown 07 9th</p> <p>01 3rd 08 10th</p> <p>02 4th 09 11th</p> <p>03 5th 10 12th</p> <p>04 6th 11 Some College</p> <p>05 7th 12 College Degree</p> <p>06 8th 13 Other</p>	<p>f. <u>School Status:</u></p> <p>0 Unknown</p> <p>1 Above Grade Level Achieve.</p> <p>2 At Grade Level Achievement</p> <p>3 Below Grade Level Achieve.</p> <p>4 Suspended</p> <p>5 Expelled</p> <p>6 Dropout</p> <p>7 Other School Status, explain: _____</p> <p>8 Not in School</p>
--	--	--

g. Source of Referral:

00 Unknown

10 "Walk-In"

11 Off the Street

12 Outreach/Exp. Generated

13 Parent/Relative Initiated

20 Other Agency

21 School

22 Social Service

23 Community Agency

24 Other Com./State Agency

25 Other, explain: \_\_\_\_\_

30 Justice System

31 DJS

32 Police

33 Adult CJS

Date of Intake Interview: / /

h. Complaint Major Reason (Justice System Referrals Only)

01 Arson	17 Receiving/Possession of Stolen Goods
02 Assault	18 Trespassing
03 Auto Theft-Unauthorized Use	19 False Fire Alarm
04 Burglary-Breaking and Entering	21 Runaway
05 Larceny	22 Truancy
06 Robbery	23 Ungovernable
07 Disorderly Conduct	24 Other (Specify)
08 Sex Offense	30 Neglect, Willful Abuse or Cruel Treatment
09 Vandalism	31 Dependency-Lack of Adequate Care
11 Narcotics Violation	32 Dependency and Neglect
12 Glue Sniffing and Other Inhalants	40 Mentally Handicapped
13 Alcoholic Beverage Violation	50 Adult Contributing
14 Shoplifting	51 Non-Support
15 Purse Snatching	60 Special Processings (Specify)
16 Firearms or Deadly Weapon Violation	90 Violation of Supervision, Probation, Aftercare

i. Client Justice System Status (at time of YSB Intake or Referral)

00 Unknown

10 Department of Juvenile Services

11 Disapproved/Closed at Intake

Informal Case:

12 Waived/Adjusted at Intake

13 Referral to YSB at Intake

Formal Case:

14 Petition Withdrawn

15 Continue Case w/o Funding

16 Probation w/o Verdict

17 Waived/Adjusted

18 Referred to YSB

19 Probation/Prot. Supervision

19A Aftercare

19B Other

20 Police

21 App./Informal Release

22 App./Referred to YSB

30 Adult CJS

31 Pending Court Disposition

32 Pre-Trial Release

33 Court Referral to YSB

34 Probation w/o Verdict

35 Parole/Probation

36 Other

40 No Current Status

j. Behavior Problem Type(s): P--Presenting Problem C--Counseled Problem

P	C	10 Personal
[ ]	[ ]	11 Drug Use/Abuse--Prevention
[ ]	[ ]	12 Alcohol Use/Abuse--Prevention
[ ]	[ ]	13 Mental/Emotional Conflict
[ ]	[ ]	14 Medical Problems
		20 Family
[ ]	[ ]	21 Disobedience--Ungovernable, Runaway
[ ]	[ ]	22 Mental/Emotional Conflict
		30 Peer Group
[ ]	[ ]	31 Loneliness, Isolation from Peers
[ ]	[ ]	32 Exhibits Gang or Gang-Like Behavior
		40 School
[ ]	[ ]	41 Behavior Disruptive to Classroom/Truancy
[ ]	[ ]	42 Academic Performance
		50 Legal
[ ]	[ ]	51 Activities Against Persons (Outside Family)
[ ]	[ ]	52 Activities Against Property (Outside Family)
[ ]	[ ]	53 Other Activities Likely to Cause Contact with Police
		60 Social
[ ]	[ ]	61 Employment; Job Placement; Vocational Training
[ ]	[ ]	62 Housing; Food; Clothing
[ ]	[ ]	63 Other
		70 Other
[ ]	[ ]	Explain: _____

II-2  
ACTIVITY DATA COLLECTION FORM  
FOR THE QUARTER: / / - / /

Client Case #: \_\_\_\_\_

New Client Intake [ ] / /  
Client Intake (Reactivated) [ ] / /  
Client Carryover [ ] / /  
Terminated [ ] Intake [ ] Active [ ] / /

SOURCE OF REFERRAL:  
[ ] 00, 10, 20 Non-Justice System  
[ ] 30 Justice System

9. Treatment Services	For the Month of:								Sub Total		For the Month of:								Sub Total	
	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs		
00 Family Without Client																				
01 Individual Client																				
02 Group Client																				
03 Family/Client Ind.																				
04 Family Client Group																				
05 Ind. Psychotherapy																				
06 Group Psychotherapy																				
07 Counseling/Inter-viewing w/o Client																				
08 Tutoring/Remedial Ed.																				
09 Vocational Job Placement																				
10 Other																				
11 No Activity																				
Total																				

9. Treatment Services	For the Month of:								Sub Total		Qrt. Total	
	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs
00 Family Without Client												
01 Individual Client												
02 Group Client												
03 Family/Client Ind.												
04 Family Client Group												
05 Ind. Psychotherapy												
06 Group Psychotherapy												
07 Counseling/Inter-viewing w/o Client												
08 Tutoring/Remedial Ed.												
09 Vocational Job Placement												
10 Other												
11 No Activity												
Total												

LEAVE b. BLANK unless: Yes  
 Client Case Terminated by Referral to Outside Agency [ ]  
 Client Case Active and Referred to Outside Agency for Supplementary Treatment [ ]

b. Referred Agency and Date

1. Psychiatric/Psychological Services	/ /
2. Community Mental Health Services	/ /
3. Health Care Services	/ /
4. Employment/Vocational Services	/ /
5. Legal Services	/ /
6. Other Social Service	/ /
7. Other Community-Based Service	/ /
8. Other Service	/ /

Explain: \_\_\_\_\_

# Of Others Counseled: Parents \_\_\_\_\_ Siblings \_\_\_\_\_ Relatives \_\_\_\_\_ Friends \_\_\_\_\_ Other \_\_\_\_\_

C. Principle Treatment Counselor:  
Name: \_\_\_\_\_

Terminated <input type="checkbox"/>	Act. <input type="checkbox"/>	Intake <input type="checkbox"/>	Date
Follow-Up - 3 Months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow-Up - 6 Months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow-Up - 12 Months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Client Case #: \_\_\_\_\_

**a. Reason for Termination:**

- |   |   |
|---|---|
| 10 Clients Not Completing Treatment               | 15 Client determined to be not susceptible to existing YSB treatment services |
| 11 Client drops out of choice                     |   |
| 12 Client drops out at advice of parent           |   |
| 13 Client removed by referring agency             | 20 Clients Completing Treatment   |
| 14 Client referred or arrested and referred to JS | 21 Client partially successful in completing treatment program                |
|   | 22 Client successful in completing treatment program                          |

b. Date of Termination:   /  /  

30 Other, explain: \_\_\_\_\_

**c. Follow-Up Status (3 Months):** Date:   /  /  

- 01 Client stability same as when treatment terminated
- 02 Client stability has continued to improve
- 03 Client stability deteriorating
- 04 Client stability very much deteriorated and contact with JS probable
- 05 Client referred or arrested and referred to JS for:
 

Arson	Disorderly Conduct	Shoplifting	False Fire Alarm
Assault	Sex Offenses	Purse Snatching	Runaway
Auto Theft-	Vandalism	Fire Arms/Deadly	Truancy
Unauth. Use	Narcotics Violation	Weapon	Ungovernable
Burglary-B&E	Glue Sniffing &	Receiving/Possessing	Unknown
Larceny	Other Inhalants	Stolen Goods	Other*
Robbery	Alcoholic Beverage Vio.	Trespassing	

06 Unknown Status  
 07 Other, explain: \_\_\_\_\_  
 DJS Manner of Handling: A Disapproved/Closed at Intake B Formal C Informal D Unknown

**d. Type of Follow-Up (3 Months):**

- |                          |                                 |
|--------------------------|---------------------------------|
| 1 Staff Contact w/Client | 6 Staff Contact/Police          |
| 2 Client contact w/Staff | 7 Staff Contact/Other JS Agency |
| 3 Staff Contact/Family   | 8 Staff Contact/Other Agency    |
| 4 Staff Contact/Friends  | 9 Other, explain: _____         |
| 5 Staff Contact/DJS      |                                 |

**e. Follow-Up Status (6 Months):** Date:   /  /  

- 01 Client stability same as when treatment terminated
- 02 Client stability has continued to improve
- 03 Client stability deteriorating
- 04 Client stability very much deteriorated and contact with JS probable
- 05 Client referred or apprehended and referred to JS for:
 

Arson	Disorderly Conduct	Shoplifting	False Fire Alarm
Assault	Sex Offenses	Purse Snatching	Runaway
Auto Theft-	Vandalism	Fire Arms/Deadly	Truancy
Unauth. Use	Narcotics Violation	Weapon	Ungovernable
Burglary-B&E	Glue Sniffing &	Receiving/Possessing	Unknown
Larceny	Other Inhalants	Stolen Goods	Other*
Robbery	Alcoholic Beverage Vio.	Trespassing	

06 Unknown Status  
 07 Other, explain: \_\_\_\_\_  
 DJS Manner of Handling: A Disapproved/Closed at Intake B Formal C Informal D Unknown

**f. Type of Follow-Up (6 Months):**

- |                          |                                 |
|--------------------------|---------------------------------|
| 1 Staff Contact w/Client | 6 Staff Contact/Police          |
| 2 Client Contact w/Staff | 7 Staff Contact/Other JS Agency |
| 3 Staff Contact/Family   | 8 Staff Contact/Other Agency    |
| 4 Staff Contact/Friends  | 9 Other, explain: _____         |
| 5 Staff Contact/DJS      |                                 |

**g. Follow-Up Status (12 Months):** Date:   /  /  

- 01 Client stability same as when treatment terminated
- 02 Client stability has continued to improve
- 03 Client stability deteriorating
- 04 Client stability very much deteriorated and contact with JS probable
- 05 Client referred or apprehended and referred to JS for:
 

Arson	Disorderly Conduct	Shoplifting	False Fire Alarm
Assault	Sex Offenses	Purse Snatching	Runaway
Auto Theft-	Vandalism	Fire Arms/Deadly	Truancy
Unauth. Use	Narcotics Violation	Weapon	Ungovernable
Burglary-B&E	Glue Sniffing &	Receiving/Possessing	Unknown
Larceny	Other Inhalants	Stolen Goods	Other*
Robbery	Alcoholic Beverage Vio.	Trespassing	

06 Unknown Status  
 07 Other, explain: \_\_\_\_\_  
 DJS Manner of Handling: A Disapproved/Closed at Intake B Formal C Informal D Unknown

**h. Type of Follow-Up (12 Months):**

- |                          |                                 |
|--------------------------|---------------------------------|
| 1 Staff Contact w/Client | 6 Staff Contact/Police          |
| 2 Client Contact w/Staff | 7 Staff Contact/Other JS Agency |
| 3 Staff Contact/Family   | 8 Staff Contact/Other Agency    |
| 4 Staff Contact/Friends  | 9 Other, explain: _____         |
| 5 Staff Contact/DJS      |                                 |

REPORT I: CLIENT CASELOAD INVENTORY FOR THE  
 QUARTER    /    /    -    /    /   

GRANT NUMBER: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_

(II-1) g. Source of Referral	(1) Client Carryover from End of Last Qtr. <u>  </u> / <u>  </u>	Intake This Quarter		(4) Total Clients this Qtr. [(1)+(2)+(3)]	Terminated This Quarter		(7) Total Terminated [(5)+(6)]	(8) Carryover end of Qtr. <u>  </u> / <u>  </u> [(4)-(7)]
		(2) New Intake <u>  </u> / <u>  </u> - <u>  </u> / <u>  </u>	(3) Intake Reactivated <u>  </u> / <u>  </u> - <u>  </u> / <u>  </u>		(5) Ter. Intake <u>  </u> / <u>  </u> - <u>  </u> / <u>  </u>	(6) Ter. Active <u>  </u> / <u>  </u> - <u>  </u> / <u>  </u>		
00 Unknown								
10 "Walk-In"								
20 Other Agency								
30 Justice System								
31 DJS								
32 Police								
33 Adult CJS								
<b>Total</b>								

Signed: \_\_\_\_\_  
 Project Director

Date:    /    /     
 Month Day Year

GRANT NUMBER: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_

**REPORT II: SOURCE OF REFERRAL FOR THE CLIENT INTAKE  
 FOR THE QUARTER / / - / /**

(II-1) j. Behavioral Problem Type	(II-1) g. Source of Referral											TOTAL
	00 Unknown	11 Off the Street	10 "Walk-In" 12 Exp. Generated	13 Initiated	20 Other Agency				30 Justice System			
				21 School	22 SS	23 Other Agency	24 Other	31 DJS	32 Police	33 Adult CJS		
10 Personal												
11 Drug Use/Abuse												
12 Alcohol Use/Abuse												
13 Mental/Emotional Conflict												
14 Medical												
20 Family												
21 Disobedience												
22 Mental/Emotional Conflict												
30 Peer Group												
31 Loneliness, Isolation												
32 Exhibits Gang Behavior												
40 School												
41 Behavior Disruptive to Classroom												
42 Academic Performance												
50 Legal												
51 Activities Against Person												
52 Activities Against Property												
53 Other Activities												
60 Social												
61 Employment, Job Training												
62 Housing, Food, Clothing												
63 Other												
70 Other												
<b>TOTAL</b>												

Signed: \_\_\_\_\_  
 Project Director

Date: / /  
 Month Day Year

**REPORT III: COMPLAINT MAJOR REASON FOR JUSTICE SYSTEM CLIENT INTAKE**

FOR THE QUARTER     /     /     -     /     /    

Grant Number _____
Project Title: _____

(II-1)h. Complaint Major Reason	(II-1)g. 30 JUSTICE SYSTEM REFERRALS			TOTAL
	31 DJS	32 Police	33 Adult CJS	
01 Arson				
02 Assault				
03 Auto Theft-Unauth. Use				
04 Burglary-B&E				
05 Larceny				
06 Robbery				
07 Disorderly Conduct				
08 Sex Offenses				
09 Vandalism				
11 Narcotics Violation				
12 Glue Sniffing & Other Inhalants				
13 Alcoholic Beverage Violation				
14 Shoplifting				
15 Purse Snatching				
16 Firearms/Deadly Weapon				
17 Receiving/Possessing Stolen Goods				
18 Trespassing				
19 False Fire Alarm				
Sub-Total Delinquent				
21 Runaway				
22 Truancy				
23 Ungovernable				
Sub-Total CINS				
30, 31, 32 Dependency and Neglect				
40, 50, 51, 60, 90 Other				
Sub-Total Other				
TOTAL				

Signed: \_\_\_\_\_  
Project Director

Date:     /     /      
month day year

**REPORT IV: INTAKE CLIENT JUSTICE SYSTEM STATUS AT  
YSB INTAKE FOR THE QUARTER / / - / /**

GRANT NUMBER: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_

(II-1) i. Client Justice System Status at the time of YSB Intake or Referral to YSB	(II-1) g. Source of Referral						Total
	00 Unknown	10 Walk-In	20 Other Agency	30 Justice System			
				31 DJS	32 Police	33 Adult CJS	
00 Unknown							
10 Department of Juvenile Services							
11 Disapproved/Closed at Intake/Formal Case							
12 Waived/Adj. at Intake							
13 Referral to YSB at Intake/Formal Case							
14 Petition Withdrawn							
15 Continue Case w/o Funding							
16 Probation w/o Verdict							
17 Waived/Adj.							
18 Referred to YSB							
19 Probation/Prot. Supervision							
19A Aftercare							
19B Other							
20 Police							
21 App/Informal Release							
22 App/Referred to YSB							
30 Adult CJS							
31 Pending Court Disposition							
32 Pretrial Release							
33 Court Referral to YSB							
34 Probation without Verdict							
35 Parole/Probation							
36 Other							
40 No Current Status							
TOTAL							

Signed: \_\_\_\_\_  
Project Director

Date: / /  
Month Day Year

GRANT NUMBER: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_

REPORT V: INTAKE CLIENT SEX, RACE, AND AGE  
FOR THE QUARTER / / - / /

(II-1) a.b.c. CLIENT - SEX, RACE AND AGE		(II-1) g. Source of Referral					Total		
		00 Unknown	10 Walk-In	20 Other Agency	30 Justice System				
					31 DJS	32 Police		33 Adult CJS	
MALE	Black	Under 10							
		10-13							
		14-17							
		18+							
	White	Under 10							
		10-13							
		14-17							
		18+							
	Total	Under 10							
		10-13							
		14-17							
		18+							
TOTAL									
FEMALE	Black	Under 10							
		10-13							
		14-17							
		18+							
	White	Under 10							
		10-13							
		14-17							
		18+							
	Total	Under 10							
		10-13							
		14-17							
		18+							
TOTAL									

**REPORT VI: INTAKE CLIENT SCHOOL STATUS**  
**FOR THE QUARTER**  / / - / /

(II-1) f. Client School Status	(II-1) g. Source of Referral						Total
	00 Unknown	10 Walk-In	20 Other Agency	30 Justice System Referral			
				31 DJS	32 Police	33 Adult CJS	
Attending School							
0 Unknown							
1 Above Grade							
2 At Grade							
3 Below Grade							
4 Suspended							
5 Expelled							
6 Dropout							
7 Other School Status							
Total							
8 Not in School							

**REPORT VII: INTAKE CLIENT ZIP CODE OF RESIDENCE**  / / - / /

(II-1) d. Zip Code of Residence	00 Unknown	10 Walk-In	20 Other Agency	31 DJS	32 Police	33 Adult CJS	Total
Other							
Total							

Signed: \_\_\_\_\_

Date:  / /  
Month Day Year

**REPORT VIII: CLIENT TREATMENT AND WORKLOAD ACTIVITIES  
FOR TOTAL CLIENTS THIS QUARTER / / - / /**

(II-2) c. Treatment and Workload Activities		(II-2) Source of Referral		Total
		Non-Justice System 00,01,20	Justice System 30	
Total Clients This Quarter				
Other Categories	Parents			
	Relatives			
	Siblings			
	Friends			
	Others			
00 Family Counseling/ Int. w/o Client	# Sessions			
	Hours			
01 Individual Client Counseling	Clients			
	# Sessions			
02 Group Client Counseling	Hours			
	Clients			
03 Family & Client Indiv. Counseling	# Sessions			
	Hours			
04 Family & Client Group Counseling	Clients			
	# Sessions			
05 Individual Client Psychotherapy	Hours			
	Clients			
06 Group Client Psychotherapy	# Sessions			
	Hours			
07 Consulting/Ind. w/o Client	Clients			
	# Sessions			
08 Tutoring/Remedial Education	Hours			
	Clients			
09 Vocational Job Placement	# Sessions			
	Hours			
10 Other	Clients			
	# Sessions			
Total	Hours			
	Clients			
H. Total Clients No Treatment Activity				

Signed: \_\_\_\_\_  
Project Director

Date: / /  
Month Day Year

GRANT NUMBER: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_

REPORT IX: TERMINATED CLIENTS - REASON FOR CLIENT  
 TERMINATION FOR THE QUARTER / / - / /

(II-3) Source of Referral		(II-3) a. Reason For Client Termination										
		10 Clients Not Completing Treatment					20 Clients Completing Treatment			30 Clients Referred to Other Agency	40 Other	Total
		11 Dropout	12 Dropout Parent Advice	13 Removed by Referring Agency	14 Sub. CJS Contact	15 No Treatment Alternative	21 Partial Success	22 Success	23 Other			
TERMINATED ACTIVE	00 Unknown											
	10 Walk-In											
	20 Other Agency											
	30 Justice System											
	31 Police											
	32 DJS											
	33 Adult CJS											
Total												
TERMINATED INTAKE	00 Unknown											
	10 Walk-IN											
	20 Other Agency											
	30 Justice System											
	31 Police											
	32 DJS											
	33 Adult CJS											
Total												

Signed: \_\_\_\_\_  
 Project Director

Date: / /  
 Month Day Year

GRANT NUMBER: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_

**REPORT X: TERMINATED CLIENTS - LENGTH OF TIME FOR CLIENT  
 SERVICE FOR THE QUARTER / / - / /**

(II-3)	(II-3) b. Length of Time for Client Service*									Total
Source of Referral	0-10	20-30	31-60	61-90	91-120	121-150	151-240	241-360	360 and Above	
00 Unknown										
10 "Walk-In"										
20 Other Agency										
30 Justice System										
31 Police										
32 DJS										
33 Adult CJS										
<b>Total</b>										

\*The length of time for client service is by number of days.

Signed: \_\_\_\_\_  
 Project Director

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Month Day Year

(II-3) Behavior Problem Type	(II-3) c., e., or g. CLIENT FOLLOW-UP											06 Unknown	07 Other*	Total												
	01 Stable	02 Improved	03 Deteriorated	04 Greatly Deteriorated	05 Referred to CJS																					
					Arrest	Admission to Institution	Admission to Hospital	Admission to Psychiatric Hospital	Admission to Counseling Center	Admission to Drug Court	Admission to Vocational Training	Admission to Community Program	Admission to Mental Health Services	Admission to Substance Abuse Treatment	Admission to Crisis Center	Admission to Residential Treatment	Admission to Outpatient Program	Admission to Other	Admission to Other	Admission to Other	Admission to Other					
10 Personal																										
11 Drug Use/Abuse																										
12 Alcohol Use/Abuse																										
13 Mental Education Con- flict																										
14 Medical																										
20 Family																										
21 Disobedience																										
22 Mental/Emotional Conflict																										
30 Peer Group																										
31 Loneliness, Isolation																										
32 Exhibits Gang Behav.																										
40 School																										
41 Behavior Disruptive to Classroom																										
42 Academic Performance																										
50 Legal																										
51 Activities Against Person																										
52 Activities Against Property																										
53 Other Activities																										
60 Social																										
61 Employment Job Training																										
62 Housing, Food, Cloth.																										
63 Other																										
70 Other																										
TOTAL																										

\*Other--specify

REPORT XI B: JUSTICE SYSTEM REFERRALS - FOLLOW-UP CLIENTS -

STATUS AFTER \_\_\_\_\_ QUARTERS TERMINATED

FOR THE QUARTER \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Grant Number _____
Project Title: _____

(II-3) c.e. or g.1 CLIENT FOLLOW-UP STATUS

(II-3) Complaint Major Reason	01 Stable	02 Improved	03 Det.	04 Greatly Det.	Referred to CJS						11 Un- Known	12 Other	Total
					05 Run- away	06 Truancy	07 Ungov.	08 Delinq	09 Person	10 Property			
01 Arson													
02 Assault													
03 Auto Theft-Unauth. use													
04 Burglary-B&E													
05 Larceny													
06 Robbery													
07 Disorderly Conduct													
08 Sex Offenses													
09 Vandalism													
11 Narcotics Violation													
12 Glue Sniffing & Other Inhalents													
13 Alcoholic Beverage Violation													
14 Shoplifting													
15 Purse Snatching													
16 Fire Arms/Deadly Weapon													
17 Receiving/Possessing Stolen Goods													
18 Trespassing													
19 False Fire Alarm													
Sub Total Delinquent													
21 Runaway													
22 Truancy													
23 Ungovernable													
Sub Total CINS													
30,31,32 Dependency and Neglect													
40,50,51,60,90 Other													
Sub Total Other													
TOTAL													

Signed: \_\_\_\_\_  
Project Director

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
month day year

**END**