

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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Meeting Date: August 20, 2019	[ X ] Consent	[ ] Regular
	[ ] Ordinance	[ ] Public Hearing

Department: Department of Public Safety  
Submitted By: Department of Public Safety  
Submitted For: Division of Justice Services

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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to receive and file:** Amendment to Gulfstream Goodwill Industries, Inc. contract for Ex-Offender Juvenile Reentry Services, Contract #R2018-1654.

**Summary:** Palm Beach County Division of Justice Services subcontracts with reentry providers to coordinate adult and juvenile reentry services to those returning to Palm Beach County from incarceration. On October 16, 2018, the Board of County Commissioners authorized the County Administrator or designee to execute amendments and administrative documents associated with these contracts. This amendment with Gulfstream Goodwill Industries, Inc. increases the unit cost rate from \$10.35 to \$15.01 per quarter hour for pre and post-release case management, reallocates funding between budget line items, adds additional allowable expenses to the compensation chart, and includes Tri Rail passes and Uber gift cards for transportation services as allowable expenses under Support Services. The increase in the unit rate is based on a misunderstanding of billable hours. The initial unit rate was calculated based on all hours worked instead of direct service hours. The decrease in billable hours results in an increase to the unit rate in order to recover full budgeted allocation. All adjustments are revenue neutral and adjust the budgets within approved line items. The amendment is retroactively effective as of November 1, 2018. Countywide (SF)

**Background and Justification:** Palm Beach County has developed a Strategic Plan for providing effective and coordinated ex-offender reentry services to those returning from incarceration. The programs are intended to reduce recidivism among transitioning offenders as well as reduce future victimization, enhance public safety, and improve the lives of communities, victims, and offenders.

**Attachments:**

- 1) Amendment to Gulfstream Goodwill Industries, Inc. Contract for Ex-Offender Juvenile Reentry Services

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Recommended By: Sejmo 8/9/19  
Department Director Date

Approved By: [Signature] 8-12-19  
Deputy County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

Fiscal Years	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Grants and Aids	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>Net Fiscal Impact</b>	* =====	0 =====	0 =====	0 =====	0 =====

**# ADDITIONAL FTE**

<b>POSITIONS (Cumulative)</b>	0	0	0	0	0
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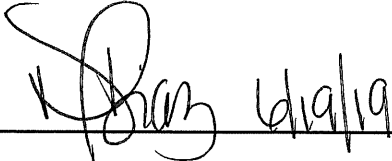
Is Item Included In Proposed Budget? Yes  No  
 Does this item include the use of federal funds? Yes No

Budget Account Exp No: Fund 1436 Dept. 662 Unit 5700 Obj. 8201  
 Rev No: Fund 1436 Dept. 662 Unit 5700 Rev. 3129/8000/8249

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

\*No additional fiscal impact.


Fund: Justice Service Grant Fund  
 Unit: 5700 - Juvenile Reentry

Departmental Fiscal Review: \_\_\_\_\_ 

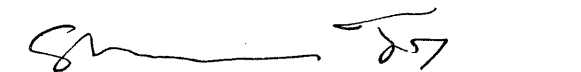
**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

 1/23/19  
 OFMB  
 7/22 7/12

 7/24/19  
 Contract Administration  
 1/24/19 TW

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**AMENDMENT TO CONTRACT FOR EX-OFFENDER JUVENILE REENTRY  
SERVICES WITH GULFSTREAM GOODWILL INDUSTRIES**

THIS AMENDMENT is made as of this 22<sup>nd</sup> day of May 2019, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Gulfstream Goodwill Industries, Inc. a not-for-profit corporation authorized to do business in the State of Florida, herein referred to as the "CONSULTANT", whose Federal I.D. is 59-1197040.

**WITNESSETH:**

**WHEREAS**, the parties, entered into that certain Agreement on October 16, 2018, (R2018-1654) ("Agreement") with an expiration date of September 30, 2019, for an amount not to exceed \$401,319; and

**WHEREAS**, the parties wish to adjust project budget pursuant to Article 25 of the Contract to move budgeted allocations within categories but not add to or decrease the original budgeted amount; and

**WHEREAS**, the parties have agreed to adjust the unit cost rate from \$10.35 to \$15.01 per quarter hour for Pre or Post- Release Case Management; and

**WHEREAS**, the parties desire to modify Exhibit "B" to reallocate funding between budget line items and add additional allowable expenses to the compensation chart; and

**WHEREAS**, the parties desire to modify Exhibit "C" Policy and Procedure Guide to include Tri-Rail Passes and Uber Cards as allowable expenses under Case Management Services; and

**WHEREAS**, the parties wish for all changes set forth in this Amendment to be retroactive to November 1, 2018; and

**WHEREAS**, this Amendment supersedes and replaces the First and Second Project Budget Adjustments.

**NOW THEREFORE**, the parties hereby agree as follows:

1. The foregoing recitals are incorporated herein by reference.
2. This Amendment is effective retroactively as of November 1, 2018.
3. Article 7 – SUBCONTRACTING, is deleted and replaced in its entirety with the following: The COUNTY reserves the right to accept the use of a subcontractor or to

reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities.

If the CONSULTANT uses any subcontractors on this project the following provisions of this Article shall apply: If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

4. Article 21- Nondiscrimination, is amended to add the following: As a condition of entering into this Contract, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONSULTANT shall include this language in its subcontracts.
5. Exhibit "B(1)" of the Contract is hereby deleted and replaced in its entirety by Exhibit "B(2)", attached hereto and incorporated herein by reference.
6. Exhibit "C(1)" of the Contract is hereby deleted and replaced in its entirety by Exhibit "C(2)", attached hereto and incorporated herein by reference.
7. This Amendment supersedes and replaces the First Project Budget Adjustment and the Second Project Budget Adjustment, which were not properly executed.
8. In all other respects except as specifically modified, herein the original Contract remains in full force and effect.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

PALM BEACH COUNTY, a political  
Subdivision of the State of Florida:

By:   
County Administrator

WITNESS:

  
Signature

Laura Waterman  
Name (type or print)


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

CONSULTANT:

GULFSTREAM GOODWILL  
INDUSTRIES, INC.

\_\_\_\_\_  
Company Name

  
Signature

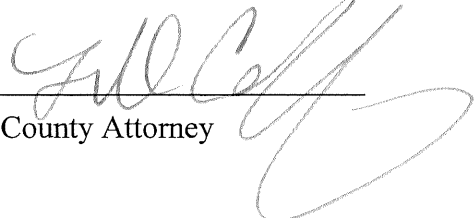
KEITH KENNEDY

\_\_\_\_\_  
Typed Name

PRESIDENT AND CEO

\_\_\_\_\_  
Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By:   
County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS

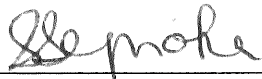
By:   
Department Director

EXHIBIT "B(2)"

SCHEDULE OF PAYMENTS

The Consultant will prepare and submit monthly invoices to the Public Safety Department by the 22nd day of each month. Invoices must include the Acknowledgement of Services Forms for Client Support Services. Invoices will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the Finance Department for payment.

BUDGET WORKSHEET

<b>A. PERSONNEL</b>	
<b>SUB-TOTAL PERSONNEL</b>	\$-
<b>B. OPERATIONAL EXPENSES - Allowable expenses found in Compensation Chart</b>	
<i>Case Management (YSD County Ad Valorem)</i>	236,765.00
<i>Case Management(PSD County Ad Valorem)</i>	49,350.00
<i>Support Services</i>	10,228.00
<i>* Operating</i>	34,846.00
<i>Choice to Change (Professional Services) Ad Valorem</i>	43,556.00
<i>Choice to Change (Professional Services) FDLE</i>	26,574.00
<b>SUB-TOTAL OPERATIONAL</b>	<b>\$164,554.00</b>
<b>C. CAPITAL EXPENDITURES</b>	
<b>SUB-TOTAL CAPITAL</b>	\$-
<b>TOTALS</b>	
<b>A. PERSONNEL: Salaries and Benefits</b>	
<b>B. OPERATIONAL EXPENSES</b>	<b>\$401,319.00</b>
<b>C. CAPITAL EXPENDITURES</b>	
<b>TOTAL PROJECT BUDGET</b>	<b>\$401,319.00</b>

\*= Out of Pocket Expenses referenced in Article 3c

COMPENSATION CHART- Services must be delivered in accordance with the chart below.

Category	Service	RATE	Requirements
Pre- or Post-Release Case Management Unit Cost	These services will include the provision of a caseload of active participants; provide individual case management sessions with all participants at regularly scheduled intervals; develop individual service plans for all participants that identify barriers to successful reentry; document all participant contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address participants' needs.	\$15.01 per 1/4 hour	Pre-release: Must be within three (3) years of release; Timesheets will be submitted for reimbursement that document the number of hours worked by each qualified case manager along with spreadsheets documenting services provided by each individual case manager.

Support Services

Category	Service	RATE	Requirements
Post-Release Pro-social Events/Activities	Monthly Events or Activities will be organized by the program administration.	\$75.00 per participant per event/activity	Program administration must submit Pre-approval Authorization Form prior to event. Participant must sign acknowledge form of receipt of event/activity. Maximum amount can be increased with approval by Program Coordinator.
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals.	\$25 per participant per month	Monthly incentives are based on the Case Manager's discretion.
Post-Release Transportation	Daily Bus, Monthly Bus or Tri-Rail Passes and Uber Cards	\$55 per participant per month/ \$165 maximum per participant	Client acknowledgement form showing receipt of bus or Tri-Rail pass.
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$300 maximum per participant	Receipt for product along with program client acknowledgement form.
Post Release Toiletries/Personal Care	Basic hygiene products and/or grooming needs/services	\$200 maximum per participant	Receipt for product along with program client acknowledgement form.
Post-Release Emergency Medical Financial Assistance	Emergency medication or medical assistance.	\$500 maximum per participant	Receipt from medical facility and/or receipt for medication.
Post-Release Identification Assistance	Birth certificate, driver permit/license, pre-license requirement classes, and/or Florida identification card	\$250 maximum per participant	Receipt from identification provider.

Post-Release Education Services	Academic Instruction to Improve Basic Literacy (GED Instruction)	\$128 full battery of GED tests. \$32 each GED section \$12 retest per GED content area \$30 tuition fee GED Prep	\$195.00 maximum per participant.
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems.	\$80 per assessment	Sign-in sheet signed by the participant.
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol.	\$300 maximum per participant	
Post-Release Mental Health Assessment	Mental health assessment	\$300 per assessment	
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling).	\$300 maximum per participant	

Post-Release Transitional Housing (applies to Youthful Offender population)	Direct service or referral based.	\$5,000 maximum per participant	Provided at a cost of \$25 per day. Max of \$5,000 per participant; need for housing must be in transition plan; Maximum amount may be increased with pre-approval by the Department's Contract Manager, or designee.
Pre- or Post-Release Employment Workshop	Facilitation of Workplace Conflict, Job Retention Techniques and Job Search Best Practices	\$25 per participant	Maximum of 15 participants per group. The sign-in sheet must be provided.
Pre- & Post-Release Vocational Training	Vocational job training.	\$2,000 maximum per participant	Receipt for course registration and client acknowledgement form

Exhibit B(2) Page 2 of 2

**Palm Beach County  
Back To A Future (BTAF)  
Ex-Offender Reentry**



**Policy and Procedure Guide**  
(Amended November 1, 2018)





**GENERAL BACKGROUND**

Palm Beach County, Florida (PBC); in collaboration with The Florida Department of Juvenile Justice (DJJ), The Florida Department of Corrections (FDC), the Palm Beach County Sheriff's Office (PBSO) and Community-based Service Providers (CSPs) facilitate the successful reintegration of youth returning to Palm Beach County. In September 2011, the Palm Beach County received a grant from the Office of Justice Programs for the explicit purpose of developing a Juvenile Reentry Strategic Plan. Six Fundamental Principles of Evidence-based Reentry for incorporation into the development of the subcommittee priority goals and ultimately, the strategic plan. The Principles are:

1. Objectively assess criminogenic risk and needs
2. Engage in practice that enhances intrinsic motivation in offenders
3. Target "Moderate to Higher-risk" offenders
4. Address offender's greatest criminogenic needs [risk factors]
5. Use cognitive-behavioral interventions
6. Determine dosage and intensity of services

Agencies from the Juvenile Justice and Social Services systems collaborate to design a client-centered, trauma-informed reentry planning process using traditional and nontraditional resources driven by an evidence-based assessment tool, focusing on an individualized transition plan from the time of the youth's commitment through the period of incarceration, to the period of transition, reintegration, and aftercare in the community.

Every youth released from an-out-of-home placement to Palm Beach County, will (1) have linkage to services, (2) have developed skills and trainings, and (3) have supports and resources for family reunification, health, behavioral health, employment and basic needs to succeed in the community to reduce recidivism and promote public safety.

A case management system, RENEW, was developed to ensure offender risk and criminogenic needs are identified and addressed in an effort to lower risk and reduce recidivism and victimization. This system is intended to focus the majority of resources on moderate and high-risk offenders and shall include the following elements: on-going risk and needs assessment, responsivity, case planning, case plan follow-up and documentation, transfer of records, staff training and quality assurance.

This policy and procedure guide is intended to define roles, tasks and referral processes related to the reentry project to develop a clear transition path for each returning youth. To be eligible for services, individuals must have been convicted in Palm Beach County.

**PROGRAM OPERATIONS**

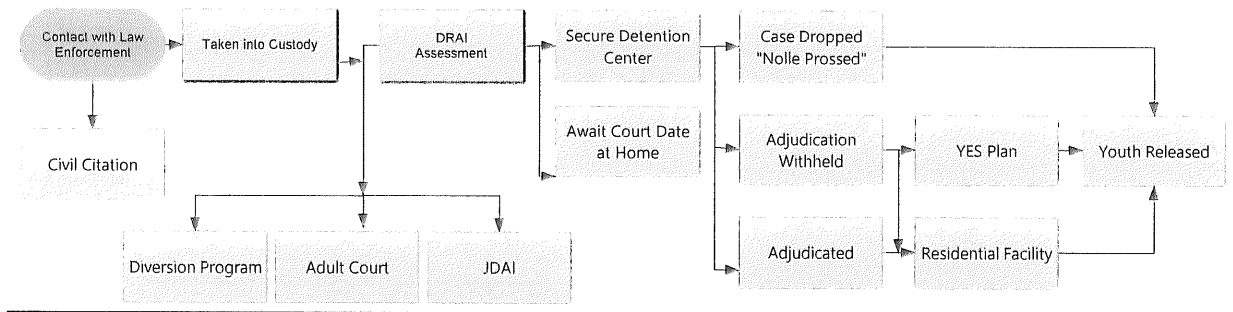
**I. PROGRAM ENTRY**

The Back to A Future Initiative (BTAF) provides Palm Beach County's juvenile reentry services. BTAF includes the delivery of a variety of evidence-based, cognitive, behavioral and social learning service. The process begins pre-release and continues post release to ensure a successful transition from residential facilities back to the community. The BTAF Initiative utilizes three entry points that have varying levels of pre-release services (once released, the clients are eligible for identical levels of post-release services):

**Entry Point 1- The Department of Juvenile Justice (DJJ)** - Youth will undergo Adjudicatory hearing (non-jury trial). Youth must appear before a judge who will determine outcomes and sanctions. Following youth being "adjudicated" then a judge has ruled that your child committed a delinquent act or violation of law and is therefore adjudicated delinquent. Youth is placed in residential facility following adjudication. BTAF Program eligibility will be determined after youth has been committed, all eligible participants will be entered into the County's RENEW system. The assigned BTAF Master Level Case Manager will participate in a Transition Conference Call 60 days pre-release to discuss youth's residency and post-release services. As youth transitions back into the community, services will start with the BTAF Community-Based Service Provider Reentry Team.

\*Upon referral through the RENEW system, contracted Community-Based Service Provider (CSP) will have at least one pre-release contact via Transition Conference Call while youth is in a residential commitment program prior to release date. All documentation and assessments will be uploaded into the RENEW System within Five (5) calendar days following Transition Conference Call.

Post-Release, the assigned BTAF Case Manager will meet with youth within three (3) calendar days of release to begin intake and review Transition Plan. The Case Manager will conduct an intake team meeting with youth and family. All forms (see attachments #1 and #2) are completed and signed including BTAF Consent Form. After reviewing the Transition Plan with youth and parents, the BTAF Case Manager sends out any additional referrals to the various providers. Services for youth should start immediately after release. When appropriate, youth should be in an educational setting within 5 days of release. Transition Plans will be updated based on progress and must be reviewed with youth and all notes documented into RENEW. If the youth does not make measurable progress in achieving the objectives, they must be modified or reviewed with the Clinical Team Leader to determine what further action is necessary.



The following information outlines the reentry process for youth returning home from a Department of Juvenile Justice residential commitment program.

**Entry Point 2- (Youthful Offender) FDC State Prisons-** PBC provides linkage to community reentry service providers through FDC facilities. PBC provides linkage to BTAF Program through the Florida Department of Corrections (FDC) Bureau of Research & Data Analysis after an electronic report is generated. Medium and high-risk inmates identified as returning to PBC from the FDC will be referred to the Youthful Offender Program 6 – 12 months prior to their release. While incarcerated, Case Managers will contact the family/caregiver to inform of services. The Public Safety Staff will generate an electronic referral through RENEW. Reentry services and reentry programs are presented to the ex-offender. The youth is assigned a Case Manager from a CSP through the RENEW system. Post-release staff will determine risk and job readiness levels.

*\*Upon referral through the RENEW system, contracted CSPs will have 15 calendar days to contact the inmate's classification officer and family contact listed in RENEW in order to set up an intake appointment and interview the client. All contacts must be documented in RENEW. The CSP must make at least three documented attempts at contact prior to the client's release date.*

**Entry Point 3- Local Palm Beach County Jail-** The PBC Jail provides linkage to CSPs through RESTORE. Community-based service providers establish a pre-release relationship, create a transition plan with county-sentenced inmates and meet the ex-offenders the day of their release and begin post-release services. The **Program Design** is as follows: RESTORE Initiative representatives work with the inmates to develop an individualized transition plan using validated assessments. Based on identified needs, the participants complete educational, vocational, substance abuse treatment and various life skills programming prior to release, including linkage to the post-release services via reentry service providers and case managers. The project design shifts the model from pre-release employees to a community-based organization for the delivery of post-release services. County sentenced inmates identified by PBSO as returning to PBC are approached by pre-release reentry staff and presented with the opportunity to participate in reentry programs. If they are interested, PBSO staff will generate an electronic referral through the RENEW system. The project design shifts the model from pre-release employees to the CSPs for

the delivery of post-release services. Pre-release staff determine risk and job readiness levels.

*\*Upon referral through the RENEW system, contracted CSPs will have 15 calendar days to contact PBSOs reentry staff in order to set up an intake appointment and interview the client. The appointment should be documented in RENEW.*

**Entry Point 4- Walk-in Clients-** Ex-Offenders can also access RESTORE Initiative services by contacting any of the CSPs, directly.

*\*CSPs must be enter walk-in clients into the RENEW system within 3 business days of the intake meeting.*

**II. PROGRAM ENROLLMENT**

- 1) Upon enrollment, all clients will:
  - complete a Release of Information and Participant Agreement Form (Attachment #1)
  - be made aware of the grievance process (Grievance Form -Attachment #2)
  
- 2) *All post-release forms and assessments will be completed and uploaded into the RENEW System within 7 calendar days of the client's intake/enrollment date:*
  - *Release of Information and Participant Agreement Form*
  - *LSIR Assessment*
  - *Job Readiness Assessment, if applicable*
  - *Post-Release Assessment*
  
- 3) Case Managers will determine risk to recidivate using the full LSI-r and will classify clients as Low, Moderate or High risk within the first 5 calendar days of the client's enrollment date. Low risk clients are only eligible for programming with approval by County reentry staff.

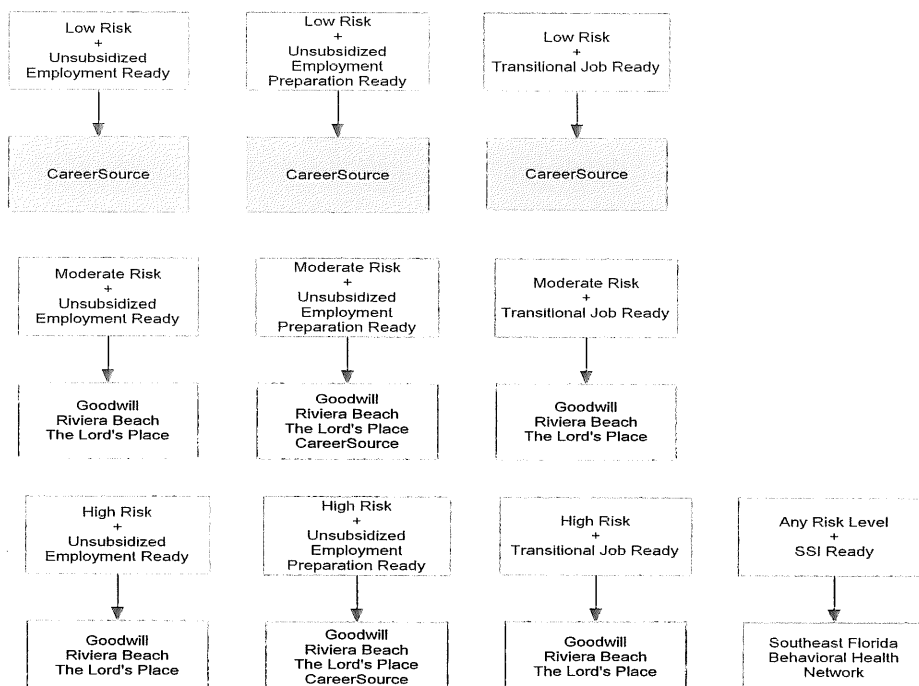
<b>Risk</b>	<b>LSI-r Score</b>	<b>Eligible</b>
Low	0-13	With Approval
Low/Moderate	14-23	Yes
Moderate	24-33	Yes
Medium/High	34-40	Yes
High	41-47	Yes

- 4) All reentry partners will determine job readiness status using the job-readiness checklist tool within the first 5 calendar days of the client's enrollment date.

- 5) Once a client is enrolled and assigned a case manager, CSP will have 10 calendar days to enter a post-release transition plan in RENEW. CSP will have a minimum of two documented client contacts (face to face or on the telephone) per month in order for the client to be considered enrolled and active.
- 6) CSP Case Management services will include a Cognitive-Based Intervention such as Moral Reconciliation Therapy (MRT), Motivational Interviewing (MI), Satori Alternatives to Managing Aggression, Aggression Replacement Training, Cultural Competency and Trauma Informed Care and can also include the following, if applicable:
  - Transitional Housing (Youthful Offender Only)- Provide Descriptions for each
  - Bus Passes, Tri-Rail Passes, and Uber Cards
  - Vocational Training and Certification
  - Identification Assistance
  - Family Reunification Counseling and Events
  - Educational Advocacy

All participants are referred for education assistance. Based on the transition meeting, EEP, PACT and LSI-r assessments participants' educational needs are identified. The School District's DJJ Transition Liaison and the BTAF Case Manager work together to develop an education plan for youth. When appropriate, participants are placed into an educational setting within 5 days of release.

  - Support Groups/Life Skills Course
  - Clothes/Toiletries/Grooming Needs
  - Tattoo Removal
  - Prosocial Activities/Events
  - Incentive Recognition
  - Referral to Substance Abuse and Mental Health Treatment Services
  - Referral to Community Service and/or Restitution Services (Choice-to-Change)
- 7) Case managers will document all post-release services in RENEW. Each available service in the transition plan will be left blank (N/A) or marked as Needed, Current Goal or Completed with Case Manager based on progress pertaining to that goal. Each expense will also be tracked in RENEW when documenting client contact.
- 8) Participants will acknowledge ALL support services with a signature on the Client Acknowledge Form (Attachment #3). Agencies will not be reimbursed for a service if there is no client acknowledgement form attached with their invoice.
- 9) Transition Plan progress must be reviewed with the youth with progress notes documented. The case plan shall be revised or updated as circumstances dictate or as the client accomplishes the objective. If the offender does not make measurable progress in achieving the objectives, they must be modified or reviewed with a supervisor to determine what further action is necessary. As case plans are updated the offender shall agree to any changes.
- 10) Targeted Employment Services (Youthful Offender) - Clients are referred through RENEW in the following manner for *targeted employment services*:



11) POST RELEASE DOCUMENTATION IN RENEW

Case managers will document all post release contacts, employment status, changes in employment status, reentry services and service hours in RENEW under the Services Provided Tab. Upon three (3) DOCUMENTED *Unsuccessful* attempts at contact within three (3) months, the client case will be closed and the Case Manager will update the RENEW Detail Tab.

12) A client is considered successful when they have completed 75% of their goals. The post-release case manager will reassess using the LSI-r and change the following fields in RENEW on the DETAIL tab for the SUCCESSFUL completion.

REQUIREMENTS BY FUNDING SOURCE

- 1) If the Program receives funding from the Department of Justice (DOJ) the program must adhere to the Federal requirements and standard conditions delivered to the County upon award.
- 2) If the Program receives funding from the Florida Department of Law Enforcement (FDLE) the program must adhere to the State and Federal requirements and standard conditions delivered to the County upon award.
- 3) If the Program receives funding from the Florida Department of Corrections (Youthful Offender) the program must adhere to the requirements outlined in the purchase order with the County.

## II. PROGRAM COMPLETION

### Successful Completion:

1. 75% of the goals outlined in the Transition Plan are "complete"
2. Youth is 90 days into stable employment and/or education

### Unsuccessful Completion:

1. Refusal of services- after refusal BTAF staff/providers will reach out two more times within a 3-month window.
2. Relocated without completing transition goals.
3. Re-commitment/sentence that results in jail/prison time.
  - Each month the BTAF Program Manager will run a re-arrest check by using the JJIS system, PBSO booking blotter and Clerks site. The BTAF Program Manager will track each arrest for case disposition. This data is used to determine the recidivism rate.
4. Lack of participation- after 4 attempts to engage, participant will be considered unsuccessful.

*\*if participant is re-arrested (and detained) and pending sentencing, Case Manager will keep youth enrolled unless the time exceeds 30 days.*

### Tracking after completion:

After completion, the BTAF Transition Specialist will follow up biannually and document in RENEW (up to 1 year).

### Closing Participants:

Once Case Manager determines that participant is close to successfully completing the program, he/she will begin an exit plan with the youth. This exit plan will include:

1. Providing a copy of the Juvenile Reentry Resource guide to the youth.
2. Identifying (when possible) one mentor/adult that will assist participant after program completion. If possible, have a meeting with the mentor and participant to discuss any outstanding goals and future plans.
3. Scheduling participant for graduation.

ATTACHMENT #1

Release of Information and Participant Agreement Form

CLIENT RELEASE OF INFORMATION

I, \_\_\_\_\_ have agreed to voluntarily participate and seek reentry transitional services through RESTORE, the Regional and State Transitional Offender Reentry Initiative.

I am aware that I will be assisted by \_\_\_\_\_ in developing an individualized transition service plan.

I, \_\_\_\_\_ consent to have my personal information and service plan information entered into an internally run database that is shared among the Palm Beach County Reentry Network. Services received will be shared with County funding agencies. Personal information will only be used in the aggregate for purposes of showing programmatic results and overall program statistics.

I, \_\_\_\_\_ am aware that signing this agreement will better assure me an opportunity of obtaining reentry assistance however it is not a guarantee of eligibility for community-based agency services.

Initial

\_\_\_\_\_ I agree to work with Staff in assisting me with my release plans in a positive way.

\_\_\_\_\_ I will take part in the programs necessary for my successful return to the community.

\_\_\_\_\_ I will ask for help with any problem that I may face during this process.

\_\_\_\_\_ I accept the responsibility for my own actions, and I can change by making better choices for myself.

\_\_\_\_\_ I understand that if I have a grievance with personnel, this agency or services that I can complete a grievance form and my concern will be heard.

<b>Applicant's Signature:</b>	_____
<b>Date:</b>	_____
<b>Witness Name and Title:</b>	_____
<b>Date:</b>	_____



**Attachment #2**  
**Client Grievance Form**

This form should only be used when you feel you were not treated with courtesy, consideration and respect by an agency staff member.

**NO RETALIATION WILL BE TAKEN AGAINST YOU FOR FILING THIS COMPLAINT OR PROCEEDING WITH THE GRIEVANCE PROCEDURE.**

Name: \_\_\_\_\_

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

Phone number or email contact: \_\_\_\_\_

The questions below are to be answered by the person making the complaint or by a person acting with the knowledge and consent of the person making the complaint.

1. What was the date of the incident? \_\_\_\_\_

2. Against whom is your complaint made? Please provide the name and work address of the person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. State the incident that prompted this grievance. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of participant filing grievance: \_\_\_\_\_

Signature of person completing the form: \_\_\_\_\_  
(If someone other than the one filing the grievance)

Date Form Completed: \_\_\_\_\_

Please either mail or email this form to: Chenise Bonilla, 301 North Olive, Avenue, Suite #1001, West Palm Beach, Florida 33401 [cbonilla@pbcgov.org](mailto:cbonilla@pbcgov.org) or call 561-355-2326

**Attachment #3**  
*Client Acknowledgement Form*

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Case Manager Name: \_\_\_\_\_  
Date of Service: \_\_\_\_\_  
Name of Participant: \_\_\_\_\_  
RENEW# \_\_\_\_\_ DC# \_\_\_\_\_ MJ# \_\_\_\_\_

**Client Support Services**

Transportation (Bus/Tri-Rail Pass) # _____	Amount: \$ _____
Post-Release Employment Assistance	Amount: \$ _____
Post-Release Toiletries/Clothes/Grooming	Amount: \$ _____
Medical Financial Assistance	Amount: \$ _____
Financial Identification Assistance	Amount: \$ _____
Education Preparation Class	Amount: \$ _____
Substance Abuse Education	Amount: \$ _____
Substance Abuse Assessments	Amount: \$ _____
Mental Health Assessment	Amount: \$ _____
Mental Health Treatment	Amount: \$ _____
Transitional Housing	Amount: \$ _____
Vocational Training	Amount: \$ _____
Prosocial Activities/Events	Amount: \$ _____
Incentive Recognition	Amount: \$ _____
Other- Ad Valorem only with approval	Amount: \$ _____

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Case Manager's Signature

\_\_\_\_\_  
Date