

**BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA**

**RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN THE DOCUMENTS RELATED TO THE
SUBMISSION OF THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)
GRANT AND AUTHORIZE THE SARPY COUNTY GRANT COORDINATOR TO SUBMIT THE GRANT
APPLICATION ELECTRONICALLY**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, a Grant for a Substance Abuse and Mental Health Assessment Program is available to the Sarpy County Teen Court Program; and,

WHEREAS, the Sarpy County Board of Commissioners authorized the Grant Coordinator to write the grant on May 1, 2012; and,

WHEREAS, the grant application and supporting documents must be submitted electronically through www.grants.gov; and,

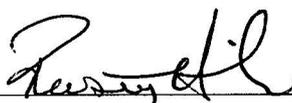
WHEREAS, the grant application requires an electronic signature for submission; and,

WHEREAS, Sarpy County is committed to and supports the grant application for the Sarpy County Teen Court Substance Abuse and Mental Health Assessment Program; and,

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Chairman is authorized to sign the assurances, budget and other related documents for the SAMHSA Teen Court grant; and,

BE IT FURTHER RESOLVED, By the Sarpy County Board of Commissioners that the Executive Diversion Director and the Sarpy County Grant Coordinator are hereby authorized to submit the application for the SAMHSA Teen Court grant electronically through www.grants.gov.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 22nd day of May, 2012.



Sarpy County Board Chairman



ATTEST:



Sarpy County Clerk

Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE
PAPILLION, NE 68046-2895
593-4155

www.sarpy.com

ADMINISTRATOR Mark Wayne

DEPUTY ADMINISTRATOR Scott Bovick

FISCAL ADMIN./PURCHASING AGT. Brian Hanson



COMMISSIONERS

Rusty Hike District 1
Jim Thompson District 2
Tom Richards District 3
Jim Nekuda District 4
Jim Warren District 5

MEMO

To: Sarpy County Board

From: Lisa A. Haire

Re: Substance Abuse and Mental Health Services Administration (SAMHSA) Grant Application

On May 22, 2012 the County Board will be asked to authorize the Chairman to sign documents related to the submission of the SAMHSA grant application. Additionally, the Board will be asked to give Lisa Haire permission to submit the grant application electronically through www.grants.gov.

Sarpy County will request \$131,908 to implement a Substance Abuse and Mental Health Assessment Program through Sarpy County Teen Court. Funding will be requested for one (1) part-time Teen Court Coordinator, one (1) part-time Juvenile Diversion Officer, and travel for four Diversion/Teen Court employees to Washington D.C. In addition, funding will be requested for screening and assessment tools, training, and technical assistance, a contract with Heartland Family Services to provide substance abuse and mental health treatment services, and incentives for Teen Court participants.

Grant funds are specifically for Teen Court Programs and can be used for screenings, assessments, case management, relapse prevention, and wrap around services supporting the access to substance abuse and co-occurring mental health treatment.

There is no County match required however; due to travel and management requirements, a portion of the Executive Diversion Director's and the Assistant Juvenile Diversion Director's salary will be shown as an in-kind contribution.

Do not hesitate to contact Jean Brazda if you have comments or questions.

May 18, 2012

Lisa A. Haire
593-1565

cc: Mark Wayne
Brian Hanson
Scott Bovick
Jean Brazda
Jennifer Ozturk
Deb Houghtaling

Abstract

Sarpy County Teen Court Substance Abuse Program (TeCSAP)

The Sarpy County Teen Court Substance Abuse Program (TeCSAP) will provide youth referred to Teen Court with individual assessments to identify substance abuse and co-occurring mental health issues in order to enroll youth in early treatment, case management, and recovery support services. The Program will reduce the cost of substance abuse and dependence on the public and increase the safety of citizens in the community by reducing substance abuse related crime and violence. Additionally, TeCSAP will assist in diverting juveniles from further penetration into the Sarpy County Juvenile Justice System through early intervention and treatment services.

Sarpy County TeCSAP will utilize the Global Appraisal of Individual Needs (GAIN) Q3 Assessment Program to help determine if a youth has an underlying substance abuse or co-occurring mental health issue. Sarpy County will refer identified youth to treatment services and will work in conjunction with service providers to address specific needs of clients during or following substance abuse treatment. Objectives will be to increase the number of youth referred by Juvenile Diversion Services to the TeCSAP from 25 juveniles to 200 and to affect positive change with youth participating in Teen Court by 30% within a twelve month period.

The Sarpy County Teen Court Program has been serving youth since 1995. Sarpy County Teen Court is available through Diversion Services to juveniles who are cited for offenses such as shoplifting, criminal mischief, theft, MIP, assault, and trespassing. In 2011, Sarpy County Juvenile Diversion served 195 youth with alcohol or substance abuse charges. Due to funding limitations, only a portion of those juveniles were referred to Teen Court. In 2011, Teen Court served 89 youth, 25 of which were referred from Juvenile Diversion for alcohol or substance abuse issues. The current structure of Teen Court does not provide for accurate detection and assessment of substance abuse or mental health issues. Through Substance Abuse and Mental Health Services Administration (SAMHSA) funding, all juveniles appropriate for Teen Court with an alcohol or substance abuse charge will be referred from Juvenile Diversion Services to Sarpy County TeCSAP for assessment.

Sarpy County Teen Court currently employs a part-time Teen Court Coordinator. Upon grant approval, the Teen Court Coordinator's hours will increase to full-time. An additional part-time Juvenile Diversion Officer will be added in order to conduct accurate assessments, refer youth for treatment, and work with service providers to address the needs of juveniles identified as having substance abuse or co-occurring mental health issues. Sarpy County estimates it will serve 773 youth through TeCSAP during the three year grant period. The population to be served is all juveniles ages 12-18 in Sarpy County, Nebraska including the cities of Bellevue, Papillion, LaVista, Springfield, Gretna, and outlying rural areas that are referred to Sarpy County Teen Court through Juvenile Diversion Services.

Sarpy County Teen Court Substance Abuse Program (TeCSAP)

Table of Contents

<u>Section Name</u>	<u>Page</u>
Project Narrative - Sections A-E	1 – 17
Section A Statement of Need	1
Section B Proposed Evidence Based Service	4
Section C Proposed Implementation Approach	6
Section D Staff and Organizational Experience	10
Section E Performance Assessment and Data	14
Section F Literature Citations	18
Section G Budget and Budget Justification	19
Section H Biographical Sketches/Job Descriptions	31
Section I Confidentiality & SAMHSA Protection/Human Subjects	44
<u>Attachments 1-4</u>	
Attachment 1 Mental/Substance Abuse Treatment Provider Statement of Assurance Support Letters	62
Attachment 2 Data Collection Instrument	63
Attachment 3 Sample Consent Form	64
Attachment 4 N/A	66

Sarpy County Teen Court Substance Abuse Program (TeCSAP)

Section A – Statement of Need

Sarpy County is located in the greater Omaha metropolitan area, adjacent to Douglas County. Sarpy County is composed of a rural population in the Gretna and Springfield area to the west, Offutt Air Force Base to the southeast, the cities of Papillion and LaVista in the center, and the city of Bellevue to the east. Sarpy County is the fastest growing county in Nebraska in terms of population, and has changed quickly from a rural county to a suburban and increasingly urban community with a population of 158,840 (U.S Census Bureau).

Today more than 89,000 residents live in Bellevue, Papillion, La Vista, and Gretna. Approximately one-third of the total population in the county is made up of juveniles between the ages of 0-17. The juvenile population in Sarpy County is projected to grow by 2% per year through 2020. In the three (3) years between 2007 and 2010, the juvenile population (ages 0-17) in Sarpy County increased 10.5% from 41,374 to 45,722 (OJJDP). The following tables show the breakdown of population by the number of adults and juveniles, gender, and ethnicity.

Gender & Ethnicity	Total County Population	
Male	78,886	49.7%
Female	79,954	50.3%
White	127,310	80.1%
Hispanic	11,569	7.3%
African American	6,321	4.0%
Native American	733	0.5%
Asian	3,353	2.1%
Native Hawaiian	168	0.1%
Two or more races	4,960	3.1%
Other	4,426	2.8%
Total	158,840	100%

Gender & Ethnicity	Total Juvenile Population *Ages 0-18	
Male	25,593	51.6%
Female	23,925	48.3%
White	38,060	76.9%
Hispanic	4,836	9.8%
African American	1,888	3.8%
Native American	240	.5%
Asian	812	1.6%
Two or more races	1,995	4.0%
Other	1,687	3.4%
Total	49,518	100%

Source of data: U.S. Census Bureau 2010 State and County Quick Facts

An increase in the juvenile population of Sarpy County, combined with unlimited and unstructured time after school, on weekends, and in the summer, has factored into the increase of crime in the County. There are a substantial number of youth in Sarpy County currently experiencing risk factors for delinquency. These factors include, but are not limited to, poverty, mental illness, alcohol/substance abuse, school truancy/dropout, family/living instability, child abuse and neglect, family conflict, and learning disorders. The result of youth experiencing these risk factors has led to an increase in gang activity, truancy, drug/alcohol violations, theft, and other criminal mischief contributing to youth involvement in the juvenile justice system. In the last few years, there has been a persistent increase of juvenile offenders charged with drug and alcohol violations within Sarpy County, significantly influencing juvenile crime.

During 2011, there were 579 youth involved in District #2 Probation. District #2 Juvenile Probation tested 531 youth for substance use during their predisposition investigation. Over 7% of those tested during their predisposition investigation were positive for alcohol, methamphetamine, marijuana, cocaine or other illegal substances. The Sarpy County Juvenile Justice Center and the Sarpy County Reporting Center reported 221 youth as testing positive for alcohol or substance abuse.

Between January 1, 2011 and December 31, 2011, a total 195 youth were referred to the Sarpy County Juvenile Diversion Program for alcohol or substance abuse violations, however due to funding limitations, only 25 could be referred to Teen Court to have their charges argued and consequences determined.

	2008	2009	2010	2011	% Change
Number of juveniles in Sarpy County Diversion involved in alcohol or substance abuse	90	64	125	195	+116%
Number of youth participating in the Sarpy County Teen Court Program	87	95	116	89	+2.3
Number of youth participating in Teen Court for a drug or alcohol charge	15	20	29	25	+66.7
Number of youth involved in the Sarpy County Juvenile Drug Court	29	36	38	41	+41.4%
Number of juveniles involved in District #2 Probation	344	421	448	579	+68.3
Total number of days youth spent in the Juvenile Justice Center as a sanction for the Sarpy County Juvenile Drug Court	189	361	523	213	+12.7%

*Data compiled from Sarpy County Juvenile Justice Center, Sarpy County District #2 Probation, Sarpy County Attorney Office, and Sarpy County Case Management System (CMS)

Additionally, 44 juveniles in Sarpy County were charged with a second, third or fourth offense alcohol or substance abuse violation during 2011. The table below indicates the number and age of juveniles in Sarpy County charged with a second, third or fourth offense drug or alcohol violation.

Age	2008	2009	2010	2011
9	0	1	0	0
10	0	1	4	0
11	3	1	0	0
12	1	2	4	3
13	5	5	7	7
14	13	10	12	12
15	11	8	11	5
16	12	15	8	12
17	7	5	3	6

*Data compiled from Sarpy County Case Management System (CMS)

Sarpy County has been proactive in the wake of rising juvenile crime and operates several programs that either divert youth from formal court processing or provide an alternative to residential placements. The Sarpy County Juvenile Justice System strives to provide restorative justice programming. Restorative justice programming assists youth in being held accountable for their actions while gaining the skills necessary for them to fully participate in society. Sarpy County agencies provide youth involved in the juvenile justice system access to quality and thorough treatment services in an effort to decrease youth recidivism rates.

In 1976, a unique juvenile justice system was established when the Sarpy County Separate Juvenile Court and Juvenile Probation Office was created. In 1979, the Sarpy County Attorney’s Office implemented the Juvenile Diversion Program. Since its inception, over 8,000 youth and their families have participated in the Diversion program.

Sarpy County Teen Court was started in 1995 as a Diversion program for first-time juvenile status or law violators. It is an option that allows juveniles to go through a branch of Diversion instead of going to Juvenile or County Court. The Sarpy County Teen Court is monitored by the Teen Court Coordinator and operated out of Juvenile Diversion Office.

Teen Court is currently available to juveniles who are cited for offenses such as shoplifting, criminal mischief, theft, MIP, assault, and trespassing. Participation is on a voluntary basis for minors who admit responsibility for the offense and choose to go before their peers to receive the consequences of their actions. Juveniles who successfully complete Teen Court do not have a conviction on their record.

Sarpy County Teen Court is an important tool in decreasing youth recidivism rates. National research has been done to rate the effectiveness of the Teen Court Program. Nationally, recidivism rates for Teen Court vary between 7% and 8%. If the same offenders were handled in the legal system by adults, the recidivism rate would be 30% (Butts, Buck, and Coggeshall, 2002). At this time, an estimated 300 teen volunteers assist with Teen Court by either being a jury member, prosecutor or defense attorney and an estimated 100 Diversion clients appear in Teen Court to have consequences given to them for the offense they committed.

As the number of juveniles involved in the Sarpy County Juvenile Justice System has increased, the number of youth referred to Diversion for drug and alcohol violations has also increased. This drastic increase has created a greater need for youth to receive early, comprehensive, and consistent assessments that allow them and their families to receive proper services to reduce the likelihood that they continue to engage in inappropriate risky behaviors.

Early detection of issues facing young people in Sarpy County is vital for youth to receive services that will assist them in developing skills to resist further risky behavior. Assessment is most critical at a youth's earliest point of contact with the juvenile justice system. One of the issues facing Sarpy County is that not all youth receive comprehensive risk and needs assessments.

Currently, only a portion of Sarpy County juvenile offenders who are detained or in court proceedings receive assessment, significantly delaying the County's ability to appropriately identify and respond to the youth's risks and needs. Juvenile risks and needs are not identified on the front end of the system and youth who commit status offenses or are diverted from the formal court process do not always receive a comprehensive risk/needs assessment. This can lead to placement in an inappropriate program, or worse, it can result in a youth being in the juvenile justice system for a long period of time before the most appropriate services are identified.

Early assessment identifies youth who are at risk for entering the juvenile justice system due to mental health and substance abuse issues or who pose a threat to the community. Screening and assessments can also help identify youth who can be diverted from court proceedings or detention and be placed in a community based or other treatment program. Therefore, the Sarpy County Juvenile Justice System could be greatly enhanced by implementing comprehensive screening and assessment at the front end of the system such as prior to Teen Court participation which is normally a youth's earliest point of contact with the system.

Through Substance Abuse and Mental Health Services Administration (SAMHSA) funding, Sarpy County will implement the Teen Court Substance Abuse Program (TeCSAP) offering comprehensive screening and assessments at the front end of the system in order to provide early identification of substance abuse and mental health issues, referrals and follow-up treatment services for youth exhibiting risk factors. With TeCSAP, Sarpy County will begin to assess juveniles earlier in the system, ultimately decreasing repeat drug or alcohol violations.

Additionally, the Teen Court Coordinator and the Juvenile Diversion Officer will work in conjunction with service providers to meet the needs of clients during and following treatment in order to prevent relapse and offer access to long-term management support. There is a growing need to increase the hours of the Teen Court Coordinator and to add a Juvenile Diversion Officer to the Program due to an increase in the number of youth that will participate in Teen Court. Expanding the Teen Court Program will allow Sarpy County to implement TeCSAP in order to conduct accurate and timely comprehensive assessments which are crucial to early detection of drug and alcohol abuse issues.

Section B – Proposed Evidence-Based Service/Practice

The purpose of the Sarpy County Teen Court Substance Abuse Program (TeCSAP) is to provide youth referred to Sarpy County Teen Court with screening and individual assessments to identify substance abuse and/or other co-occurring mental health issues in order to enroll youth in early treatment, case management, and recovery support services. The goal of the project is to divert juveniles from further

penetration into the Sarpy County Juvenile Justice System by offering early intervention services to identify alcohol/substance abuse and co-occurring mental health issues and ultimately decreasing recidivism rates.

National research has shown nine key elements of effective treatment programs: 1) comprehensive assessments that cover emotional and medical problems, learning disabilities, family functioning, and other aspects of an adolescent's life; 2) comprehensive and integrated services; 3) parental involvement in a youth's treatment; 4) program design appropriate for adolescents; 5) a climate of trust between therapists and youth; 6) staff well-trained to work with adolescents; 7) programs that address the distinct needs of boys and girls and of different racial and ethnic groups; 8) relapse prevention training, aftercare plans, referrals to community resources, and follow-up; and 9) rigorous evaluation of treatment outcomes (Laura Burney Nissen, 1998).

With SAMHSA grant funding, Sarpy County will begin to utilize the Global Appraisal of Individual Needs (GAIN)-Q3 program in order to achieve the TeCSAP goals. Assessments will be administered through the Sarpy County Teen Court Program. The Sarpy County Teen Court Coordinator and a Sarpy County Juvenile Diversion Officer will assist youth in completing the assessment. Upon completion of the assessment, The Sarpy County Teen Court Coordinator and the Juvenile Diversion Officer will assist juveniles and their parents/guardians with enrolling in services, applying for insurance assistance, and will work in conjunction with service providers for follow-up relapse prevention as needed.

Through TeCSAP, Sarpy County will increase the number of juveniles accepted into the Teen Court Program from 25 to 200 and affect positive change with youth participating in Teen Court by 30% within a twelve month period. Additionally, TeCSAP will help to decrease the number of juveniles charged with a second or third drug or alcohol violation by providing assessment and early access to treatment services decreasing repeat offenses. After implementation of the new program, all juveniles appropriate for Teen Court with alcohol or substance abuse violations will be referred to TeCSAP through Juvenile Diversion. An estimated 200 juveniles will be referred to TeCSAP with an alcohol or substance abuse charge in the first year of the project.

The GAIN-Q3 is evidence based multipurpose assessment used to identify and address a wide range of life problems among adolescents and adults. Due to demands from policymakers and the public for evidence based practices, Sarpy County has chosen to utilize the GAIN-Q3. GAIN-Q3 can target specific problems and subgroups making it ideal for the Sarpy County TeCSAP in identifying the risks associated with juveniles. The GAIN-Q3 assessment tool has the ability to evaluate performance and outcomes, and reduce redundancy to guide clinical judgments. The web-based design benefits staff by providing interactive administration, detailed clinical profiles, immediate feedback to clients, and online access for review or editing. The GAIN-Q3 is HIPAA compliant and allows for comparisons to national data.

The overall aim of the GAIN-Q3 is to quickly sort people entering or being screened for services into three groups: 1) those who do not appear to have problems in need of attention, 2) those who appear to have mild problems that can be addressed in a brief intervention, and 3) those whose results indicate the need for referral for a more detailed assessment or specialized treatment. For juveniles whose results indicate mild problems, the GAIN-Q3 system provides the means to conduct a brief intervention based on principles of motivational interviewing (Chestnut Health Systems, GCC, 2012). The GAIN-Q3 has an initial five minute screener which will assist in determining if a juvenile needs to complete the larger assessment. Juveniles identified as requiring further screening will then complete the GAIN-Q3 Standard assessment.

The average time to administer the Q3-Standard is 35 minutes. The system includes web based applications, training, coaching, and monitoring protocols that have been developed by Chestnut Health Systems (CHS) in collaboration with several federal agencies (SAMHSA, NIDA, NIAAA), states, local governments and researchers (Chestnut Health Systems, 2012). The GAIN has been used by over 1700 agencies in 49 states and several other countries and supported over 200 evaluation reports and publications to date. The GAIN tools are designed to guide clinical decision making at the individual level around diagnosis, placement, treatment planning, and outcome monitoring. They are also designed to be interoperable with electronic health record and reporting systems and to support pooling data across individuals to guide program level reporting needs assessment, evaluation and program planning (Chestnut Health Systems, GCC, 2012).

GAIN- Q3 utilizes a standardized set of measures with well established norms. The Q3 can be used as its own follow-up assessment once a participant enters treatment. GAIN-Q3 will be used at intake and administered at each follow-up assessment. Responses are compared to those from previous administrations in order to monitor progress in treatment and changes in attitudes and behaviors (Chestnut Health Systems, GCC, 2012).

The GAIN-Q3 records information on the frequency of participants' service utilization and behaviors during the preceding 90 days. In addition to a quality of life measure, the GAIN-Q3 computes the participant's prevalence of problems and quarterly costs to society. A six-item measure on current life satisfaction is also included in the Q3-Standard (Chestnut Health Systems, GCC, 2012)

Sarpy County will utilize the on-line administration and reporting system. The Teen Court Coordinator and/or the Juvenile Diversion Officer will administer the assessment in person, via telephone, online with voice-communication such as Skype, or with the help of an interpreter for deaf or youth speaking a language other than English. The GAIN-Q3 program is ideal for Sarpy County's juvenile population due to the ease of use for the TeCSAP staff, its ability to calculate individual costs to society helping to drive program evaluation, needs assessments and long term program planning. Reports are easily accessible and the length of the assessment is the perfect length for the attention span of youth.

The program also offers a Cognitive Impairment Screener which can be used to verify that a participant possesses the necessary cognitive and literacy skills to complete the assessment. If the Cognitive Impairment Screener identifies a juvenile that does not have the necessary skills needed to complete the assessment, Sarpy County TeCSAP will assist the youth in completing the assessment. The GAIN-Q3 provides resources in the form of work groups to assist in meeting the needs of juveniles, deaf/hard of hearing juveniles, juveniles speaking another language other than English, and minority youth. The GAIN- Q3 assessment can be accessed at: www.gaincc.org/GAINQ3.

Section C – Proposed Implementation Approach

Teen and Youth Courts are structured to provide positive alternative sanctions for first-time offenders by providing a peer-driven sentencing mechanism that allows young people to take responsibility, to be held accountable, and to make restitution, resulting in reduced recidivism rates (National Association of Youth Courts, 2011). By expanding the Sarpy County Teen Court Program to address the substance abuse and/or co-occurring mental health conditions, many positive effects will occur. The Teen Court Substance Abuse Program (TeCSAP) will increase pro-social, peer to peer interaction. The juvenile will be treated fairly by peers, accountability and services will be provided at a faster rate, repeat violations will decrease, and skill building for all participating juveniles will be improved.

During 2011, 799 juvenile cases were filed on in Sarpy County, 362 of those cases were identified to be alcohol or drug related. The Sarpy County Juvenile Diversion Program accepted 195 of those 362 cases into Diversion to avoid the formal court process. Out of those 195 cases accepted into the Diversion Program, only 25 cases were referred to Teen Court. Funding issues have limited the types of cases referred to the Teen Court Program.

IDENTIFY DEFENDANTS/VOLUNTEERS

The Sarpy County Attorney's Office will refer first time offenders to the Juvenile Diversion Program. The Assistant Director of Juvenile Diversion will review all the criminal files and determine the appropriateness, based off of the criminal charge, for Teen Court. Those appropriate will be referred to TeCSAP. Appropriate charges will be: Juvenile Drug Offense, Juvenile DWI, Juvenile Minor in Possession, Juvenile Minor in Possession-other, and Juvenile Procuring Alcohol for a Minor. A letter from Juvenile Diversion will be sent to the identified youth offering them to participate in TeCSAP. Once the youth has made contact with TeCSAP, an appointment will be scheduled with one of the two identified staff related to the Program.

The youth and parent/ guardian will sign an assent form allowing Sarpy County to gather statistical data related to the TeCSAP Grant. TeCSAP will be explained to the youth and parent/ guardian, letting them know the Program is voluntary and the youth can opt out and participate in regular Diversion or have the criminal case returned to the County Attorney's Office for formal prosecution.

The GAIN- Q3 Assessment will be completed to determine level of care. If the GAIN-Q3 indicates a higher level of care is necessary, e.g. outpatient treatment, a referral will be made to the contract agency or other related agencies in the community depending on the financial situation of the youth. If the youth's family is not enrolled in a health insurance plan, Sarpy County TeCSAP staff will assist the parent/guardian to enroll in a health insurance plan. TeCSAP staff will make the necessary contacts with insurance providers as a result of changes to health insurance as of January 1, 2014. SAMHSA funding will be used if all other avenues for payment of treatment services have been exhausted. Sarpy County TeCSAP will work with treatment providers to research all possibilities for health insurance coverage prior to the start of services.

Once the youth has accepted TeCSAP, signed the assent form, and the Q3 has been administered, a court date will be set. On the selected court date, the youth will meet with the two volunteer teen defense attorneys to discuss the case and defense strategy. At the time of hearing, the youth will sit at the defense table with the teen defense attorneys and the parents will sit in the gallery. Information will be presented to the teen jury members who ultimately decide the consequences for the case.

Jury volunteers will be identified by school recruitment and also by mandatory volunteering from Diversion contracts. Mandatory volunteers are asked to serve one to six times on the jury as part of their contract. A partnership with local school law professors will be in place and training will be held for students who wish to volunteer on the jury for Teen Court.

Teen volunteers involved in the TeCSAP process will have at least one year of experience working in the regular Teen Court Program. In addition, some of the teens on the jury will be from Sarpy County Juvenile Drug Treatment Court. It is important that TeCSAP have experienced prosecutors, defense

attorneys, and jury members involved to consistently determine the consequences for drug/ alcohol related violations.

After consequences have been rendered, one of the two TeCSAP staff will meet with the youth and parents/ guardian to discuss the formal contract and time frame of accomplishing the consequences. All parties will sign the contract and a follow up appointment will be made within two weeks. At each check in appointment, the contract will be discussed to chart progress or areas of concern. Collateral contact will be made with the referral agency where applicable. The GAIN-Q3 will be administered every 90 days up to 12 months to track progress.

RECRUIT/RETAIN VOLUNTEERS

Sarpy County Teen Court currently collaborates with the Sarpy County Attorney's Office, Public Defender's Office, Juvenile Court Judges, and local law students. These parties will continue to work with TeCSAP. Their expertise will assist in training TeCSAP volunteers on the types of questioning allowed during the court proceeding, how to improve presentation in court, and how to conduct opening and closing statements. Training consists of identifying which cases will come through court, the code of conduct, reviewing the consequences that can be given out, confidentiality and questions that may be asked during the court process about each case by the jury members. Training for regular volunteers will be held once a month before court starts.

Local private attorneys will also continue to collaborate with Teen Court and TeCSAP to provide advanced training for the teen defense attorneys and teen prosecutors. They assist with perfecting opening and closing statements, how to ask specific questions related to the charge type, and what an appropriate consequence would be for a specific charge type. Private attorneys are mentors, ensuring the teen volunteers feel capable to perform their duties.

It is important that teen volunteers come from a wide range of populations, including different cultures, norms, and socioeconomic statuses. TeCSAP will work with local high schools, Juvenile Drug Court and Juvenile Diversion to recruit volunteers. Teen volunteers will receive incentives and rewards along with positive encouragement. Teen volunteers benefit from using the experience on their college applications, as well as, for National Honor Society or any other school activity that requires leadership and community service.

All Sarpy County Juvenile Diversion Officers are trained on the biological, neurological, social, and psychological effects of trauma and violence on youth. They are aware of the process of trauma and the high prevalence of trauma. The Diversion Program is based on an understanding of the vulnerabilities or triggers of trauma survivors so that the service approaches can be modified to avoid re-traumatization. The trauma informed approach includes ensuring safety, trustworthiness, choice, collaboration, and empowerment. The Diversion Program has community collaboration with several local agencies that can address and meet the needs of youth who need follow up services.

Upon SAMHSA grant approval, TeCSAP and Sarpy County Teen Court will be divided into two separate entities operating on the same evenings in separate courtrooms. Regular Teen Court and TeCSAP will be held every other Tuesday during the regular calendar year.

Teen Court

- Court will be held in Sarpy County Courthouse in courtrooms 1-8.
- Teen Court and TeCSAP will be held from 4:00-7:00 p.m.
- Two adult Diversion Officers will run Teen Court and TeCSAP along with the volunteer Judges.
- Attorney volunteers arrive at 4:00 pm to prepare for cases. Jury members arrive at 4:30 pm. with training before court approximately once a month.
- Defendants are screened by Defense Attorneys and court begins at approximately 4:45 p.m.
- Court runs with a Judge, teenage jury volunteers and attorney volunteers.
- Defendants take the stand and are questioned regarding the case and their character. The jury deliberates and the consequences are read for the Defendant and his/her parents.
- The Defendant then meets with the Teen Court Coordinator monthly until his/her consequences are finished.

TeCSAP

- TeCSAP will be held at the same time as Teen Court at the Sarpy County Courthouse in courtrooms 1-8.
- TeCSAP will be held from 4:00-7:00 p.m.
- The jury members for TeSCAP will be trained extensively on: Drug Abuse, Drug Dependency, Drug and Alcohol Treatment, Educational Classes for Drug and Alcohol charges, questioning that will enhance jury member's knowledge of the defendant's drug and alcohol dependency/abuse.
- Training will be held monthly for jury members in addition to training before TeCSAP starts. Training before TeCSAP starts will prepare the jury members for the new program and will improve their knowledge of drug and alcohol dependency and abuse. Monthly trainings will consist of enhancing jury member's knowledge of new drug trends.

It is estimated that in 2012, TeCSAP will provide 234 youth with the GAIN assessment. The entire project will serve approximately 773 youth in a three year period. Based off of current statistics, it is estimated that the population break down will consist of 56% males, 44 % females, 76% Caucasian, 9% African-American, 14% Hispanic, and 1% other. The age range of the population to be served varies between 12 years thru 18 years. The majority of the population will be between the ages of 15 to 17. In 2011, 20% of the youth served were 15 years old, 27% of the youth served were 16 years old, 29% of the youth served were 17 years old.

During a one-year term it is projected that 40 youth identified by TeCSAP will receive an assessment and 20% (8) of those youth being referred to Heartland Family Service in need of financial assistance due to lack of insurance coverage.

The below table provides an activity/timeline for implementation of the Sarpy County TeCSAP upon approval of funding from SAMHSA.

Activity/Timeline

Activity	Position Responsible	Time Frame	Projected Outcome
Contract with Heartland Family Service to be the service provider	Sarpy County Executive Director	October 2012	Contract executed between Sarpy County and HFS
Create appropriate policy/ procedures for TeCSAP	Sarpy County Executive Director/ Assistant Director/ TeCSAP staff	October- November 2012	Complete policies to guide program
GAIN Q3 training/ certification	Executive Director/ Assistant Director/ TeCSAP staff	November 2012	Understand the assessment tool and how to deliver the product
Train TeCSAP volunteers	TeCSAP staff/ Assistant Director	December 2012- January 2013 on-going through program	Successful trained volunteers to conduct TeCSAP Court.
Begin reviewing and referring criminal cases appropriate for TeCSAP	Assistant Director	January 2013	Appropriate referrals will be made the TeCSAP
Collecting and Analyzing the Data	Assistant Director, TeCSAP staff	January – March 2013	Data collected for review and assessment.
Conduct TeCSAP	Executive Director, Assistant Director, TeCSAP staff	December 2012	Successfully implement the program as proposed
Attend the Grantee Meeting in Washington, DC	Executive Director, Assistant Director, TeCSAP staff	TBD	Present project results and receive technical assistance
Prepare and submit quarterly reports	Assistant Director	January, April, July and October 2013	All quarterly reports successfully submitted.
Prepare and submit year 2 grant application	Executive Director Grant Coordinator	May 2013	Successfully submit Year 2 Grant Application.

Section D – Staff and Organizational Experience

Since its creation in 1976, the Sarpy County Separate Juvenile Court, in cooperation with the Juvenile Probation Office and local officials, have worked to implement graduated sanction and restorative justice programs designed to provide prompt and fair consequences for youth offenders. Sarpy County is proactive in working to rehabilitate and restore youth to healthy and productive lives within their family and the community.

Today the Health and Human Services System, the Sarpy County Juvenile Probation Office, the Sarpy County Juvenile Court System, the Sarpy County Juvenile Diversion program, the Sarpy County Juvenile Drug Treatment Court, The Sarpy County Juvenile Justice Center, The Sarpy County Juvenile Reporting Center, the Office of Juvenile Services, the Nebraska State Juvenile Probation and Intensive Supervision Probation Services, Sarpy County Teen Court, and the C.A.R.E. Staff Secure Hold Over work together to ensure that juvenile offenders are appropriately served when they enter the Sarpy County juvenile justice system.

The Sarpy County Sheriff's Juvenile Services Division is credited with running an effective electronic monitoring program for Sarpy County juveniles. It is known as the C.A.R.E. (Children at Risk Education) program. The Sarpy County Children At Risk Education (CARE) Program provides supervision and monitoring of youth in the community as an alternative to staff secure placement. The CARE program is a low cost form of supervision compared to transferring juveniles to secure detention.

The Sarpy County Sheriff's Juvenile Services Division also runs a staff secure detention center for juveniles who must be held while waiting for a court hearing or court ordered placement. The Sarpy County Juvenile Justice Center is a 36-bed staff secure center for juveniles. The center includes an educational center, juvenile court suite, visitation area, alternative school and administrative offices. The facility and its programs offer a safe and structured environment for juvenile law offenders who are awaiting court ordered placement and/or court hearing.

The Sarpy County Juvenile Reporting Center was developed with varying levels of program duration for both pre-adjudicated and adjudicated juvenile offenders. The per diem cost is substantially lower than detention and the Reporting Center provides a highly structured intermediate sanction alternative. In June of 2008, the Program received notice from the United States Department of Justice that they were being nominated for the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) Model Program Guide. Additionally, the Program was recommended for OJJDP publications and/or reports for best practices to reduce juvenile offending.

Sarpy County has operated a Juvenile Drug Treatment Court (JDTC) through District #2 Probation since 2000 and 133 youth have successfully completed Drug Treatment Court. The Sarpy County JDTC uses a team approach to address substance abuse in Juveniles involved in Sarpy County Juvenile Court. The team is comprised of Juvenile Court Judges, a Probation Officer, a representative from the Sarpy County Sheriff's Office, a representative from the County Attorney's Office and the Public Defender's Office. The team works with a treatment provider to determine the best approach to address substance abuse problems and other related problems of the youth. Juveniles are provided skills that will aid them in leading productive substance free lives encouraging them to work toward their educational goals.

In 2010, the Sarpy County Juvenile Justice Center began a pilot Truancy Program housed at the Reporting Center. The Truancy Program began working with several students from area schools. In December 2010, Sarpy County applied for a grant in order to enhance operations of the Truancy Program and was awarded funding for two part-time Truancy Staff beginning July 2011.

In 2012, Sarpy County was given approval by the Annie E. Casey Foundation as a Juvenile Detention Alternatives Initiative (JDAI) Site. Through this Initiative, Sarpy County will work with the Annie E. Casey Foundation to analyze data, implement reforms, and offer new alternatives to detention for juveniles involved in the Sarpy County Juvenile Justice System. The project is expected to begin in July 2012 with the overall goal of providing juveniles with the least restrictive appropriate environment and becoming incrementally more restrictive only as absolutely necessary. Additionally, JDAI will seek to reduce the disproportionate minority contact rates throughout the Juvenile Justice System.

The Sarpy County Juvenile Diversion Program was implemented by the Sarpy County Attorney's Office in 1979 as a way to divert juveniles from the formal court processing offering classes, drug testing, and an opportunity for juveniles to participate in Teen Court. Sarpy County Teen Court Program operates out of the Sarpy County Juvenile Diversion Office. Currently, the Program includes one part-time Teen Court

Coordinator. This position is managed by the Assistant Sarpy County Juvenile Diversion Director and the Sarpy County Diversion Director. With funding granted through SAMSHA, Sarpy County will increase the hours of the Teen Court Coordinator to full-time and add a part-time Juvenile Diversion Officer to the Program in order to successfully implement the changes necessary to thoroughly assess and screen Teen Court youth and enroll juveniles in treatment services as needed.

Sarpy County Teen Court is held in the Sarpy County Courtrooms which are ADA compliant. TeCSAP will utilize private office space in the Juvenile Diversion Department to conduct assessments and intake interviews. At this time, Juvenile Diversion has six offices which can be used for private interviews and assessments. Office equipment will be available to the TeCSAP staff. Offices provide a private and comfortable setting with doors, desks, phones, chairs, and computers.

Sarpy County Juvenile Diversion offices are located on the ground level of the County Annex Building. Handicap parking is available. There are two bathrooms available which are handicapped accessible, equipped with sinks, toilets, and rails all of which are compliant with ADA standards. Hallways and doorways throughout the Diversion Office are all ADA compliant.

The table below lists TeCSAP staff positions, role in the implementation of the Project and experience as it relates to the Teen Court Program.

Position	Role	Experience
Sarpy County Executive Diversion Director/Project Director	Oversight and staffing of TeCSAP Budget and grant management for the Program. Travel to Washington D.C. for annual meeting. Communicate with and report to County officials on Program outcomes, successes, challenges and continuation funding.	Supervised or assisted with supervision of the Teen Court Program for six years. Direct oversight of the Program budget including all grants involved. Provided direct service to clients for 16 years in the Human Service field.
Sarpy County Assistant Juvenile Diversion Services Director/Project Coordinator	Management of TeCSAP and staff. Direct communication with juveniles and parents/guardians as needed for successful implementation of the TeCSAP. Collaboration with Service Providers as needed. Travel to Washington D.C for annual meeting. Responsible for gathering information for Program reporting.	Worked in the Juvenile Justice system since 1995 in various capacities. Direct supervision over the Teen Court Staff and is responsible for assessment oversight.
Juvenile Diversion Officer	Direct Communication with juveniles and parents/guardians. Collaboration with service providers for treatment needs. Administration of assessments and assisting juveniles/parents/guardians with enrolling in insurance plans if needed for treatment services. Travel to Washington D.C. for annual meeting.	Has worked as a Diversion Officer for the last three years. Possesses a Provisional Licensed Mental Health Practitioner (PLMHP) and working on a Licensed Alcohol and Drug Abuse Counselor (LADAC). Currently administers the intake process for clients in Diversion.

Sarpy County Teen Court Coordinator	Administration of the Teen Court Program. Administer assessments and collaboration with service providers for treatment needs. Direct communication with juveniles and parents/guardians. Assisting juveniles/parents/guardians with enrolling in insurance plans if needed for treatment services. Travel to Washington D.C. for annual meeting.	Has worked as the Teen Court Coordinator on a part-time basis for the last three years. Experience with conducting teen court and recruiting volunteers. In addition, carries a small caseload of Diversion clients to track progress.
-------------------------------------	---	--

Sarpy County strives to operate under a broad-based collaborative approach to juvenile justice, prevention, and intervention which includes Juvenile Court, the Sarpy County Attorney’s Office, Superintendents and Counselors from area school districts, area law enforcement representatives, Sarpy County Juvenile Justice Center, and County agencies.

Community Coalitions assisting youth and families in Sarpy County include the Bellevue Mayor’s Task Force and Gretna’s community based coalition. Both coalitions are comprised of concerned citizens including school officials, faith community members, law enforcement, parents, youth, civic and business representatives, and County personnel that work to develop community based programs to prevent delinquency and alcohol, tobacco, and other drug use by youth. The Staff of Sarpy County juvenile justice agencies attend other community meetings to address issues related to juvenile delinquency and restorative justice. Additionally, Sarpy County Juvenile Justice agencies are committed to collaborating with each other to provide the necessary and appropriate care for the youth who receive their services.

Sarpy County is unique in that all school districts in the County are represented on the Sarpy County Education Program Board (SCEP) by district Superintendants. The SCEP Board meets every month while school is in session to keep open and ongoing dialogue between the schools and Sarpy County Juvenile Services. Additionally, the Criminal Justice Coordinating Committee (CJCC) meets quarterly to discuss juvenile services needs and other issues within the County. Members of the CJCC include: Sarpy County Attorney, a Sarpy County Commissioner, Public Defender, Probation, Pre-Trial, Sarpy County Administration, Sarpy County Sheriff’s Office, Sarpy County Clerk of District Court, Clerk of County Court, area law enforcement from the city of Bellevue, LaVista, and Papillion, Sarpy County Juvenile Justice Center Director, Sarpy County Diversion Director, Sarpy County Information Services, and Sarpy County Community Services.

In 1991, Sarpy County established the Sarpy County School Administrators For Effective public policy (SAFE) Committee. The SAFE Committee is a sub-committee of the CJCC. The Mission of the SAFE Committee is: to create and maintain a county-wide network of school, law enforcement, juvenile justice, social service, business, private agencies, and medical personnel for the purpose of developing a process of prevention, intervention, cooperation, sharing of information, and coordination of services for endangered, troubled, and delinquent youth.

The Goal of the SAFE Committee is: to bring administrators of schools, law enforcement, County prosecution, and probation together to present a process and method of information sharing, cooperation and coordination leading to improved public policy regarding youth in the community, schools, and the County Juvenile Justice System.

The SAFE Committee consists of two participation levels: The Executive Committee and the Steering Committee. The Executive Committee is comprised of the Sarpy County Attorney, Sarpy County Sheriff, designated School Administrators, and a Juvenile Court Judge. The Executive Committee performs the specific duties of developing policy decisions as needed for the Steering Committee.

The Steering Committee is comprised of the Sarpy County Attorney, Sarpy County Sheriff, the designated School Administrator, and Sarpy County Separate Juvenile Court Judge recommends members to the Steering Committee for vote. Steering Committee meetings are held on a quarterly basis and meetings of the Executive Committee are held on an ad hoc basis. An Educational Task Force has been developed to discuss issues facing schools and justice agencies serving the Sarpy County juvenile justice system. The Task Force provides regular updates to the Steering Committee on recommendations and solutions to issues discussed by the Task Force.

The Sarpy County SAFE Committee works every three years to update the Sarpy County Comprehensive Juvenile Services Plan as required by the Nebraska Crime Commission. Priority areas were identified as critical to reducing the number of youth involved in the Sarpy County Juvenile Justice System. Below are strategies/goals adopted in 2009 by the SAFE Committee:

1. Expand Drug and Alcohol Treatment Programs
2. Expand Prevention/Intervention Services
3. Establish New Programs for Youth in Sarpy County
4. Establish Mental Health Services

The SAFE Committee and Sarpy County Officials are committed to providing prevention and early intervention services to assist youth in avoiding delinquent and criminal behavior and to facilitate full and just participation of young people in society. Sarpy County collaborates with other juvenile justice agencies and school districts within the area through their participation on the SAFE Committee and Underage Drinking Task Force, and the SCEP Board.

Sarpy County continues to research and implement alternatives to detention working to keep juveniles from engaging in further risky and criminal behaviors. New initiatives and programs are required in order to divert juveniles from deeper penetration into the Juvenile Justice System. SAMHSA grant funding will assist Sarpy County in accomplishing the goals adopted by the SAFE Committee. Juveniles will be screened at the front end of the system for substance abuse and co-occurring mental health issues in order for early prevention/intervention and treatment services to begin reducing the likelihood of further involvement in the juvenile justice system.

Section E – Performance Assessment and Data

Sarpy County will utilize the GAIN-Q3 as the assessment tool and data collection program for the TeCSAP. Sarpy County will participate in independent monitoring by Chestnut Health Systems relative to general goals under the Government Performance and Results Act (GPRA) and the National Outcome Monitoring System (NOMS) as well as be compared to the performance of other grantees.

Through Chestnut Health Systems the GAIN-Q3 will provide: an individual level of feedback on each trainee's progress toward certification, monthly feedback on the overall implementation, quarterly feedback on client characteristics and NOMS outcomes once there are at least 20 clients, and a review

of norms and internal consistency of our data overall. Chestnut Health Systems and the GAIN Coordinating Center (GCC) will use coaching calls to focus on any emerging issues, help brainstorm about how to address and link to technical assistance.

According to Chestnut Health Systems (Chestnut Health Systems, GCC, 2012), key performance indicators for assessments include:

1. **Staff Measures:** Number of staff trained and completing certification for GAIN-Q3 Administration, Local Trainer, Program Management and Evaluation, Data Management
2. **Data Collection Measures:** a) Recruitment Rate (GAIN Recruitment Rate (GAIN N recruited/Prorated N expected), b) Treatment Satisfaction Index (TxSI) at session Completion Rate (Done/Due) and On-time Rate (On-time status/N done), c) 3,6, and 12 Month Completion (GAIN completion number (Done/(Due-Dead)), d) Data Quality Information), e) Total unresolved GAIN Edits
3. **Simple Treatment Process Measures:** a) Treatment Initiation Rate (Admitted -14 to +7 days from GAIN N recruited), b) Treatment Engagement (N where Index Length of stay (LOS) \geq 42)/N of unique persons, c) Continuing Care: (N where any Tx at 90-180 days post admission/N of unique persons), and d) Linkage rate to continuing care after release from a controlled environment (n linked within 14 days / n released)

Analytic data files will be provided to Sarpy County evaluators to review additional questions. When there is sufficient sample size, data can be used to look at the effects overall as well as the extent to which these outcomes are associated with specific background or context factors, individual factors, and how durable the effects were. Sarpy County TeCSAP staff will compare the above measures to what is proposed to address other key process questions including: how closely did we implement as planned? What and why did deviations occur? What impact did deviations have on outcomes? The below information is a list of reports, according to Chestnut Health Systems and the GCC, that can be generated from the GAIN-Q3 to support decision making and referral process (Chestnut Health Systems, GCC, 2012):

Q3 Individual Clinical Profile - This report allows a quick visual on areas of clinical significance. The Q3ICP contains information related to service utilization in every section of the Q3, and it allows evaluators to compare these scores with the problem rating and impact of services scores.

Q3 Personalized Feedback Report - This report is a summary of the life problems reported by the participant along with their reasons for wanting to change. The Q3PFR can be used to support motivational interviewing or brief intervention (MI, MET, or CHOICE model). The Q3PFR is designed for use with the Q3-MI. While it can be generated with the Q3-Lite or Q3-Standard, the results will contain sections of missing information that have to be collected from the participant during a subsequent session or during motivational interviewing.

Q3 Recommendation Referral Summary - This report summarizes information from the Q3 in narrative format. Unlike the Q3ICP, the Q3RRS is fully editable and designed to be shared with participants, referral sources, clinicians, etc. It is a great tool to enhance and support decision making, but is not designed to replace clinical judgment.

Validity Report - This report summarizes possible and definite validity errors found during the course of Q3 administration. Issues identified in the validity reports should be addressed with the participant during or immediately after the interview. Identification of validity errors helps increase the overall strength of the participant's self-report and helps ensure proper intervention and referral.

To ensure the long-term sustainability of the GAIN-Q3, the GAIN Coordinating Center (GCC) offers data management services. Each month the GCC's Data Team will process Sarpy County's data to determine whether there are any anomalies or missing data that need to be addressed. The GCC will work with Sarpy County TeSCAP staff members to resolve issues and to ensure that Sarpy County has the most accurate data possible. This process will allow Sarpy County TeCSAP to identify training needs: for example, if data cleaning reveals that interviewers consistently make the same error at one point in the assessment, it suggests the need for additional training in that area. In addition, the GCC provides quarterly Site Profiles reports, which provide a breakdown of the population in more than 50 categories.

In the GAIN-Q3, there are nine separate screeners measuring mental health, school problems, work problems, physical health, sources of stress, risky behaviors, substance use, and crime and violence. Items in each section measure problem frequency and can be calculated for the past month, 90 days, 12 months and lifetime. Data collected can be used to calculate a set of four indices called the Life Impact Measures. These data sets measure costs associated with life problems and benefits of improving personal situations. Core sections are combined into over 100 scales and subscales that can be used for diagnosis and level of care placement. The GAIN is designed to support state and federal reporting requirements and norms have been established for diversity such as for age, gender and race (Chestnut Health Systems, GCC, 2012).

Sarpy County will work with the GCC in conducting culturally sensitive assessments. The GCC has taken an active role in the development and use of materials, presentations and workshops to support effective interviewing and treatment planning. According to Chestnut Health Systems, the GCC has developed workgroups which include African Americans, Hispanic/Latino, Native Americans, Asian Americans, deaf and hard-of-hearing individuals, and members of the GLBT community. Workgroups strive to minimize interviewer, instrument and systemic bias in the GAIN interview and interpretation process (Chestnut Health Systems, GCC, 2012). In working with the GCC, Sarpy County will ensure cultural sensitivity in training, assessments, and interviews striving to fairly and adequately serve the juvenile population of Sarpy County.

The Cost for the GAIN-Q3 Assessment tool is \$13,478 per year for a three year total of \$40,433. The cost includes training, certification, monitoring of trainers, quality assurance, travel expenses for GAIN training, GAIN web access, data cleaning and reporting, project coordination and technical assistance, GAIN license fee, and access to pooled data from other grantees.

The below table shows the cost breakdown for the GAIN-Q3 Standard Service Package:

Cost of GAIN-Q3 Standard Service Package

Service	Unit	<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>		<u>Total</u>	
	Cost	Unit	Cost	Unit	Cost	Unit	Cost	Unit	Cost
People getting GAIN-Q3 Administration and Local Training and Certification	\$1,500	2	\$3,000	0	\$-	0	\$-	2	\$3,000
People getting Program Management and Evaluator Training and Certification	\$4,000	1	\$4,000	0	\$-	0	\$-	1	\$4,000
Person trips to attend Program Management and Evaluator training	\$1,633	1	\$1,633	0	\$-	0	\$-	1	\$1,633
Annual GAIN ABS Account (up to 15 active users)	\$1,800	1	\$1,800	1	\$1,800	1	\$1,800	3	\$5,400
Annual data submission, cleaning, analysis and reporting	\$5,000	1	\$5,000	1	\$5,000	1	\$5,000	3	\$15,000
Annual project coordination, monitoring, coaching and technical assistance	\$3,800	1	\$3,800	1	\$3,800	1	\$3,800	3	\$11,400
Total Actual									\$40,433
1/3 Total Cost Per Year									\$13,478

Section F – Literature Citations

U.S. Dept. of Justice, Office of Juvenile Justice and Delinquency Prevention, OJJDP. Juvenile Population Statistics. Retrieved from <http://www.ojjdp.com>

U.S. Census Bureau. 2010 State and County Quick Facts. Retrieved from <http://2010.census.gov>

Butts, Jeffrey A.; Buck, Janeen; Coggeshall, Mark B. (2002). *The Impact of Teen Court on Young Offenders*. Findings from Urban Institute Justice Policy Center Research Report, 2002

Chestnut Health Systems (2012). Global Appraisal of Individual Needs (GAIN) Coordinating Center (GCC). Retrieved from <http://www.gaincc.org>

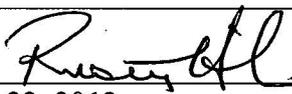
Laura Burney Nissen, Ph.D., MSW, CAC III (1998). *Treating Teens, Interpreting the Key Elements within a Juvenile Justice Setting*. Retrieved from <http://www.drugstrategies.com>

National Association of Youth Courts (2011). *Significance of Youth Courts*. Retrieved from <http://www.youthcourt.net>

Section G- Budget Justification

Category	Requested Amount	In-Kind Contribution	Total Project Cost
A. Personnel	\$81,284	\$23,488	\$104,772
B. Consultants/Contracts	\$29,320	\$0	\$29,320
C. Travel	\$6,356	\$0	\$6,356
D. Supplies/ Operating Expenses	\$13,778	\$0	\$13,778
E. Equipment	\$0	\$0	\$0
F. Other Costs	\$1,170	\$0	\$1,170
TOTAL AMOUNT	\$131,908	\$23,488	\$155,396

CERTIFICATION: I hereby certify the information in this application is accurate and, as the Authorized Official for the project, hereby agree to comply with all provisions of the grant program and all other applicable state and federal laws.

Name of Authorized Official: Rusty Hike
Title: Chairman, Board of Commissioners
Address: 1210 Golden Gate Drive
City, State, Zip: Papillion, NE 68046
Telephone: 402-593-4122
Signature: 
Date: May 22, 2012

[NOTE: The authorized official includes county board chair, mayor, city administrator, state agency director, chair or vice-chair of non-profit agency.]

Personnel:

Position	Annual Salary	% Time Devoted	Amount Requested	Subtotal	Requested Benefits	TOTAL COSTS
Teen Court Coordinator	\$39,530	100%	\$20,441	\$20,441	\$20,391	\$40,832
Juvenile Diversion Officer	\$39,530	100%	\$20,108	\$20,108	\$20,344	\$40,452
PERSONNEL TOTAL			Amount Requested	Subtotal	Requested Benefits	TOTAL COSTS
			\$40,549	\$40,549	\$40,735	\$81,284

Total benefits amounts are described below:

Teen Court Coordinator:

Health Insurance	\$16,398
Dental Insurance	\$ 800
Life/AD & D	\$ 59
LTD	\$ 190
Retirement	\$ 2,668
Social Security	<u>\$ 3,024</u>
Total Benefits:	\$23,139

Juvenile Diversion Officer:

Family Health Insurance	\$16,398
Family Dental Insurance	\$ 800
Life/AD & D	\$ 59
LTD	\$ 190
Retirement	\$ 2,668
Social Security	<u>\$ 3,024</u>
Total Benefits	\$23,139

Personnel Narrative:

Funding is being requested for .5 FTE Teen Court Coordinator, .5 FTE Juvenile Diversion Officer, and full benefits for both to assist with the Substance Abuse/ Mental Health Services Teen Court Program. These positions will be responsible for all drug and alcohol related criminal case types referred to the Division Program. In addition they will administer the assessment tools, monitor those cases referred to Teen Court and coordinate services with Heartland Family Service.

1. Grant funds are being requested for .5 FTE Teen Court Coordinator. The salary for this position is \$39,530 with benefits of \$23,139, totaling \$62,669. Sarpy County will contribute \$2,748 in benefits for this position.

The Teen Court Grant will cover \$20,441 in salary and \$20,391 in benefits.

2. Grant funds are being requested for .5 FTE Juvenile Diversion Officer. The salary for this position is \$39,530 with benefits of \$23,139, totaling \$62,669. Sarpy County will contribute \$2,795 in benefits for this position.

The Teen Court Grant will cover \$20,108 in salary and \$20,344 in benefits.

All remaining salary and benefits are funded by the Sarpy County Juvenile Diversion Budget.

Total Federal Request for Personnel: \$81,284

There is no match required for this grant; however, a portion of the Assistant Juvenile Diversion Director's and Executive Diversion Director's salary will be used as an in-kind contribution due to program management and travel requirements. Sarpy County will contribute In-Kind funds of **\$23,488** which are 5% of the Executive Diversion Director's salary/benefits and 20% of the Assistant Juvenile Diversion Director's salary/benefits.

Jean Brazda		Jen Ozturk	
Salary		Salary	
Salary - 2013 FY	\$ 80,284	Salary - 2013 FY	\$ 67,126
Benefits		Benefits	
Retirement	\$ 5,419	Retirement	\$ 4,531
Social Security	\$ 6,142	Social Security	\$ 5,135
Health Insurance	\$ -	Health Insurance	\$ 16,398
Dental Insurance	\$ -	Dental Insurance	\$ 800
Long Term Disability (LTD)	\$ 385	Long Term Disability (LTD)	\$ 322
Life & AD&D	\$ 59	Life & AD&D	\$ 59
Total Benefits	\$ 12,006	Total Benefits	\$ 27,246
Grand Total	\$ 92,290	Grand Total	\$ 94,372

$\$92,290 \times 5\% = \$4,614$

$\$94,372 \times 20\% = \$18,874$

$\$4,614 + \$18,874 = \$23,488$ In-Kind Contribution

Consultants/Contracts:

1. PURPOSE: Contract with Heartland Family Services for alcohol, Substance Abuse and Co-occurring mental health treatment services

2. TYPE OF CONSULTANT: Individual Organization

3. CONSULTANT FEES: \$29,320

Estimated Costs per Youth

Service	Quantity	Service Cost	Estimated Total Cost
Evaluation	1	\$190.00	\$190.00
Individual and/or Family Therapy	11	\$105.00	\$1,155.00
Group Therapy	16	\$60.00	\$960.00
After-care Group	12	\$60.00	\$720.00
Psychiatric evaluation*	1	\$240.00	\$240.00
Follow-up medication checks*	4	\$100.00	\$400.00
Potential Total Cost per Youth:			\$3,665.00

*Service provided as needed and in addition to ongoing therapy.

Total Cost for 8 youth in program: \$29,320.00

Contracts/Consultants Narrative:

Each youth referred to Heartland Family Service from Sarpy County Teen Court would be required to start with an evaluation, regardless of mental health or substance abuse concerns. Heartland Family Service offers integrated evaluations, so both mental health and substance abuse are addressed in each evaluation. Upon evaluation, the therapist will determine the appropriate level of care for the youth. If they should be appropriate for outpatient treatment, they will be scheduled for the appropriate line of treatment, including both mental health and substance abuse youth-specific treatment.

In addition to work with a licensed therapist, a psychiatrist is available for those clients in need of such services. Psychiatric evaluations and medication checks are available at our three outpatient offices and are scheduled through the client's Heartland Family Service therapist.

Based upon our history providing these services, the below cost per client projects the full cost of treatment for a youth accessing services at Heartland Family Service. Since therapy is individualized, the number of sessions could be slightly increased or decreased based on the youth's needs. The projection is based on a youth receiving an evaluation, individual therapy and group therapy. Additional aftercare for three months is also included. The total amount for a one-year term is projected based on an estimated 40 youth identified by Teen Court to receive an assessment and 20% (8) of those youth being referred to Heartland Family Service in need of financial assistance due to lack of insurance coverage.

Total Federal Request for Service Provider Contract: \$29,320

Travel:

1. Travel Purpose: Travel for four staff to Washington D.C. for annual grant meeting						
2. Type of Travel <input type="checkbox"/> Local <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out-Of-State						
3. Position (s) which will be traveling for this purpose:						
Teen Court Coordinator						
Juvenile Diversion Officer						
Executive Director Diversion Services						
Assistant Director Juvenile Diversion Services						
4. Cost Breakdown:						
				Amount Requested	Applicant's Match	Total Cost
a. Mileage						
Total Miles		0	X .555	\$0	\$0	\$0
b. Air Fare						
From	Omaha, Nebraska	to	Washington D.C	\$165	\$0	\$165
From	Washington D.C.	to	Omaha, Nebraska	\$165	\$0	\$165
From	Omaha, Nebraska	to	Washington D.C	\$165	\$0	\$165
From	Washington D.C.	to	Omaha, Nebraska	\$165	\$0	\$165
From	Omaha, Nebraska	to	Washington D.C	\$165	\$0	\$165
From	Washington D.C.	to	Omaha, Nebraska	\$165	\$	\$165
From	Omaha, Nebraska	to	Washington D.C	\$165	\$0	\$165
From	Washington D.C.	to	Omaha, Nebraska	\$165	\$0	\$165
Total Airfare						\$1,320
c. Meals						
# of days	4	X \$46		\$184	\$0	\$184
# of days	4	X \$46		\$184	\$0	\$184
# of days	4	X \$46		\$184	\$0	\$184
# of days	4	X \$46		\$184	\$0	\$184

Total Meals						\$736
d. Lodging						
# of nights	3	X \$350		\$1,050	\$0	\$1,050
# of nights	3	X \$350		\$1,050	\$0	\$1,050
# of nights	3	X \$350		\$1,050	\$0	\$1,050
# of nights	3	X \$350		\$1,050	\$0	\$1,050
Total Lodging						\$4,200
e. Other Costs (Must Also be Explained in Budget Narrative)						
Shuttle Transportation To Hotel			\$50	\$50	\$0	\$50
Shuttle Transportation From Hotel			\$50	\$50	\$0	\$50
TOTAL OTHER						\$100
TOTAL TRAVEL COSTS						\$6,356

Travel Narrative:

A minimum of four (4) people are required to attend at least one grantee meeting each year of the grant. At these meetings the grantees will present the results of their projects and Federal staff will provide technical assistance. Each meeting will be 3 days. These meetings are usually held in Washington, D.C, area.

Below are estimated costs for travel related expenses:

Airfare: \$330 per ticket x 4 people:	\$1320
Hotel: \$350 per night x 4 people x 3 nights:	\$4200
Per Diem: \$46 per day (federal standard) x 4 people x 4 days:	\$736
Shuttle transportation: \$50 x 2 days	\$100
Total Federal Travel Request:	\$6,356

Supplies/Operating Expenses:

1. SUPPLIES: Performance based program purchase

Item	Quantity	Unit Price	Amount Requested	Applicant's Match	Total Cost
GAIN ABS Program and Administration Access (15 users)	1	\$13,478	\$13,478	\$0	\$13,478
Monthly Office supply expenses		\$25/month	\$300	\$0	\$300
SUPPLIES SUBTOTAL			\$13,778	\$0	\$13,778

Supplies Narrative:

A performance based program will be purchased to assist with conducting data, completing assessment process, and compiling required statistics. The program is called GAIN. GAIN has quoted Sarpy a yearly cost of \$13,478. This expense is broken down as follows:

Service	Unit	<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>		<u>Total</u>	
	Cost	Unit	Cost	Unit	Cost	Unit	Cost	Unit	Cost
People getting GAIN-Q3 Administration and Local Training and Certification	\$1,500	2	\$3,000	0	\$-	0	\$-	2	\$3,000
People getting Program Management and Evaluator Training and Certification	\$4,000	1	\$4,000	0	\$-	0	\$-	1	\$4,000
Person trips to attend Program Management and Evaluator training	\$1,633	1	\$1,633	0	\$-	0	\$-	1	\$1,633
Annual GAIN ABS Account (up to 15 active users)	\$1,800	1	\$1,800	1	\$1,800	1	\$1,800	3	\$5,400
Annual data submission, cleaning, analysis and reporting	\$5,000	1	\$5,000	1	\$5,000	1	\$5,000	3	\$15,000
Annual project coordination, monitoring, coaching and technical assistance	\$3,800	1	\$3,800	1	\$3,800	1	\$3,800	3	\$11,400
Total for all three years:									\$40,433
1/3 Total Cost Per Year									\$13,478

In addition, funds are being requested to assist with monthly office supply expense related to the project.
 \$25 per month x 12 months: \$300

Total Year 1 Federal Supply and Operating Expense Request: \$13,778

Other Costs

Description			
Item	Amount Requested	Applicant's Match	Total Cost
Incentives for Teen Court Attendance	\$1,170	\$	\$1,170
	\$0	\$0	\$0
OTHER TOTAL	\$1,170	\$0	\$1,170

Other Costs Narrative:

A \$10 incentive program is being requested to encourage attendance to meet program goals for 117 clients completing the Teen Court contract. It is expected that 60% of the teen entering the Teen Court Program will successfully complete the program. Teen Court will then give each successful client a \$10 gift card upon completion.

Total Federal Other Cost: \$1,170

Budget Summary

Category	Year 1	*Year 2	*Year 3	*Total Project Costs
Personnel	\$40,549	\$44,114	\$47,679	\$132,342
Benefits	\$40,735	\$44,808	\$49,288	\$134,831
Travel	\$6,356	\$6,356	\$6,356	\$19,068
Supplies	\$13,778	\$13,778	\$13,778	\$41,334
Equipment	\$0	\$0	\$0	\$0
Contracts	\$29,320	\$29,320	\$29,320	\$87,960
Other	\$1,170	\$1,170	\$1,170	\$3,510
Total	\$131,908	\$139,546	\$147,591	\$419,045

***These amounts are rough estimates**

Included in the personnel amounts are estimated Cost of Living Adjustment (COLA) wage increases and wage step increases. County employee contracts are re-negotiated every year. Cost of Living and step increases are part of that negotiation. There is not a written policy regarding COLA or step increases however, they are normally part of the negotiation. Additionally, benefits amounts are estimated to increase every year based on past experience. A 10% increase in benefits has been included.

Section H – Biographical Sketches and Job Descriptions

Jean Brazda – Executive Director Diversion Services/Project Director

EXPERIENCE

SARPY COUNTY ATTORNEY’S OFFICE- Papillion, Nebraska- January 2008 – present

Duties- Executive Director Victim/ Witness Unit and Diversion Services

- Oversees the daily operation of the Diversion and Victim Witness Departments.
- Works with the Deputy and Assistant Directors of the Department to achieve plans and organizes workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and directs changes as needed.
- Provides leadership to the management team with the Deputy Director & Assistant Director to coordinate services in the Diversion and Victim Witness Unit programs in the research, development and implementation of short and long range Department Goals.
- Gathers, interprets, and prepares data for studies, reports and recommendations.
- Provides direction to ensure the smooth operation of the Diversion Services and Victim Witness Unit Programs.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and police regarding the needs of youth, families, and the public in general.
- Provides community awareness and education to key stakeholders on the services the Diversion Services Programs and the Victim Witness Unit offers.
- Maintains statistical information for grant reporting purposes, budget planning, and implementation.
- Conducts research of potential funding sources for the Diversion and Victim Witness Unit programs.
- Develops, implements, and oversees the Diversion and Victim Witness yearly budgets.
- Researches, develops, implements and oversees new programs offered by the Diversion Services and Victim Witness Unit Programs and coordinates in-service training in both programs
- Increases the responsiveness of the criminal justice system to the needs and concerns of clients and provides direct client assistance on a daily basis.
- Makes Agency presentations and performs public relations, as assigned.
- Serves as a member of various committees, as assigned.
- Assists in the hiring of staff

January 2005 – January 2008

Duties- Deputy Director Victim/ Witness Unit and Diversion Services

- Oversees the day-to-day management of the programs.
- Assist the County Attorney’s Office with notifying victims of court related hearings and meeting.
- Provide crisis counseling to victims of all crimes occurring in the Sarpy County area.
- Assist with filing domestic violence and harassment protection orders.
- Attend court hearings related to a crime victim case.
- Hires, supervises, monitors, train, and evaluates program staff.
- Works cooperatively with community agencies and organizations.
- Initiates program grant proposals based on service needs.

- Lobbies to legislation on issues related to domestic violence, sexual assault and other crime victim related issues.
- Resides on the Board of Directors for the Nebraska Domestic Violence Sexual Assault Coalition, the Statewide Batterers Standards Committee, the Nebraska Crime Victims Coalition, the Crime Commission Grant Review Committee, Sarpy County Coordinated Response Team, and the Standards Committee for the Sarpy County CASA Program.
- Compiles required monthly and quarterly statistics.
- Assists with the grant writing process.
- Assist with supervision of the Diversion Staff and participants in the program.
- Assist with training law enforcement, 911 dispatch, probation officers, emergency medical technicians, and prosecutors on the dynamics of domestic violence.

HEARTLAND FAMILY SERVICE- Bellevue, Nebraska August 2000- January 2005

Duties- Director of Sarpy/ Cass Services

- Oversees the day-to-day management of the Domestic Abuse Program and the Multi- Service Center Programs.
- Monitors two program budgets totaling over \$700,000.
- Researches and writes grants and corresponding narratives and creates statistical reports.
- Hires, supervises, monitors, train, and evaluates program staff.
- Co-facilitates the Choosing Non Violence Batterer's Program.
- Initiates program grant proposals based on service needs.
- Develops and implements annual program objectives.
- Assists with development and implementation of fund-raising events for Sarpy and Cass County Programs.
- Provides leadership in developing Domestic Abuse and Multi-Service Center program services.
- Works cooperatively with community agencies and organizations.
- Lobbies to legislation on issues related to domestic violence.
- Resides on the Board of Directors for the Nebraska Domestic Violence Sexual Assault Coalition, the Batterers Standards Committee for the Domestic Violence Coordinating Council and the Standards Committee for the Sarpy County CASA Program.
- Trains law enforcement, 911 dispatch, probation officers, emergency medical technicians, and prosecutors on the dynamics of domestic violence.
- Presents to middle schools, high schools, colleges, and community organizations on domestic violence and the Family Service Domestic Abuse Program
- Responds to crisis situations within the Domestic Abuse Program.
- Program served over 4000 clients yearly.

UNIVERSITY OF NEBRASKA

June 2000- July 2000

Duties- Adjunct Professor with the Family and Consumer Science College

- Taught a tele-course to under graduate and graduate students on Family Violence at the UNO and UNL campuses.
- Prepared course outline and test for students.
- Researched and lectured on issues surrounding family violence.

FAMILY SERVICE- Bellevue, Nebraska

June 1997– August 2000

Duties- Criminal Justice Advocate

- Coordinates the Sarpy and Cass County Coordinated Response Teams.
- Trains law enforcement, 911 dispatch, probation officers, emergency medical technicians, and prosecutors on the dynamics of domestic violence.
- Oversees the enhanced advocacy program.
- Provides crisis intervention to victims of domestic violence.
- Assists victims of domestic violence through the civil and criminal justice system.
- Supervises the Cass County Advocate, the legal advocate, and 12 advocates within the enhanced advocacy program.
- Presents to middle schools, high schools, colleges, and community organizations on domestic violence and the Family Service Domestic Abuse Program
- Actively participates on the Consortium within the Nebraska Domestic Violence Sexual Assault Coalition.
- Lobbies to legislation on issues related to domestic violence.
- Compiles required monthly and quarterly statistics.
- Assists with the grant writing process.
- Responds to crisis situations within the Domestic Abuse Program.

FAMILY SERVICE- Bellevue, Nebraska

March 1995 – June 1997

Duties- Safe Haven Manager

- Assisted with the hiring, training and supervising of six shelter staff.
- Provided case management for a 10 bed facility.
- Facilitated a women's domestic violence educational support group.
- Developed a curriculum for the women's educational support group.
- Developed a curriculum for the Life Skills group at the Safe Haven Shelter.
- Assisted with the development of the policy and procedure manual for the Domestic Abuse Program.
- Provided crisis intervention to the women and children at Safe Haven and on the crisis line.
- Assisted with community presentations.

Father Flanagan's Boys Town- Boys Town, Nebraska

April 1994- March 1995

Duties- Assistant Family Teacher

- Taught six teenage girls, in a residential setting, independent, academic and behavioral skills.
- Created progress reports for the Juvenile Court System.
- Assisted with de-escalating youth in the home.
- Maintained a monthly budget for the home.

EDUCATION

University of Nebraska at Omaha- Omaha, Nebraska

August 1988- May 1993

Bachelors of Social Work Degree with a Minor in Criminal Justice

PUBLICATIONS

- Co-produced the “Reality of Dating Violence” video and curriculum.
Copy write date 1996

AWARDS/ RECOGNITIONS

Recognized by the Bellevue Leader as Woman of the Year, October 1998 and October 2002.

Recognized by the Midlands Business Journal as one of the Top 40 Leaders in Sarpy County in February 2004.

Recognized by the Sarpy County Court and the Pottawattamie County Court as an expert witness in the area of domestic violence.

Jean Brazda – Job Description

Class Title: EXECUTIVE DIRECTOR

Grade Number: 11 (\$63,982.38 – \$83,069.56)

Work Schedule: Monday – Friday, 8:00am – 5:00 pm

GENERAL PURPOSE

Manages the Programs of the Diversion Services and Victim Witness Unit; performs a variety of complex professional assessments, offering information, practical assistance, and appropriate referrals to clients.

SUPERVISION RECEIVED

Works under the general supervision of the Sarpy County Attorney.

SUPERVISION EXERCISED

Deputy Director, Assistant Director, Diversion Clerical Support, and staff of the Victim Witness Unit and Diversion Services Programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is able to communicate effectively, get along with co-workers, and deal with colleagues effectively and professionally.
- Oversees the daily operation of the Diversion and Victim Witness Departments.
- Works with the Deputy and Assistant Directors of the Department to achieve plans and organizes workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and directs changes as needed.
- Provides leadership to the management team with the Deputy Director & Assistant Director to coordinate services in the Diversion and Victim Witness Unit programs in the research, development and implementation of short and long range Department Goals.
- Gathers, interprets, and prepares data for studies, reports and recommendations.
- Provides direction to ensure the smooth operation of the Diversion Services and Victim Witness Unit Programs.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and police regarding the needs of youth, families, and the public in general.
- Provides community awareness and education to key stakeholders on the services the Diversion Services Programs and the Victim Witness Unit offers.
- Maintains statistical information for grant reporting purposes, budget planning, and implementation.
- Conducts research of potential funding sources for the Diversion and Victim Witness Unit programs.
- Develops, implements, and oversees the Diversion and Victim Witness yearly budgets.
- Researches, develops, implements and oversees new programs offered by the Diversion Services and Victim Witness Unit Programs and coordinates in-service training in both programs.
- Increases the responsiveness of the criminal justice system to the needs and concerns of clients and provides direct client assistance on a daily basis.
- Makes Agency presentations and performs public relations, as assigned.
- Serves as a member of various committees, as assigned.
- Assists in the hiring of staff.
- Perform other duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in human services, criminal justice, social work, counseling, psychology, or related clinical field, and

(B) Five (5) years of Supervisory experience.

(C) Equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills, and Abilities:

(A) Considerable knowledge of assessment methods and techniques; Working knowledge of referral resources and processes; Working knowledge of principles of human services; knowledge of social work, criminal justice system and procedures.

(B) Skill in operation of listed office equipment; Skill in crisis intervention; skill in assessment; considerable skill in counseling or therapy.

(C) Ability to assess a variety of personal or family problems; ability to maintain detailed and accurate records and data; Ability to maintain confidences; Ability to work independently or as part of a team; Ability to establish and maintain effective working relationships with clients, employees, supervisors, other agencies, and the general public; Ability to communicate effectively orally and in writing.

(D) Knowledge and experience in grant writing.

SPECIAL REQUIREMENTS Must have and maintain throughout employment a valid Driver's License. As well as meet eligibility requirements of "acceptable driver standards" as defined by the County.

**This is an abbreviated version of the job description

Jennifer Ozturk-Assistant Director Juvenile Diversion Services/Project Coordinator

EXPERIENCE

SARPY COUNTY ATTORNEY'S OFFICE- Papillion, Nebraska- April 2008 – present

Duties- Assistant Director Victim/ Witness Unit and Diversion Services

- Oversee the daily operation of Diversion Services and provide support overseeing the daily operation of the Victim Witness Unit.
- Work with the Diversion Officers to achieve plans and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Gathers, interprets, and prepares data for studies, reports and recommendations.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and police regarding the needs of youth, families, and the public in general.
- Provides community awareness and education to key stakeholders on the services the Diversion Services Programs.
- Maintains statistical information for grant reporting purposes, budget planning, and implementation.
- Conducts research of potential funding sources for the Diversion program.
- Assists with the development, implementation, and oversees the Diversion yearly budget.
- Researches, develops, implements and oversees new programs offered by the Diversion Services Program and coordinates in-service training.
- Makes Agency presentations and performs public relations, as requested.
- Serves as a member of various committees, as assigned.
- Assists in the hiring of staff

SARPY COUNTY SHERIFF'S OFFICE- Papillion, Nebraska January 1995- April 2008

Duties- Shift Supervisor in Juvenile Services

- Oversees the day-to-day management of staff and juveniles housed at the Patrick J. Thomas Juvenile Justice Center.
- Maintain and update daily reports and booking information.
- Respond to all crisis situations within the Center.
- Supervise, monitor, train, and evaluate program staff.
- Complete intake and medical/physical assessments of all incoming juveniles to the Center.
- Created policy and procedures for employees that conform to state regulations, and statues.
- Created and implemented the two month training program used for all new employees at the Center.
- Communicated daily with local law enforcement agencies, attorneys, caseworkers and counselors as well as parents to the juveniles placed in the care of the Center.
- Performed drug and alcohol tests.

EDUCATION

University of Bellevue- Bellevue Nebraska

August 1997- January 2000

Masters of Human Service in Counseling and Human Resources

University of Nebraska at Kearney- Kearney, Nebraska

August 1988- May 1992

Bachelors of Science- Double Major in Criminal Justice and Sociology

AWARDS/ RECOGNITIONS

Recognized with a Commendation from the Sarpy County Sheriff's Department for the apprehension of a juvenile with a Capias while off duty in July of 1999.

Recognized with a Commendation from the Sarpy County Sheriff's Department for the handling of a hostile and suicidal juvenile in March of 2000.

COMMITTEE ACTIVITIES

Past Chairperson of the SAFE POLICY committee

Past Chair of the Mental Health sub-committee for the SAFE POLICY committee

STOP Board member

Jennifer Ozturk – Job Description

Class Title: ASSISTANT DIRECTOR

Grade Number: M-9 (\$54,854.50 - \$71,218.64)

Work Schedule: Monday – Friday

8:00am – 5:00pm

GENERAL PURPOSE

Manages the Diversion Services Programs; performs a variety of complex professional assessments, offering information, practical assistance, and appropriate referrals to clients.

SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

SUPERVISION EXERCISED

Adult and Juvenile Diversion Officers, Volunteers, Part-time employees, and Diversion Clerical Support and Victim Witness Unit employees as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates effectively, displays cooperation with co-workers, and deals with colleagues and others effectively and professionally.
- Assumes responsibility for the daily operation of the Diversion and Victim Witness units in the absence of the Executive Director and Deputy Director.
- Manages, directs, and supervises the activities of the Diversion Programs to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the implementation of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Provides direction to staff members to ensure the smooth operation of the departments and serves as a liaison between the clients and the criminal justice system.
- Provides comprehensive intake and assessment services to individuals or families who request help with a variety of personal problems, including drug, alcohol, depression, stress, finance, inter-personal conflict, etc.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and police regarding the needs of youth, families, and the public in general.
- Provides community awareness and education to key stakeholders on the services the Diversion Programs offer.
- Utilizes outside agencies for referrals and other services as needed.
- Maintains statistical information for grant reporting purposes, budget planning, and implementation.
- Assists the Executive and Deputy Directors in the preparation and implementation of the Diversion yearly budgets.
- Assists the Executive Director and the Deputy Director in the development of new programs offered by the Program and coordinates in-service training in both programs.
- Serves on the management team with the Executive Director & Deputy Director to coordinate services in both programs.
- Increases the responsiveness of the criminal justice system to the needs and concerns of clients and provides direct client assistance on a daily basis.
- Makes Agency presentations and performs public relations, as assigned.
- Serves as a member of various committees, as assigned.
- Assists in the hiring, coaching, and disciplining of staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in human services, criminal justice, social work, counseling, psychology, or related clinical field, and

(B) Three (3) plus years of Supervisory experience, or

(C) Equivalent combination of education and progressively responsible related experience.

Necessary Knowledge, Skills, and Abilities:

(A) Working knowledge of assessment methods and techniques; Working knowledge of referral resources and processes; Working knowledge of principles of human services; knowledge of social work, criminal justice system and procedures.

(B) Skill in crisis intervention; skill in assessment; considerable skill in counseling or therapy; effective communication and managerial skills; skilled in public speaking; skill in operation of listed office equipment;

(C) Ability to provide leadership and direction to staff; ability to accurately record and maintain records on a confidential basis; ability to assess a variety of personal or family problems; ability to compile and maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to establish and maintain effective working relationships with clients, employees, supervisors, other agencies, and the general public; ability to communicate effectively orally and in writing. **SPECIAL REQUIREMENTS:** Must have and maintain throughout employment a valid Driver's License. As well as meet eligibility requirements of "acceptable driver standards" as defined by the County. Ability to pass an extensive background check. **This is an abbreviated version of the job description

Molly A. Marion, MS, PLMHP-Juvenile Diversion Officer

Education

BS in Human Resources and Family Science

University of Nebraska at Lincoln, Lincoln, NE (1999-2004)

MS in Community Counseling

Bellevue University, Bellevue, NE (2008-2011)

Professional Experience

Juvenile Diversion Officer (2009-Present)

Sarpy County Diversion, Papillion, NE

- Performs and provides comprehensive intake and assessment services to individuals and/or families with a variety of personal problems, including, but not limited to, alcohol, tobacco, and other drug abuse/addiction, depression, stress, finance, or inter-personal conflict.
- Assesses clients as to their needs and develops an individualized Diversion Contract to ensure a successful completion of their program requirements.
- Conducts, scores, and interprets assessment and evaluation tools including, but not limited to the SASSI and YLS/CI.
- Informs families of expectations and procedures of the Juvenile Intake Diversion Program.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and law enforcement agencies regarding the needs of youth participants and their families.
- Monitors the defendants' compliance with the conditions of their individual contracts. Refers juveniles/families to outside agencies for appropriate required services.
- Provides direct client supervision of individual cases and maintains computer based and hard copy files of written reports regarding client's assessment and evaluation off their progress.
- Corresponds in writing with the defendants, family members, community resources, etc. as necessary.
- Coordinates with Diversion Staff to provide periodic updates of client's progress to the Sarpy County Attorney's Office.
- Conducts educational classes on a variety of personal problems faced by clients including, but not limited to, alcohol, tobacco, and other drug abuse/addiction, depression, stress, finance, or inter-personal conflict.
- Maintains working knowledge of information on community resources to meet the needs of clients and educational needs.
- Provides direction, encouragement, and guidance to clients in their early stage of recovery.

Counselor, Provisionally Licensed Mental Health Practitioner (2011- Present)

Wiles Counseling and Assessments, Ralston, NE

- Recognized State Provider for conducting Substance Abuse Evaluations for both adolescents and adults.
- Conduct intake appointments and provide individual counseling sessions for adolescents, adults, and families with mental health concerns.

- Provide level 1 outpatient services for substance abuse / substance dependence individuals.
- Participate in weekly staffing with supervisors to discuss client's progress.
- Collaborate with Drug Court, Probation, SSAS, and Court Appointed Officials on client's progress and recommended treatment plan.

Caseworker A (2006-2007)

Jefferson County Child Protection, Golden, CO

- Acquired detailed child abuse/neglect reports from concerned people in the community.
- Conducted follow up with families to assess risk, advised of laws, and offer resources.
- Collaborated with outside community agencies including law enforcement, medical personal, and schools.

Family Support Worker (2005-2006)

Jefferson County Head Start, Golden, CO

- Assist families in developing strategies to support the individual needs and plans of the family.
- Serve as a resource and referral for families, referrals including but not limited to mental health services, vocational assistance, housing, physical health, domestic violence, and education concerns.
- Responsible for crisis intervention.

Family Support Worker (2004-2006)

Owens and Associates, Omaha, NE

- Responsible for transporting and supervising visits for clients and their children
- Provide individual support for family members
- Implement plans for short and long term goals: including but not limited to housing, employment, education, domestic violence, and substance abuse related issues.

Organizations

Member of the American Psychological Association (2010 – Present)

Molly Marion-Job Description

Class Title: DIVERSION OFFICER I/Juvenile Intake
Grade Number: 9 (\$16.650/hr - \$22.438/hr)

Work Schedule: Monday – Friday 8:00am – 5:00pm

GENERAL PURPOSE

Performs a variety of advanced administrative, professional, and technical work requiring considerable complexity, responsibility, and independent judgment, thereby assisting Teen Court/Juvenile Intake programs in meeting its objectives.

SUPERVISION RECEIVED

Works under the general supervision of the Diversion Services/Victim Witness Assistant Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is able to communicate effectively, get along with co-workers, and deal with colleagues effectively and professionally.
- Performs and provides comprehensive intake and assessment services to individuals and/or families with a variety of personal problems, including, but not limited to, alcohol, tobacco, and other drug abuse/addiction, depression, stress, finance, or inter-personal conflict.
- Assesses clients as to their needs and develops an individualized Diversion Contract to ensure a successful completion of their program requirements.
- Conducts, scores, and interprets assessment and evaluation tools including, but not limited to the SASSI and YLS/CJ.
- Informs families of expectations and procedures of the Juvenile Intake Diversion Program.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and law enforcement agencies regarding the needs of youth participants and their families.
- Monitors the defendants' compliance with the conditions of their individual contracts. Refers juveniles/families to outside agencies for appropriate required services.
- Provides direct client supervision of individual cases and maintains computer based and hard copy files of written reports regarding client's assessment and evaluation off their progress.
- Corresponds in writing with the defendants, family members, community resources, etc. as necessary.
- Coordinates with Diversion Staff to provide periodic updates of client's progress to the Sarpy County Attorney's Office.
- Conducts educational classes on a variety of personal problems faced by clients including, but not limited to, alcohol, tobacco, and other drug abuse/addiction, depression, stress, finance, or inter-personal conflict.
- Coordinates with Diversion Staff to provide Random Breath/Drug Testing to Diversion Clients.
- Maintains working knowledge of information on community resources to meet the needs of clients and educational needs.
- Keeps current with regulatory, professional and clinical advances.
- Provides direction, encouragement, and guidance to clients in their early stage of recovery.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in criminal justice, social work, counseling, psychology, marriage and family relations or a related clinical field, and
 - (B) three (3) years practical experience, substance abuse treatment experience preferred, or
 - (C) Equivalent combination of education and progressively responsible experience.
- Bilingual and LADAC preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of assessment methods and techniques; Working knowledge of legal processes, referral resources and processes and community resources; Considerable knowledge of principles of human development; addictions, alcohol/drug related issues, criminal behavior, and mental health issues; Working knowledge of legal processes, referral resources and processes and community resources; Working knowledge of computer software programs including, but not limited to, Access, Excel, Microsoft Word and operation of office tools and equipment.
- (B) Considerable skill in crisis intervention, assessment tools, and drug testing.
- (C) Ability to assess a variety of personal or family problems; Ability to maintain detailed and accurate records and data; Ability to maintain confidences; Ability to work independently or as part of a team; Ability to establish and maintain effective working relationships with clients, employees, supervisors, other agencies, and the general public; Ability to communicate effectively orally and in writing. Ability to design, develop, and implement training and presentations.

SPECIAL REQUIREMENTS

- Must have and maintain throughout employment a valid Driver's License. As well as meet eligibility requirements of "acceptable driver standards" as defined by the County. **This is an abbreviated version of the job description

Nicole Allison-Teen Court Coordinator

PROFESSIONAL EXPERIENCE

CATHOLIC CHARITIES

INPATIENT ADDICTION SERVICES

2008-2009 Chemical Dependency Specialist

- Supervised adolescents with chemical dependency addictions in inpatient facility
- Facilitated group therapy assignments
- Documented and assessed goal achievements and recovery plan
- Provided one on one sessions with clients to discuss their emotions and coping strategies
- Implemented weekend schedule and trained staff accordingly

SARPY COUNTY

DIVERSION SERVICES

2009- Present Teen Court Coordinator/Juvenile Diversion Officer

- Coordinate, recruit and train all Teen Court Volunteers.
- Partner with local school law programs regarding volunteers and extra credit.
- Facilitate trainings for Jury members, Jury Forepersons, Bailiffs and Attorney volunteers.
- Direct local attorneys and law students to implement mentoring program to volunteers.
- Recruit and train all adult volunteers who serve as Judges for Teen Court.
- Serve as a Diversion Officer for follow up appointments regarding consequences for Defendants.
- Review clients' eligibility for Teen Court using interview, evaluation and assessment tools.
- Conduct random Drug and Alcohol Testing.
- Manage case load notes.

SARPY COUNTY

JUVENILE JUSTICE CENTER

2012-Present High School Instructor

- Instruct High School students in all subjects who are removed from local Public Schools and are sent to alternative school.

SARPY COUNTY

JUVENILE JUSTICE CENTER

2012- Present Character Building Instructor

- Instruct Juveniles within the legal system on Character Building.
- Developed curriculum for 6 hour class.

EDUCATION

**2000-2001 Bachelor of Science, Organizational Communication
Bellevue University, Bellevue, NE**

1997-2000 Elementary Education

John Carroll University, University Heights, Ohio

Nicole Allison-Job Description

Class Title: TEEN COURT COORDINATOR

Grade Number: 9 (\$16.650/hr - \$22.438/hr)

Work Schedule: Monday – Friday, 8:00am – 5:00pm

GENERAL PURPOSE

Performs and directs a variety of advanced administrative, professional, and technical work requiring considerable complexity, responsibility, and independent judgment, thereby assisting the Teen Court Program in meeting its objectives.

SUPERVISION RECEIVED

Works under the general supervision of the Diversion Services/Victim Witness Assistant Director.

SUPERVISION EXERCISED

Recruits, trains, and supervises adult and teen volunteers in the performance of their duties throughout the year to efficiently operate Teen Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates effectively, displays cooperation with co-workers, and deals with colleagues and others effectively and professionally.
- Coordinates all aspects of Teen Court including, but not limited to, scheduling clients and volunteers, interviewing and evaluating defendants for participation, recruiting and training volunteers to serve on Teen Court.
- Coordinates with the Assistant Director in assigning cases to the Teen Court Program.
- Informs families of Teen Court expectations and procedures; provides information regarding hearing status.
- Schedules Teen Court, including, but not limited to location site for court and participants: volunteer teens to serve as attorneys, jurors, and bailiffs; adult attorneys to serve as judges.
- Monitors Teen Court volunteers to ensure compliance with procedures: coordinates Teen Court hearings to ensure they are conducted in a professional manner; that all participants carry out their duties responsibly, and the conditions assigned to the defendant are understood and are appropriate.
- Monitors the defendants' compliance with the conditions assigned by the Teen Court jury. Refers juveniles/families to outside agencies for appropriate required services.
- Corresponds in writing with the defendants, volunteers, community resources, etc. as necessary.
- Completes the paperwork necessary for the juvenile records, documentation of volunteer hours, and data for statistical analysis.
- Collaborates with the Assistant Director to represent and promote an understanding of Teen Court in the community.
- Performs comprehensive intake and assessment services to determine a variety of issues including, but not limited to alcohol, tobacco, and other drug abuse/addiction; depression; interpersonal conflict, etc. faced by participants and families of Teen Court.
- Conducts, scores, and interprets assessment and evaluation tools including, but not limited to the SASSI and YLS/CI for youth participating in Teen Court. Keeps current with regulatory, professional and clinical advances.
- Coordinates and consults with social service agencies, school staff, community groups, private practitioners, clergy, and law enforcement agencies regarding the needs of youth participants and their families.
- Coordinates with Diversion Staff to provide periodic updates of client's progress to the Sarpy County Attorney's Office.
- Provides direct client supervision of individual cases and maintains computer based and hard copy files of written reports regarding client's assessment and evaluation off their progress, ensuring legal compliance.
- Assists Diversion Staff in providing Random Breath/Drug Testing to Diversion Clients.
- Maintains working knowledge of information on community resources to meet the needs of clients and educational needs.
- Provide direction, encouragement and guidance to clients, Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: (A) Graduation from a four-year college or university with a degree in criminal justice, social work, counseling, psychology, marriage and family relations or a related clinical field, and (B) Three (3) years practical experience, or (C) Equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of assessment methods and techniques; Working knowledge of legal processes, referral resources and processes and community resources; Considerable knowledge of principles of human development; addictions, alcohol/drug related issues, criminal behavior, and mental health issues; Working knowledge of legal processes, referral resources and processes and community resources; Working knowledge of computer software programs including, but not limited to, Access, Excel, Microsoft Word, WordPerfect, PowerPoint, and operation of office tools and equipment. (B) Considerable skill in crisis intervention, assessment tools, drug testing, and public speaking. (C) Ability to assess a variety of personal or family problems; Ability to maintain detailed and accurate records and data; Ability to maintain confidences; Ability to work independently or as part of a team; Ability to establish and maintain effective working relationships with clients, employees, supervisors, other agencies, and the general public; Ability to communicate effectively orally and in writing; Ability to design, develop, and implement training and presentations. **SPECIAL REQUIREMENTS:** Must have and maintain throughout employment a valid Driver's License. As well as meet eligibility requirements of "acceptable driver standards" as defined by the County. **This is an abbreviated version of the job description.

Section I – Confidentiality and SAMHSA Participant Protection/Human Subjects

Protecting Clients and Staff from Potential Risks:

Sarpy County currently has policies and safeguards in place protecting individuals from risks associated with participation in services. Clients selected for participation in this project do so at the County Attorney level. All cases are referred to Juvenile Diversion through the County Attorney's Office. Possible adverse effects that are physical or medical are limited to everyday accidents. No special requirements are needed beyond arriving for an interview and speaking with a Juvenile Diversion Officer. There are possible psychological, social, and legal risks that may arise as clients disclose the nature of incidents. Discussing past events may cause the client to feel uncomfortable. It will be the responsibility of the Juvenile Diversion Officer to assure the client that material disclosed is confidential and any information collected is used only as a baseline to provide them with possible treatment.

All data collected will be kept confidential as directed by Sarpy County Policies. Sarpy County's policy as it relates to confidentiality of client information is below:

Policy: Confidentiality of Client Information
Approved by: County Attorney, Executive Director
Date: 11 January 2007

GOAL: To ensure that all information regarding individuals who are served through Sarpy County Diversion Services Program are handled with utmost respect for client's dignity and right to privacy.

PURPOSE: To ensure that all information, written or verbal, is considered confidential.

PROCEDURE: All client information is to be kept in secured areas of the office and unless required by law no identifying information is to be released to parties outside of the Program without written consent by the client (or the client's guardian).

If client information is required to be released, prior to written authorization, staff of the Program must obtain verbal consent from client/guardian and staff must fully document the situation in client's file. All staff members are required by law to report suspected child abuse and abuse of elderly or incompetent adults.

ACCESS BY THIRD PARTIES:

INTERNAL: Only approved designated staff of the County Attorney's Office, the Diversion Program, and the Sarpy County Clerk's Office, will have access to information regarding individuals served by the Program.

EXTERNAL: Approved external Third Party auditing and contracting personnel have access to client information, only as necessary to complete their specific assignment. All External personnel are required to sign consent form(s) prior to reviewing any information.

PROCESSED OR ELECTRONIC STORAGE: Information that is processed by the Program is required to be password protected as follows: use of a Computer Network that requires “Login Scripts” and “Network Passwords” for access and access through Network Security and Trustee assignment. All narrative and databases are to be password protected with only approved, designated personnel having access.

Guidance will be given if necessary during the interview process for any client or family member that might disclose information of a sensitive nature. All Juvenile Diversion Officers are trained in Abuse/Neglect and understand how to make appropriate referrals to Health and Human Services or law enforcement, including anyone who might report past sexual assaults. Juvenile Diversion Officers will also make referrals to Victim Witness if necessary should the need arise for a protection order.

In some cases, clients are not appropriate for Diversion due to low cognitive ability or the age of the client is not appropriate. These clients are then referred to other agencies for further more intense assistance or placed in regular Diversion services. Other agencies that Sarpy County TeCSAP may refer clients to are Health and Human Services or Region 6.

Fair Selection of Participants:

All residents of Sarpy County will be eligible to participate in TeCSAP. The only requirement is that the participant is a juvenile between the ages of 12-18 and the juvenile was identified as either having a drug/alcohol charge or a different charge but through assessment, is found to have a drug/alcohol and/or co-occurring mental health problem. Participation is based on the juvenile’s willingness to adhere to the program requirements and volunteers will be selected based on their willingness to participate and their appropriate age.

Juveniles under the age of 12 will be excluded from TeCSAP, due to their cognitive ability and functioning level. Those juveniles will be assessed on an individual basis and continue with Diversion receiving services as necessary and appropriate for their age. Adults are not eligible due to state statute; adults are referred to a separate adult Diversion Program. TeCSAP will address issues with youth as this age group will benefit most from the programming and what Sarpy County Juvenile Diversion Officers are trained to address.

Absence of Coercion:

Participation will be a requirement for clients screened into TeCSAP through Juvenile Diversion. This will be a part of the juveniles Diversion Contract. However, if the client does not wish to participate in TeCSAP or Juvenile Diversion, their file will be transferred back to the County Attorney for prosecution in Juvenile or County Court.

Participants will be awarded at \$10 gift card at the completion of the program. At this time, Juvenile Drug Treatment Court offers incentives of gifts cards ranging from \$5 to \$25 for successful completion of certain levels of their program. In Teen Court, two annual parties are given for the volunteers funded through the County Aid grant. At these annual celebrations, volunteers are given certificates of appreciation, awards for years of service and snacks.

Participants will be told from the onset that they do not need to complete the TeCSAP to be referred for services. All juveniles referred to the Diversion Program will have the option to complete the regular Juvenile Diversion or to participate in TeCSAP. It will be explained that should a client not join the TeCSAP and use a treatment facility, Sarpy County can refer to a treatment provider with a sliding fee scale, but Sarpy County will not have funds available to support treatment outside of a TeCSAP contract.

Data Collection:

Data will be collected from the participants, their parents and/or guardians, as well as collateral information from schools, counselors, therapists, doctors, psychologists, psychiatrists and other professionals the client maybe in contact with that has information about their well being. Data collection will be in the form of interviews, records, psychological assessments, CD evaluations, questionnaires, and observations. A majority of the data will be collected during the assessment with the Juvenile Diversion Officer. Office setting will be private and behind closed door. The Juvenile Diversion Officer will ask the parents and/or guardian and youth questions as a group and individually. The youth will answer questions while in the office to ensure privacy. Follow up questions may occur if the Officer feels there is a need for more information.

Sarpy County Juvenile Diversion will collect a urine sample for drug testing. A five panel cup will be used initially to test the sample. Should a client want to contest the results, Juvenile Diversion will send the sample to District #2 Probation in order to confirm the positive result. Juvenile Diversion currently tests for THC (marijuana), opiates, benzodiazepines, amphetamines, methamphetamines and cocaine. Breathalyzers are also used for testing a BAC (blood alcohol content). The material is used for assessment and to ensure the client is in compliance with their contract to remain drug and alcohol free.

Below are Sarpy County's current policies and procedures with regard to testing, intake, duty to warn, mandatory reporting, release of confidential information, reporting client information, and suicidal youth:

Policy: Random Breath Testing
Approved by: County Attorney, Executive Director
Date: 11 January 2007

Goal: To assist clients in maintaining sobriety while participating in the Sarpy County Diversion Program.

Purpose: To conduct random breath and urine testing to hold clients accountable to the requirements of their Diversion Contract.

Procedure: Upon entry the client agrees to submit to any test for alcohol and/or drug content of their bodily fluids as directed by the Diversion Office. The client receives a random breath/drug testing color. The client is directed to call the Diversion Drug Testing Line each morning to determine if testing is going to occur that day. If testing is occurring that day then the client is to report to the Diversion Office within the determined time frame to submit to testing.

If the client is late for or misses the testing the Diversion Program considers this a failed test. No excuses or exceptions can be made by the client or their representative during the drug testing time. If the client is

late or misses the testing they must speak with their Diversion Officer or an available Director regarding the missed test at their next scheduled appointment or the next business day, whichever comes first.

The consequences of failing to appear for testing or for testing positive for drugs or alcohol is discussed with the client at the time they enter the program. If the client fails the test for either drugs or alcohol they must speak with an available Director during the time that testing is conducted.

If a client fails a PBT test, is over the legal limit to drive a vehicle (.08 for 21 and above or .02 for 20 and below) and does not have a ride, the Director on duty will discuss the failed test and options the client has for leaving the testing site. The client may choose one of the following options:

1. The client may call a relative or friend to come and pick them up (if the client is over the age of 19 and not living at home).
2. The client may call a cab company to get a ride.
3. The Director on duty at the testing site may contact law enforcement to determine if the client is able to drive their vehicle.

If a client fails a UA test and does not have a ride, the Director on duty will discuss the failed test and options the client has for leaving the testing site. The client may choose one of the following options:

1. The client may call a relative or friend to come and pick them up (if the client is over the age of 19 and not living at home).
2. The client may call a cab company to get a ride.
3. The Director on duty at the testing site may contact law enforcement to determine if the client is able to drive their vehicle.

Failure of the test may also be discussed during the following staff meeting to determine possible program sanctions or termination of the client from the program.

Data Collection Instruments and Interview Protocols:

Policy: Client Understanding of Juvenile Assessment, Intake, Teen Court Program
Approved by: County Attorney, Executive Director
Date: 11 January 2007

Goal: To offer potential Juvenile Intake-Teen Court Diversion clients a comprehensive understanding of the Juvenile Intake-Teen Court Diversion Program during the initial appointment.

Purpose: To educate potential clients about Juvenile Intake-Teen Court Diversion Program to enable an informed decision about Program participation.

Procedure: During the initial contact and interview with the potential client the Diversion Officer will:

1. Explain to the potential client and parent/guardian(s) the voluntary nature of participation in Juvenile Intake-Teen Court Diversion, and the components of the Assessment/Intake appointment.
2. The Officer will discuss the components of the Program and the responsibilities of the client and the parent/guardian to complete all aspects of the Program requirements. The Officer will also explain the potential consequences of failing to complete the Diversion Contract as agreed.

3. The Officer will discuss the Diversion Contract requirements of the Program during the Intake appointment. The Officer will reinforce the potential consequences of failing to complete the Diversion Contract as agreed.

Policy: Conducting Juvenile Intakes
Approved by: County Attorney, Executive Director
Date: 11 January 2007

Goal: To reduce recidivism and encourage accountability by providing juvenile offenders with resources, information and support necessary to implement positive lifestyle changes while participating in the Sarpy County Diversion Program.

Purpose: To establish a rapport with the client, perform an accurate evaluation by interviewing the client using the SASSI and modified YLS interview assessment tools, and develop a Diversion contract that provides appropriate consequences.

Procedure Non-Assessment Intakes: The Officer will conduct a two hour intake interview with clients enrolled in the Sarpy County Juvenile Intake and/or Teen Court Diversion Program. Prior to meeting with the client the Officer will conduct the following pre-intake review of the clients file:

1. Check CMS for other charges client may have
2. Review client's legal history
3. Review police report

Diversion Officers will conduct an oral interview using the modified YLS interview tool with the client and their parent(s). The family may be separated during the intake, with the client and parent/guardian(s) interviewed together and then separately. At the conclusion of the intake, a contract will be written and signed. During the interview process the Officer will complete the following:

Review the clients understanding and expectations of the program (length, voluntary, difference between Diversion and court, the criminal justice process, and voluntary entrance into Juvenile Intake Diversion, no refund of money, etc).

Complete intake interview form collecting information regarding school, past criminal charges, behavior, alcohol and drug use, and details of the current law violation, among other information.

1. Complete the self-assessment questionnaire
2. Conduct, score, and interpret the adolescent SASSI if administered
3. Discuss Program Education and Treatment recommendations
4. If client needs to complete a CD Evaluation discuss options with the client and provide recommendation to the client
5. Complete a Release of Information Form if necessary for any outside referrals
6. Complete Intake Report Sheet, assigning client time to attend VIP, Alcohol Education or any additional components.
7. Ensure that waivers and HIPAA paperwork are signed.
8. Discuss client payment schedule
9. Complete contract with Diversion Officer and client signatures of the juvenile and parent(s)/guardian(s).
10. Explain future check-ins and importance of being on time
11. Take client to the front desk with the Intake Sheet to make payment and set next appointment

After client leaves, the Officer will:

1. Write narrative in CMS and print out a copy for the client file
2. File any loose paperwork
3. Put file in the Data Entry Staff's inbox

Policy: **Duty to Warn**
Approved by: **County Attorney, Executive Director**
Date: **11 January 2007**

Goal: To understand the limitations of the confidentiality policy in situations that may place the client or another person in harm.

Purpose: To appropriately respond to any threat of physical harm disclosed to Diversion employees.

Procedure: If a potential or current juvenile or adult Diversion client discloses a specific threat of physical harm to a reasonably identifiable victim(s), then the Diversion Officer will follow the procedure listed below:

1. **Grave risk of danger to client:** If an Officer determines a client's safety or welfare is at grave risk, staff will collect additional information to assess the risk and will communicate that information with an available Director. The Director and Officer may decide to disclose information to the appropriate legal authority or others who may assist in safeguarding the client. The Director and will call 9-1-1 to inform law enforcement of the threat. The Director will then obtain legal council from the Sarpy County Attorney's Office regarding the possibility of warning the intended victim(s). If a warning is necessary, the Director will obtain legal council from the Sarpy County Attorney's Office regarding the wording of the warning in order to maintain adherence to confidentiality and duty to warn laws. The Director and Officer will then issue a warning to the intended victim(s). The threat(s) made by the potential or current client and all resulting actions taken by Diversion employees will be documented in the client's file. The Director and Officer will make a reasonable attempt to safely notify the client verbally or in writing that this occurred.
2. **Client is serious threat to themselves or someone else:** When a client discloses intent to commit a violent act or serious harm to themselves or someone else and there is reasonable probability that the client will carry out the threat, an Officer will discuss the threat with an available Director and may disclose information to the appropriate legal authority. The Director and Officer will follow the procedure for notifying legal authorities as described above. Information is released only when failure to disclose is likely to result in clear, imminent risk of serious injury or death of the client or another person. Information released must be limited to that which is necessary to prevent harm and danger. Before releasing information, the available Director and Officer must assist the client in considering options and assessing the probability of the client following through with the threat. Additionally, a Director may choose to breach confidentiality when a client has been referred to an outside agency and it is discovered that the client may pose a safety threat to themselves or others.

3. **Life-threatening medical emergency:** If there is a life threatening medical emergency involving the client and/or the client's children and the client is unable to authorize a release of information, program staff may release relevant information to the appropriate persons involved. The information released must be limited to that which is necessary to resolve the medical emergency. The program must safely notify the client verbally or in writing as soon as possible that this occurred.

4. **Client's death is possible homicide:** If a current or former client dies under circumstances suggesting homicide, the Executive director or their designee will consult the Sarpy County Attorney regarding the potential disclosure of information prior to the disclosure of information to the appropriate legal authority. This should be limited to situations when Diversion Services believes the information is not available from another source. In a decision to disclose, the Sarpy County Attorney and Executive Director will consider the potential ramifications for the Program and the impact on family and friends of the former client.

Policy: **Mandatory Reporting**
Approved by: **County Attorney, Executive Director**
Date: **11 January 2007**

Goal: To protect adults and children who are possible victims of child/elderly abuse and/or neglect.

Purpose: To comply with mandatory reporting laws surrounding suspected child/elderly abuse and neglect.

Procedure: If a client/adult discloses information identifying him or herself as a possible victim of child/elderly abuse and/or neglect, then the Officer will inform the client of his/her legal obligation to report this information due to status as a mandatory reporter. The Officer will then notify an available Director and make a report to Child or Adult Protective Services (800-652-1999).

If any employee observes signs of child/elderly abuse and/or neglect, an available Director will be notified and a report will be made to Child or Adult Protective Services (800-652-1999).

If the juvenile/adult is determined to be in immediate danger, the Officer or an available Director will call 9-1-1 for law enforcement assistance, in addition to reporting the incident to Adult/Child Protective Services.

Every report to Adult/Child Protective Services or contact with law enforcement about suspected child/elderly abuse and/or neglect will be recorded on an incident report form.

Policy: **Release of Confidential Client Information**
Approved by: **County Attorney, Executive Director**
Date: **11 January 2007**

Goal: To ensure that all information regarding individuals who served through Sarpy County Diversion Services Program are handled with utmost respect for client's dignity and right to privacy.

Purpose: To ensure that all information, written or verbal, revealed to any third party has a release of information signed by the client, parent/guardian.

Procedure: All client information is to be kept in secured areas of the office and **UNLESS REQUIRED BY LAW** no identifying information is to be released to parties outside of the Program without written consent by the client (or the client's guardian). Confirmation of a client's participation in the Program is prohibited without a signed release of information by the clients, parent/guardian.

Staff must obtain consent and authorization to discuss case planning, court proceedings or program follow-up with any outside agency without written permission from the client.

Staff must complete and witness the authorizing signature of the client on the Diversion Services Release of Information form to receive consent and authorization from the client.

The original signed release of information document must be kept in the client's file. A copy of the document will be given to the client and may be faxed to the agency listed on the form as requested. No information regarding confirmation of a client's participation, update on the client's progress in the Program, or any other information is to be given over the phone to any individual or agency without signed written consent from the client.

If client information is required to be released, prior to written authorization, staff of the Program must obtain verbal consent from the client, parent or guardian. Staff must fully document the situation in client's file.

Third Party Agencies: Confidential client information may be provided to third part agencies, such as armed forces recruiting agencies, with prior written approval from the client. Information that will be provided to a third party agency will only include: confirmation of the client's participation in the program; dates of service provided to the client; and confirmation of compliance with the program requirements. No information regarding the nature of the incident that occurred for the client to be referred to the Program, specific program requirement, or documentation received by third party agencies will be provided to any third party agency unless otherwise directed by the Sarpy County Attorney.

Policy: Reporting Client Information
Approved by: County Attorney, Executive Director
Date: 11 January 2007

Goal: To ensure that all information regarding individuals who are served through Sarpy County Diversion Services Program are handled with utmost respect for client's dignity and right to privacy.

Purpose: To ensure the protection of confidential client information in reporting procedures.

Procedure: Client information may be stored electronically and/or in paper files. All electronic information will be stored in secure database(s). Paper files will be locked and stored as legally required. Paper files will be kept for a minimum of three years, and will be shredded before being discarded. Individual client information will be shared with the Sarpy County Attorney's Office, agencies or individuals with the written or documented verbal consent of the client and/or parent/guardian(s), and under legal obligation.

The aggregate of client information will be reported to agencies outside of the Sarpy County Attorney's Office. No individually identifying information will be contained in these reports.

Policy: Suicidal Youth
Approved by: County Attorney, Executive Director
Date: 11 January 2007

Goal: To detect suicidal ideations and protect youth from acting on these ideations.

Purpose: To assess the suicidal risk of clients in order to enact measures designed to ensure safety.

Procedure: Every Juvenile Assessment Program client will be screened for suicidal ideations using the Suicide Risk Inventory.

If the client scores a “30 or higher” on the Suicide Risk Inventory, or discloses suicidal ideations to a staff member at any point during Diversion, then the staff member will immediately notify an available Director about the situation. Together they will discuss the suicide risk level with the parent/guardian(s) and the client. Recommendations can include a referral to a therapist, immediate admission to a hospital providing emergency psychiatric care (such as Immanuel Hospital), or a call to 9-1-1 for law enforcement assistance, depending upon the perceived immediate threat level. If appropriate, the Diversion Officer and the available Director will also create a “Safety Contract” contract with the client and parent/guardian(s). If there appears to be an immediate danger, then the Diversion Officer or available Director will call 9-1-1 for law enforcement assistance.

If the client scores a “15-29” on the Suicide Risk Inventory, then the Diversion Officer will notify an available Director about the situation. Together they will discuss the perceived immediate threat level and depending upon the suicide risk level they may discuss the risk level with the parent/guardian(s) and the client. The Diversion Officer and available Director will create a “Safety Contract” contract with the client and parent/guardian(s).

If the client scores a “0-14” on the Suicide Risk Inventory, then the Diversion Officer will dialogue with the client about any possible suicidal ideations. If no serious risk emerges, then the Diversion Officer will recommend that the Diversion Officer supervising the case periodically assess the client about any further suicidal ideations. If a serious risk emerges, then the Diversion Officer will follow protocol for the next highest risk level.

Protocol for the highest level of response will be followed if there is a discrepancy in suicide warning level established by the assessment instruments.

Below is a copy of the Safety Contract for Juvenile Diversion Services:



The Office of the County Attorney

DIVERSION SERVICES

SAFETY CONTRACT

I, _____, agree to keep myself safe. If I am having thoughts of harming myself or committing suicide, I agree to do the following:

_____ Get help from a trusted adult, such as:

Name(s): _____ Phone Number: _____

_____ Call a crisis hotline, available free of charge, every hour of every day:

- National Hopeline Network 1-800-SUICIDE (1-800-784-2433)
- Girls and Boys Town National Hotline 1-800-448-3000

_____ Talk to a school counselor, social worker, or psychologist during the school day, such as:
Name(s): _____

_____ Other:

I understand the contract that I am signing, and I agree to follow it.

Client Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Diversion Officer Signature: _____ Date: _____

Privacy and Confidentiality:

Interviews will be conducted in private offices with a Juvenile Diversion Officer. The Juvenile Diversion Officer will conduct all interviews and collect data. Courtrooms will only have the members of the court, the juvenile and their parent and/or guardian.

The Juvenile Diversion Officer will conduct interviews and assessments verbally. Any written data that is required to be collected by the juvenile will be done so by using a clip board and pencil. Sarpy County has contracts with translators to assist with interpretation of the languages most used in our community including sign language.

Paper files will be locked and stored in the Juvenile Diversion Officer's file cabinets. Doors to all offices are locked. Access to Diversion is through a reception area and through a coded door which remains locked at all times. Electronic information is saved by each computer and locked with a password specific only to that Diversion Officer. Programs in the computer are also accessed with another password assigned to that specific Diversion Officer.

Diversion Officers, Support Staff, the Directors of Diversion/Victim Witness, Juvenile County Attorney's, Deputy County Attorney and County Attorney will have access to the files at anytime. Information will be shared with other professionals only with the consent of the juvenile's parents and/or guardians. Access to all information will be limited as stated above and as policy dictates.

Adequate Consent Procedures:

Counselors and attorneys may request information from Juvenile Diversion Services. Past history, results of drug/alcohol tests, notes, scores on any screening tools may be requested. Data is collected to document the progress or lack of progress through the program. All data will be kept private by its location in the office i.e. locked up or on the computer i.e. password protected.

All data on a violation ticket such as: date of offense, name, address, city, state, zip code, driver's license number, exp date, dob, sex, height, weight, eyes, hair, race, description of vehicle if involved, list of all violations on the citation, name of arresting agency, will be collected. Other information collected during intake/assessment will be: parents information, place of work general idea of income, names of family members they live with, their description of what happened at the arrest, details of home life, types of rules they have growing up, UA results, any diagnosis from mental health providers, grades from schools, report cards, any disciplinary reports from the schools. Additionally, any information which is required in order for TeCSAP to complete the GAIN-Q3 will also be collected during assessment.

Participation in Diversion is voluntary. Juveniles can choose to go to have their charged transferred back to the County Attorney's Office. Should a client choose not to participate in Diversion, the file will be sent back to the County Attorney for prosecution in Juvenile Court.

Possible risks associated with Juvenile Diversion and Teen Court may include juveniles continuing risky or delinquent behaviors. Plans to protect clients from these risks include providing encouragement and accountability to complete their program.

Sarpy County Juvenile Diversion provides forms in Spanish and contracts are in place with interpreters when needed for assistance. The Diversion Officer will read the Assent form to the juvenile and their parent/guardian and answer any questions as they arise. Additional things required will be the Sarpy County HIPPA form, Diversion Contract, and Waiver to Speedy Trial.

Sarpy County will obtain written consent from the juvenile and their parent and/or guardian. The form will be read to them and any questions will be answered by the Juvenile Diversion Officer. The Consent Form will be signed and dated by the Diversion Officer, the juvenile, and parent/or guardian.

Risks are minimal to juveniles participating in the program. Risks associated with this program involve feelings of discomfort. Mental health and addiction therapist argue that to resolve mental health or addiction problems, a client must resolve past uncomfortable issues as they may be the reason why juveniles decide to engage in risky behaviors or why a mental health issue develops. The goal of this program is to discover substance abuse and co-occurring mental health early, in order to resolve issues prior to further penetration in to the juvenile justice system.

Through TeCSAP and the GAIN assessments, Sarpy County may identify the receptiveness of one age group over another to behavior change. The goal of Sarpy County's Juvenile Diversion Program is to provide the best service for any juvenile willing to participate, diverting youth from formal Juvenile Court processing and reducing recidivism rates.

Outcome measurements identified by the program: Is the GAIN Q-3 helping to screen juveniles for appropriate services? Will juveniles be more successful completing the TeCSAP as opposed to completing regular Diversion? Will an identified juvenile discontinue risky behaviors after treatment? Will second offense drug/alcohol violations decrease?

Sarpy County can measure success of the program when goals are accomplished and first-time juvenile drug/alcohol violators are diverted away from the formal court process in order to complete the GAIN-Q3 assessment. Through the assessment, Sarpy County may uncover abuse, depression or suicidal issues. Those juveniles will be referred to a service provider for treatment which will assist them in finding the tools needed to make lifestyle and behavior changes in order to lead healthy and productive lives.



The Office of the County Attorney

DIVERSION SERVICES

1257 GOLDEN GATE DRIVE SUITE 11W • PAPILLION, NE 68046-2857

PHONE (402) 593-2206 Adult • (402) 593-2207 Juvenile

FAX (402) 593-2212

RELEASE OF INFORMATION

Releasing and sharing of information between Agencies is requested below.

I hereby freely give my consent and authorize: Sarpy County Diversion Services; 1257 Golden Gate Drive, Suite 11W, Papillion, NE 68046 to release and receive **information from the records of:**

(Client Name)	(Date of Birth)
(Name of Agency)	(Address)
(Contact Person)	(Phone Number)

Purpose or need for disclosure:

<input checked="" type="checkbox"/>	Case Planning	<input checked="" type="checkbox"/>	Follow-up	<input checked="" type="checkbox"/>	Court Proceedings
<input checked="" type="checkbox"/>	Other: Diversion Services				

TYPE OF INFORMATION TO BE RELEASED

Consent Granted	Consent Denied	
		Counselors Observation, Evaluation, Opinions, & Recommendations
		Psychological/Psychiatric Evaluations
		Chemical Dependency Evaluation(s) (information regarding individuals drug usage)
		Medical Records
		Progress Reports and/or Reviews
		Permission to discuss case over the telephone or by email
		Other relevant information related to the Diversion Client (specify)

Person Authorizing Release (please print) _____

 Authorizing Signature Date

 Witness

I understand that any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records and cannot be disclosed without my written consent unless otherwise provided for in the regulations. This authorization to release information will be effective for up to two years after the above named individual terminates the Sarpy County Diversion Program.

⚡ A copy shall have the full force and effect of the original

ACKNOWLEDGE RECEIPT OF NOTICE OF PRIVACY PRACTICES

By signing this from, you acknowledge that Sarpy County has giving you a copy of Notice of Privacy, which explains how your health information will be handled in various situations. We must try TO have you sign this form on your first date of service. This includes the situation where your first date of service occurred electronically. WE ARE REQUIRED BY FEDERAL LAW TO GIVE YOU THIS INFORMATION AND FOLLOW THESE PROCEDURES.

If your first date of service with us was due to an emergency, we must try to give you this notice and get your signature acknowledging receipt of this notice as soon as we can after emergency.

Check all that are true:

- I have received Sarpy County's Notices of Privacy Practices.
- Sarpy County has given me the chance to discuss my concerns and questions about the privacy of my health information.

Signature of Patient/Client/Legal Guardian/Personal Representative/Subject of Records

Date

Sarpy County Staff should complete the following if Acknowledgment Form is not signed:

1. Does the patient have a copy of the Notice Form?

YES NO

2. Please explain why the patient was unable to sign an acknowledgment form and Sarpy County's efforts in trying to obtain the patient's signature: _____



**The Office of the County Attorney
DIVERSION SERVICES**

1257 GOLDEN GATE DRIVE SUITE 11 W • PAPILLION, NE 68046-2857
PHONE (402) 593-2206 Adult • (402) 593-2207 Juvenile
FAX (402) 593-2212

Jean Brazda
Executive Director

James P. Weber
Deputy Director

Jennifer Ozturk
Assistant Director

L. Kenneth Polikov
Sarpy County Attorney

JUVENILE DIVERSION PROGRAM AGREEMENT

I _____ do hereby stipulate and agree with the Sarpy County Attorney and his designate to undertake all of the duties specified hereinafter by this agreement:

THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

Initials

_____ I agree to pay the NON-REFUNDABLE program fee of \$_____. In addition I agree to pay all services provided in the Diversion Program unless waived by my Diversion Officer:

Program Fee	\$ _____
Community Service	\$ _____
Classes	\$ _____
TOTAL	\$ _____

_____ I agree not to violate any laws, to attend school, and to make every effort to improve my performance in school while involved with the Juvenile Intake Program.

_____ I agree to abstain from all alcohol and all non-prescribed mood-altering chemicals while in the Diversion Program. I will provide the Diversion Office with a copy of all prescription medication I am currently taking or will be taking while in the program.

_____ I understand that my file may be returned (redirected) to the County Attorney's Office for prosecution if I fail to comply with any or all of the conditions stated in this contract and/or commit an additional misdemeanor or felony offense while participating in the Diversion Program. I also understand that should I be arrested for any other offense within 18 months of the date of this arrest; I may be prosecuted for both arrests.

_____ I consent and authorize the Sarpy County Attorney or his designate to access and obtain any information and records of mine in the possession of any law enforcement agency, drug, alcohol or mental health counselor, treatment/mental health program, or other entity involved with my Diversion Plan, including information of any kind regarding my compliance with the program.

_____ I agree to report back to meet with my Diversion Officer _____.

_____ I understand that my participation in the Diversion Program is voluntary and that I may withdraw from the program at any time. I understand if I voluntarily withdraw from the program my file will be redirected to the Sarpy County Attorney's Office and charges may be filed or re-filed.

(Client Signature)

(Parent Signature)

(Diversion Officer Signature)

(Date)

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how Sarpy County may use or disclose your personal health information, with whom that information may be shared, and the safeguards we have in place to protect it. This notice also describes your rights to access and amend your health information.

We must follow the privacy practices contained in this notice. However, we reserve the right to change the privacy practices described in this notice, in accordance with the law. Changes to our privacy practices apply to all health information we maintain. If we change our privacy practices, you will receive a revised copy.

You will be asked to provide a signed acknowledgment of receipt of this notice. Our intent is to make you aware of possible uses and disclosures of your protected health information and your privacy rights. The delivery of your health care services will in no way be conditioned upon your signed acknowledgment. If you decline to provide a signed acknowledgment, we will continue to provide you treatment and will use and disclose your protected health information for treatment, payment or health care operations when necessary.

WE MAY USE YOUR PROTECTED HEALTH INFORMATION WITHOUT YOUR AUTHORIZATION FOR THE FOLLOWING REASONS:

1. **Treatment.** We will use your health information for treatment. For example, health information obtained by a nurse, doctor, or other medical personnel will be recorded in your medical record and used to determine which treatment options best address your health needs. The treatment selected will be documented in your medical records, so that other health care professionals can make informed decisions about your care.

2. **Payment.** We will use your health information, as needed, to obtain payment for your health care services. For example, in order for an insurance company to pay for your treatment, we must submit a bill that identifies you, your diagnosis, and the treatment provided to you. As a result, we will pass such health information onto an insurer in order to help receive payment for your medical bills.

3. **Health Care Operations.** We may use or disclose, as needed, your diagnosis, treatment, and outcome information in order to improve the quality or cost of care we deliver. These activities may include evaluating the performance of your doctors, nurses, and other health care professionals, or examining the effectiveness of the treatment provided to you when compared to patients in similar situations.

4. **Individuals Involved With Your Care Or Payment Of Your Care.** If family members, relatives or close personal friends are helping care for you or helping you pay for your medical bills, we may release important health information about you to those people. The information released may include your location within our facility and your general condition. In addition, we may release your medical information to organizations authorized to handle disaster relief efforts so that your family can be notified about your condition, status and location.

5. **Business Associates.** We may disclose your health information to other persons or organizations known as business associates, who provide services for us under contract. We require our business associates to protect the medical information we provide to them.

6. **Health-Related Benefits And Services.** We may use and disclose your health information to tell you about health-related benefits or services of interest. We may use and provide your health information to tell you about possible treatment options or other items of interest and to contact you to remind you of your appointments.

7. **As Required By Law.** We will use and/or disclose your health information when required to do so by local, state or federal law. For example, we may have to report abuse, neglect or domestic violence or certain physical injuries.

8. **Public Health Activities.** We may provide your health information for public health activities. These activities generally include the following: to prevent or control, disease, injury or disability; to report births or deaths; to report reactions to medications or problems with products; to notify people of recalls of products they may be using; to notify a person who may have been exposed to a disease or may be at risk for getting or spreading a disease or condition; to notify the government if we suspect a patient has been the victim of abuse, neglect or domestic violence.

9. **Health Oversight Activities.** We may disclose your health information to a health oversight agency for activities authorized by law such as audits, investigations, licensure and inspections. These agencies might include government agencies that oversee the health care system, government benefit programs, other government regulatory programs, and civil rights law.

10. **Food and Drug Administration.** We may disclose your health information to a person or company required by the Food and Drug Administration to do the following: report adverse events, product defects or problems and biologic product deviations; track products; enable product recalls; make repairs or replacements; or conduct post-marketing surveillance as required.

11. **Coroners, Medical Examiners and Funeral Directors.** We may disclose your health information to coroners, medical examiners and funeral directors so they can carry out their duties such as identifying the body, determining cause of death, or in the case of funeral directors, to carry out funeral preparation.

12. **Law Enforcement.** We may provide health information for law enforcement purposes, including but not limited to the following: in response to legal proceedings; to identify or locate a suspect, fugitive, material witness or missing person; pertaining to a victim of a crime, pertaining to a death believed to be the result of criminal conduct, pertaining to crimes occurring on-site; and in emergency situations to report a crime, the location of the crime or victims involved.

13. **Organ and Tissue Donation.** We may disclose your health information to people involved with obtaining, storing, or transplanting organs, eyes or tissue of cadavers for donation purposes.

14. **Military and National Security Activities.** We may disclose your health information to authorized federal officials for conducting intelligence, counterintelligence, and other national security activities.

15. **Lawsuits and Disputes.** We may disclose your health information in response to a court or administrative order and in certain conditions in response to a subpoena, discovery request or other lawful process.

16. **Workers' Compensation.** We may disclose your health information to comply with workers' compensation laws and other similar programs that provide benefits for work-related injuries or illness.

17. **To Prevent A Serious Threat To Health Or Safety.** We may use and disclose your health information when needed to prevent a serious threat to your health and safety or the health and safety of other people. The information will only be provided to someone able to help prevent the threat.

18. **Inmates.** We may disclose health information to a correctional institution or law enforcement official if you are an inmate of a correctional institution or under the custody of a law enforcement official. This disclosure would be necessary for the institution to provide you with health care; to protect your health and safety or the health and safety of others; or for the safety and security of the correctional institution.

19. **For Research.** Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research. Such research might try to find out whether a certain treatment is effective in curing an illness.

20. **Directory.** Unless you object, we may use your health information, such as your name, location in our facility and religious preferences for directory purposes. The directory information will be released to people who ask for you by name. The information about your religious affiliation will only be disclosed to clergy members.

YOU HAVE SEVERAL RIGHTS WITH REGARD TO YOUR HEALTH INFORMATION:

1. **Right To Inspect And Copy.** You have the right to inspect and obtain a copy of your health information. However, this right does not apply to

psychotherapy notes; information gathered in reasonable anticipation of, or use in, a civil, criminal or administrative action or proceeding; and protected health information that is subjected to laws that prohibit access to protected health information.

2. **Right to Request To Correct Or Amend.** If you believe your health information is incorrect, you may ask us to correct or amend the information. Such request must be made in writing and must include a reason for the correction or change. If we did not create the health information that you believe is incorrect, or if we disagree with you and believe your health information is correct, we may deny your request.

3. **Right To Request Restrictions.** You have the right to ask for restrictions on how your health information is used or disclosed for treatment, payment and health care operations. Your request must be in writing and must include (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply. We are not legally required to agree with your requested restriction(s).

4. **Right To Request Confidential Communications.** You have the right to ask that we communicate your health information to you using alternative means or an alternative location. For example, you may wish to receive information about your health status in a special, private room or through a written letter sent to a private address. We will accommodate reasonable requests.

5. **Right to An Accounting Of Disclosures.** In some limited instances, you have the right to ask that we provide you with a list of the disclosures we have made of your protected health information. All such requests must be made in writing. The disclosure must have been made after April 14, 2003, and no more than six years from the date of your request for an accounting. In addition, we will not include in this list disclosures made for treatment, payment or health care operations, our directory, national security, to law enforcement/corrections regarding inmates, certain health oversight activities and/or disclosures authorized by you or your legal guardian.

6. **Right To Withdraw Your Authorization.** Except for the situations herein, we must obtain your specific written authorization for any other release of your health information. If you sign an authorization form, you may withdraw your authorization at any time, as long as your withdrawal is in writing.

7. **Right To A Paper Copy Of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. This Notice is also posted on our website at www.sarpy.com.

8. **Right to Complain.** If you believe your privacy rights have been violated, you may file a complaint with us and with the federal Department of Health and Human Services. We will not retaliate against you for filing such a complaint.

If you have any questions or concerns regarding your privacy rights, the information in this notice, or if you wish to file a complaint, please contact the following individual for information:

Renee Lansman,
Sarpy County Privacy Officer
1210 Golden Gate Drive
Papillion, NE 68046
(402) 593-2230

This Notice of Privacy Practices is effective April 14, 2003.

Attachment 1

Letters of Support

Sarpy County will contract with Heartland Family Service as the licensed mental health/substance abuse treatment provider. Heartland Family Service was founded in 1875. It is a non-profit social work agency. Heartland Family Service provides help to struggling families, parents, couples, children, teens, family violence survivors, and those who have fallen into homelessness. They have a long history of providing counseling and treatment services for addictions, juvenile delinquency, and mental health. Heartland Family Service annually serves 35,000 to 40,000 people in Nebraska. Their mission is to strengthen individuals and families in our community through education, counseling, and support.

Sarpy County currently conducts Teen Court on a regular basis through Sarpy County Juvenile Diversion Services. Sarpy County will utilize the current structure of Teen Court for the TeCSAP. Sarpy County Juvenile Diversion Services in conjunction with Sarpy County Teen Court will provide the GAIN-Q3 assessments. Sarpy County Teen Court has been operational since 1995 serving youth for first offenses such as: shoplifting, criminal mischief, theft, MIP, assault, and trespassing. Participation is on a voluntary basis for minors who admit responsibility for the offense and choose to go before their peers to receive the consequences of their actions. Juveniles who successfully complete Teen Court do not have a conviction on their record.

The Sarpy County Juvenile Diversion Program was implemented by the Sarpy County Attorney's Office in 1979 as a way to divert juveniles from the formal court processing offering classes, drug testing, and an opportunity for juveniles to participate in Teen Court. The Sarpy County Teen Court Program operates through Sarpy County Juvenile Diversion services.

Sarpy County Juvenile Drug Treatment Court will support TeCSAP by providing the program with youth who have successfully completed Juvenile Drug Treatment Court. Additionally, TeCSAP has continued support from area schools to provide the program with youth volunteers to act as jury, prosecution and defense attorneys.

Creighton Preparatory High School has assisted Sarpy County Teen Court with student volunteers to serve as jurors and attorneys. Additionally, a Creighton Preparatory High School Social Studies Teacher provides training, oversight and mentoring to the students participating in the Teen Court Program. Creighton Preparatory High School will provide ongoing assistance to the Sarpy County Teen Court and Sarpy County TeCSAP.

There are various high school students who have in the past volunteered their time and service to the Sarpy County Teen Court Program. If awarded funding, several students have committed to ongoing assistance to Sarpy County TeCSAP.

List of Service Providers:

Heartland Family Service
Sarpy County Teen Court Program
Sarpy County Juvenile Diversion Services
Sarpy County Juvenile Drug Treatment Court
Creighton Preparatory High School

Appendix D – Statement of Assurance

As the authorized representative of [insert name of applicant organization]
Sarpy County, Nebraska, I assure SAMHSA that all participating service provider organizations listed in this application meet the two-year experience requirement and applicable licensing, accreditation, and certification requirements. If this application is within the funding range for a grant award, we will provide the SAMHSA Government Project Officer (GPO) with the following documents. I understand that if this documentation is not received by the GPO within the specified timeframe, the application will be removed from consideration for an award and the funds will be provided to another applicant meeting these requirements.

- a letter of commitment that the applicant teen court is currently or will be operational on or before October 1, 2012;
- a letter of commitment or formal contractual agreement from every mental health/substance abuse treatment service provider organization listed in **Attachment 1** of the application that specifies the nature of the participation and the service(s) that will be provided, and letters of commitment from each participating teen court ;
- official documentation that all mental health/substance abuse treatment provider organizations participating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years; and
- official documentation that all mental health/substance abuse treatment provider organizations: 1) comply with all local (city, county) and State requirements for licensing, accreditation, and certification; OR 2) official documentation from the appropriate agency of the applicable State, county, other governmental unit that licensing, accreditation, and certification requirements do not exist.⁴ (Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist does not constitute adequate documentation.)

⁴ Tribes and tribal organizations are exempt from these requirements.

- for Tribes and tribal organizations only, official documentation that all participating mental health/substance abuse treatment provider organizations:
1) comply with all applicable tribal requirements for licensing, accreditation, and certification; OR 2) documentation from the Tribe or other tribal governmental unit that licensing, accreditation, and certification requirements do not exist.



Signature of Authorized Representative

5-22-2012

Date

HEARTLAND family Service

Good works.

Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD 20857

To Whom It May Concern:

This letter serves to commit Heartland Family Service to enter into a formal agreement to provide services in support of the Sarpy County Teen Court Program. This commitment is for up to a three year period that will coincide with any grant awarded to the Sarpy County Teen Court Program by the Substance Abuse and Mental Health Services Administration.

Heartland Family Service is a comprehensive mental health service agency with counseling services provided through our offices in Omaha and Papillion, Nebraska as well as Council Bluffs and Glenwood, Iowa. Accredited for over 30 years by the Council on Accreditation, our behavioral health services incorporate evidence based practices and trauma informed care to provide integrated mental health and substance abuse services to over 4,300 individuals each year.

The terms of our support for your grant will be drafted into a Memorandum of Understanding following the award of the grant. That MOU will contain the following basic terms:

1. Clients of the Sarpy County Teen Court Program will be referred to Heartland Family Services for evaluation of mental health and/or substance abuse problems.
2. Heartland Family Service will conduct a timely evaluation of each referral by a state-licensed mental health practitioner.
3. Upon recommendation by the evaluator, admission to the Heartland Family Service Youth Substance Abuse program or youth mental health services will be made available to clients, including aftercare services.
4. As needed, Heartland Family Service psychiatric services will be made available to these clients.

The current fair market rate for these services is \$190 per evaluation, \$105 per individual or family session, \$60 per group session, \$240 per psychiatric evaluation and \$100 per medication management session. Based on these rates and the average length of treatment, the estimated cost per youth accessing services is \$3,665. A projected 8 youth per year are expected to be referred to Heartland Family Service for evaluation and treatment services.

We are happy to support Sarpy County's application for funding and look forward to this collaborative effort to improve the lives of youth in our community.

Very truly yours,



John Jeanetta
President & CEO

BOARD OF TRUSTEES

Alan D'Agosto
Rhonda Hawks
Charles E. Lakin
Dianne Seeman Lozier
Sunny Lundgren
Diane Nelson
Kenneth E. Stinson

BOARD OF DIRECTORS

Virginia L. Collins
Chairman

Christine Wendlandt
Vice Chairman

Stacy A. Scholtz
Secretary

Carol Gendler
Assistant Secretary

Robert Baker
Treasurer

Tom Albers
Raymond Aranza
Robert N. Belt
Irene Burklund
Mike Carlson
Joyce Cooper
Melissa Crawford
Kimberly J. Daniels
Jisella Dolan
Jim Douglas
Todd Fishback
Thomas J. Gomez
Nancy Hanson
James Heeney
Margie L. Johnson
Ralph B. Lassiter
Lorie K. Lewis
Kim Lubeck
Tom McClung
Ken McLalwain
Matthew Payne
Paul Rabinovitz
Arthur A. Rich
Gerard J. Stanley
Jack H. Struyk, Sr.
Chris Tinley
Paula B. Wells
Janet Whitson

Douglas Murray
Legal Advisor

John H. Jeanetta, MBA, MSW
President and CEO

CENTRAL OFFICE

2101 So. 42 Street, Omaha, NE 68105-2909 PHONE: (402) 553-3000 TOLL-FREE (877) 553-3001 FAX: (402) 553-3133
www.heartlandfamilyservice.org



SARPY COUNTY TEEN COURT

Nicole Allison, Teen Court Program Coordinator

1257 Golden Gate Drive
Papillion, NE 68046
E-Mail nallison@sarpy.com

Phone: 402-593-2207
Fax: 402-593-2212

May 15, 2012

To Whom It May Concern:

This letter serves as a commitment from Sarpy County Teen Court to fully support the TeSCAP program. I have been the coordinator for the Teen Court program in Sarpy County since 2009 and my knowledge of the program, recruiting volunteers, training jury members, and retaining local adult volunteers will be beneficial to the addition of the TeSCAP program. I am dedicated to being responsible for the training of the jury members, as well as, the other volunteers for the TeSCAP program including attorneys, jury forepersons, bailiffs, and judges. I am excited to participate and watch the growth of our Teen Court program with the TeSCAP program becoming available to our Juveniles with substance abuse and dependency problems. It is my goal to provide my full commitment to the TeSCAP program and the growth of our program.

Sincerely Yours,

Nicole E. Allison
Teen Court Program Coordinator
1257 Golden Gate Dr. Suite 11W
Papillion, NE 68046



The Office of the County Attorney

DIVERSION SERVICES

1257 GOLDEN GATE DRIVE SUITE 11W • PAPILLION, NE 68046-2857
PHONE (402) 593-2206 Adult • (402) 593-2207 Juvenile
FAX (402) 593-2212

Jean Brazda
Executive Director

James Weber
Deputy Director

Jennifer Ozturk
Assistant Director

Lee Kenneth Polikov
Sarpy County Attorney

To Whom it May Concern:

May 17, 2012

This letter serves as a commitment from Sarpy County Juvenile Diversion to support the Sarpy County TeCSAP. As the Director that oversees the Juvenile side of Diversion I can assure that our office supports the success of the Sarpy County TeCSAP. I will oversee the general operation of the program and provide guidance to the Juvenile Diversion Officers and Teen Court Coordinator. My responsibility will also include reporting on the findings of the success of our program so that we may continue to receive funding. I will also continue to communicate with the gatekeepers in our community about the Sarpy County TeCSAP. Ultimately I look forward to being a part of a program that will assist juveniles in the community overcome substance abuse and/or mental health issues.

Sincerely

Jennifer Ozturk
Assistant Director



CREIGHTON PREP

May 15, 2012

To Whom It May Concern:

My name is Daniel M. Shreves and for the last seven years I have been a Social Studies teacher at Omaha Creighton Prep High School. Previously, I taught at an inner city school for at risk boys and in an alternative program within the Millard Public School District. The purpose of this letter is to express my commitment to serve on the Board of the TeSCAP program being proposed by Ms. Nicole Allison, as well as to be a mentor to the jury members and help with appropriate training.

As a teacher at Creighton Prep High School, I have created and taught a class called Practical Law. A key component of this course is the requirement that my students serve as jurors and attorneys for the Sarpy County Teen Court program. In fact over the last five year, I have had over 100 students a year participate in this very valuable program. On an ongoing basis, I provide training, oversight and mentoring to my students. I am proud to say that the students who volunteer from Creighton Prep are driven and dedicated as volunteers and have set fine examples for everyone involved in the Teen Court program.

It is because of the many benefits I have personally observed to the students who have violated the law, as well as the students who serve as jurors and attorneys that make me so excited to potentially be a part of TeSCAP. I assure you that, if selected, I will put forth any effort necessary to fulfill by responsibilities. If I can provide any additional information to help with your decision-making process, I will make myself available at your convenience. Thank you for your consideration.

Sincerely,

Daniel Michael Shreves
Social Studies Department
Creighton Prep
(402) 393-1190
mshre@prep.creighton.edu

Sarpy County Juvenile Drug Treatment Court

Honorable Robert O'Neal, Sarpy County Juvenile Court Judge
Honorable Lawrence Gendler, Sarpy County Juvenile Court Judge
Creston D. Ashburn, Sarpy County Drug Court Coordinator
Erin Sliva, Juvenile Drug Court Supervision Officer

1257 Golden Gate Drive, #5, Papillion, NE 68046
402-593-2199

May 17, 2012

Substance Abuse and Mental Health Services Administration
Room 3-1044
1 Choke Cherry Road
Rockville, MD 20857

RE: Sarpy County Teen Court Substance Abuse Program (TeCSAP)

Dear, Sir/Maddam

I am writing in support of the Sarpy County Teen Court Substance Abuse Program. I feel that this program will be a great addition to the current Sarpy County Teen Court program that is utilized at the present time.

With the availability of the TeCSAP youth that may have more sever dependency issues along with mental health issues will be able to access evaluations and treatment that are not available to them at the present time. The ability to treat co-occurring disorders would be a tremendous asset to the youth of Sarpy County.

The utilization of this program would hopefully lower the number of youth that are referred to Juvenile Court for adjudication.

I support the TeCSAP program and feel that it would be an asset to the Diversion program along with the youth and families of Sarpy County.

Sincerely,



Creston D. Ashburn
Sarpy County Drug Court Coordinator
1257 Golden Gate Dr., #5
Papillion NE 68046

RE: TeSCAP Grant
Sarpy County Teen Court

Dear Grant Committee Members,

I have been a volunteer with Sarpy County Teen Court since 2000. As a youth volunteer I served as an attorney representing the state in Teen Court hearings. Once I graduated high school in 2003 I became a Judge for the program, overseeing hearings and deliberations, as well as training and mentoring new youth volunteers. Teen Court has been and continues to be a wonderful program benefiting not only juvenile law offenders, but the youth who volunteer to serve as attorneys and jury members. These children are role models for their peers and truly give back to the community in a positive way.

As a member of the Sarpy County Teen Court community, I am fully committed to and excited for the TeSCAP program and how it would allow Teen Court to grow and benefit our community's youth and their families. If this program develops here in Sarpy County, I will most certainly commit myself to its success by mentoring jury members, training any youth, and assisting in any other ways I may be helpful.

If I can provide any additional information please contact me at the information below.
Sincerely,



Emily A. Arent
14360 Meadows Pkwy 2C
Papillion, NE 68138
(402)650-6521
emily.arent@nebraskafc.org

Lisa E. Jimmerson
PO Box 1082
Bellevue, NE 68123
402-210-7996

May 15, 2012

Re TeSCAP Grant
Sarpy County Teen Court

Dear Grant Committee Members:

I have been a volunteer judge with the Sarpy County Teen Court since August of 2009. I can honestly say that I feel this is a wonderful program. In my capacity of judge, I have had the opportunity to interact with not only the courtroom volunteers, but also with the juveniles who have committed some type of offense. I personally find it rewarding to know that I have been allowed to mentor these kids and make some sort of positive impact on their lives.

Our youth are being exposed to more substances than ever. To me, this is confirmed by the growing number of kids who participate in the Teen Court program as a result of a substance abuse related offense. I am fully aware of the County's Drug Court program for adults, and think that this option for juvenile offenders is the best I have heard in a long time. It is something that is desperately needed in our area, which will not only benefit the offender, but will help make the community itself a better place.

Being that I have volunteered my help with Teen Court for three years, I look forward to expanding my commitment to our community's at risk youth. I am excited the TeSCAP program will allow me the opportunity to give more back to our community... I am fully committed to participating in whatever training will be involved to facilitate this program. I truly look forward to helping implement this program and to be a positive mentor to our community's youth.

If I can be of further service, or you should have any other questions, please feel free to contact me at the information above.

Sincerely,



Lisa E. Jimmerson

Thursday, May 17, 2012
Re: TeSCAP Grant

To Whom It May Concern:

I am new to the Sarpy County Teen Court process. I first sat in the hearings in the fall of 2011 by request of Emily Arent, a long time volunteer of the program. I immediately took to how involved the teens and volunteers got in the future of the defendants, and I felt compelled to volunteer in any capacity that I was able. I truly believe that this is a one of a kind program that benefits both the teen volunteers and the teens that come through the program. It is so refreshing to see kids like this be advocates for only positivity and you can see that they all have such bright futures in front of them. I have thoroughly enjoyed my experiences with Teen Court and hope to have a long term commitment to this program.

I am very happy to say that you have my full commitment and endorsement to the TeSCAP program and I am willing to help in whatever way I can to mentor, role model, train, or assist to help this program fully succeed.

Thank you for your time, and please contact me if you have any further questions.

Respectfully,

A handwritten signature in cursive script that reads "L. Arent". The signature is written in black ink and is positioned above the typed name.

Linzey Arent
Volunteer Teen Court Judge
402-317-9364
Linzey.Arent@mutualofomahabank.com

Attachment 2

The Data Collection Instruments/Interview Protocol Sarpy County will utilize is:

[http://www.gaincc.org/ data/files/Instruments%20and%20Reports/Instruments%20Manuals/GAIN-Q3_3.1 Manual.pdf](http://www.gaincc.org/data/files/Instruments%20and%20Reports/Instruments%20Manuals/GAIN-Q3_3.1_Manual.pdf)

Attachment 3

Consent/Assent Form

Assent to Participate in Research

Why are you being asked to be in this research study?

You are being asked to allow your child to participate in this study, called “Sarpy County Teen Court Substance Abuse Program TeCSAP),” because you are a parent of a child who has been referred by the County Attorney’s Office to Sarpy County Diversion. The reason of this study is to decrease youth recidivism rates for youth with drug or alcohol charges who might also have co-occurring mental health issues. Recidivism rates are defined by not having a juvenile return or move further into the Juvenile Court System. The information in this form is meant to help you decide whether or not you want to take part in this research. If you have questions at any time, please ask.

What is the reason for doing this research study?

During the interview, you and your child will be asked about experiences with regards to past use of alcohol or drugs, what happened for them to receive a citation, progress at school and at home. They will be asked about experiences they have had with the courts or other governmental agencies. Finally, they will be asked about what outcomes you would like to see with their progress through the TeCSAP.

What are the possible risks of being in this research study?

There are some potential risks involved with participating in this interview. During the interview your child will be present in the same room with you for part of the interview and for part of it they will be with the Diversion Officer. During the interview, information could be disclosed that you or your child was not aware of that requires the interviewer to report the event to Health and Human Services or Law Enforcement. Another risk is that some questions may bring back unpleasant memories of problems that your child had in their past. If your child is upset, the interview will take a break and speak with you, the parent.

Is there a benefit to participating? It is our hope that this study will help reduce the recidivism rate of substance abuse charges filed in Sarpy County Juvenile Court. The results will be reported to judges, case workers and other government officials. This may help these officials have a better understanding of assisting youth with substance abuse and/or co-occurring mental health issues. A contract with Heartland Family Services has been completed so that treatment for substance abuse or mental health issues will be provided. Heartland Family Services has a sliding scale if needed and should more assistance be needed scholarships will be awarded for qualified participants. Your well being and your children’s wellbeing is the major concern for every member of this research team. If you have a problem as a result of being involved in this study, you should immediately contact one of the persons listed at the end of this consent form.

Confidentiality. Reasonable steps will be taken to protect your privacy and the confidentiality of your child’s interview. The digital recording of the interview will be stored on a password protected computer in a locked office. The only persons who will have access to your research records are the study personnel and any other person or agency required by law. The information from this study may be published in scientific journals or presented at scientific meetings but your identity will be kept strictly confidential.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non- discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to

all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

LIST of CERTIFICATIONS

1. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93). By signing and submitting this application, the applicant is providing certification set out in Appendix A to 45 CFR Part 93.

2. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Department of Health and Human Services terms and conditions of award if a grant is awarded as a result of this application.

3. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

The authorized official signing for the applicant organization certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

The Department of Health and Human Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the DHHS mission to protect and advance the physical and mental health of the American people.

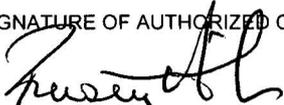
**ASSURANCE
of Compliance with SAMHSA Charitable Choice
Statutes and Regulations
SMA 170**

**REQUIRED ONLY FOR APPLICANTS APPLYING FOR GRANTS THAT FUND
SUBSTANCE ABUSE TREATMENT OR PREVENTION SERVICES**

SAMHSA's two Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Service (PHS) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] allow religious organizations to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services. These provisions contain important protections both for religious organizations that receive SAMHSA funding and for the individuals who receive their services, and apply to religious organizations and to State and local governments that provide substance abuse prevention and treatment services under SAMHSA grants.

As the duly authorized representative of the applicant, I certify that the applicant:

Will comply, as applicable, with the Substance Abuse and Mental Health Services Administration (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Service Act (42 U.S.C. §§290kk, et seq., and 300x-65) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Chairman County Board
APPLICANT ORGANIZATION Sarpy County	DATE SUBMITTED 5-22-2012

ASSURANCE OF COMPLIANCE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person whose signature appears below is authorized to sign this assurance and commit the Applicant to the above provisions.

5/22/2012

Date



Signature of Authorized Official

Rusty Hike, Chairman, Board of Commissioners

Name and Title of Authorized Official (please print or type)

Sarpy County Teen Court Substance Abuse Program

Name of Healthcare Facility Receiving/Requesting Funding

1210 Golden Gate Drive

Street Address

Papillion, NE 68046

City, State, Zip Code

Please mail form to:
U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Ave., S.W.
Washington, DC 20201