

Johnson County Pre-Charge Diversion Coordination and Expansion Program



**Pre-Charge Diversion Coordination
and Expansion Program**

Request for Proposals

Issued: September 1, 2022
Contact: Laurie Nash
855 S. Dubuque Street Suite 202B
Iowa City, IA 52240
(319) 356-6090
socialservices@johnsoncountyiowa.gov

Johnson County Pre-Charge Diversion Coordination and Expansion Program

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Request for Proposals: FY 2023-2025

Funding period: July 1, 2022 - June 30, 2023

OVERVIEW

Johnson County is making funding available to a local non-profit organization or governmental entity to implement the Juvenile Pre-Charge Diversion Coordination and Expansion Program in Johnson County.

The Johnson County Board of Supervisors has received funding from the Iowa Department of Human Rights Division of Criminal and Juvenile Justice Planning (CJJP) to implement or expand pre-charge diversion programs for juveniles. This RFP includes federal funds. The successful applicant will implement the activities and programming identified in the Juvenile Delinquency Prevention – Pre-Charge Diversion contract.

Johnson County reserves the right to withdraw or alter this request for proposals at any time and for any reason, including official action affecting funding of the Pre-Charge Diversion initiative.

ELIGIBILITY

Eligible applicants are non-profit organizations or governmental entities serving youth in Johnson County. Funds may not be used for faith-based programming.

CONTRACT TERMS

Contract agreements will specify the grant award, term of service, agency expectations for services, and outcome measures. Initial contract period will be November 1, 2022, through June 30, 2023. There may be up to two (2) extensions; one for 07/01/2023 - 06/30/24 and another for 07/01/2024 – 12/31/2024. Contract extensions will be contingent on the availability of funding and applicant’s successful completion of scope of services and positive progress toward performance measures. Funding is contingent upon compliance with all terms and conditions of the funding award.

A total of up to \$124,800 will be awarded under this RFP.

Awards will not exceed

- \$49,800 for the period of 11/01/2022-06/30/2023
- \$50,000 for the period of 07/01/2023-06/30/2024
- \$25,000 for the period of 07/01/2024-12/31/2024

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RFP, APPLICATIONS, AND TIMELINE

The RFP and application link are available on the Johnson County website Bids and Proposals page at <https://www.johnsoncountyiowa.gov/bids-and-proposals>.

Application materials are also available on the Social Services page at <https://www.johnsoncountyiowa.gov/social-services/jjyd> or by going to www.johnsoncountyiowa.gov and going to *Department Directory & Resources* then *Social Services* then *Youth Services* then *Juvenile Justice Youth Development*

Applications must be submitted in electronic format via email to socialservices@johnsoncountyiowa.gov. Johnson County will provide an optional informational session on September 14, 2022, at 1:00 p.m. via Zoom to interested parties.

Application Timeline:

| | |
|-----------------------------------|------------------------------------|
| September 1, 2022 | Funding application released |
| September 14, 1:00 p.m. | Bidder's Conference (optional) |
| October 3, 2022, 4:00 p.m. | Application deadline |
| October 2022 | Board of Supervisors award funding |
| November 1, 2022 | Contract start date |

Proposals received after the deadline of October 3, 4:00 p.m. will not be reviewed or considered for funding. Proposals must be submitted via email to socialservices@johnsoncountyiowa.gov.

Direct all questions concerning this RFP in writing to:

Laurie Nash
Johnson County Social Services
855 S. Dubuque St. Suite 202B
Iowa City, IA 52240
socialservices@johnsoncountyiowa.gov

RFP Attachments:

Attachment A: Application Summary: Juvenile Delinquency Prevention Pre-Charge Diversion
Attachment B: Best Practice Resources
Attachment C: State Required Data Collection

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DIVERSION COORDINATION AND EXPANSION PROGRAMMING

The Grantee will:

- Employ a Diversion Coordinator to provide enrollment, assessment, referral, care coordination, and service integration to eligible youth
- Provide direct diversion programming
- Provide services and programs in accordance with the Johnson County Juvenile Delinquency Prevention Pre-Charge Diversion Application. The Application Summary can be found in Attachment A and the full application is available at this link.
<https://johnsoncountyiowa.gov/expansion-pre-charge-diversion-application>

Purpose of Funds:

- Decrease Johnson County youth involvement in the juvenile justice system by expanding pre-charge diversion opportunities to include all first offense simple misdemeanors and PCS-Marijuana and PCS-Paraphernalia.
- Decrease the disproportionality of Johnson County youth of color in the juvenile justice system.

Priority Target Population

- Johnson County youth with a potential first offense simple misdemeanor juvenile complaint or first offense Possession of Controlled Substance-Marijuana and/or Possession of Controlled Substance-Paraphernalia allegations
- Parents, guardians, and/or families of identified youth

Diversion Coordination will include the following duties/activities:

- Outreach to local law enforcement, juvenile court, youth and family service providers, schools, and other stakeholders. Establish relationships with law enforcement and school district administration in order to collaborate to expand referrals to pre-charge diversion programming.
- Offer a single point of entry for assessments, referral, care coordination and service integration to referred youth. Receive referrals for eligible youth from Juvenile Court Services or schools.
- Work with youth, families, and service providers to facilitate appropriate referral to pre-charge diversion programming.
- Coordinate with United Action for Youth to expand current Shoplifters Diversion programming to include 4th Degree Theft.
- Coordinate with Linn County Detention for referral for allegations of Disorderly Conduct.
- Work with direct diversion providers, Juvenile Court Services, the JJYD Policy Board, and other stakeholders to develop curriculum for expanded direct diversion programming.
- Conduct follow up to determine whether youth have successfully completed diversion programming.
- Ensure youth and families receive appropriate community-based resource and referral for follow-up services and supports, track referrals and provide follow-up to see if referrals resulted in successful enrollment.

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- With the JJYD Policy Board, develop, oversee, and track outcomes for continuum of diversion options.
- Collect and manage state and federally required data; enter data into the Iowa Grants portal and report to Johnson County in a timely and accurate manner.
- Evaluate data and assess the impact of diversion programming on disproportionality. Engage with pre-charge diversion programs to ensure continuous quality improvement.
- Track data and assess diversion programming for cultural responsiveness and success in addressing the unique needs of youth of color.
- Ensure all programming is culturally relevant, culturally competent, and demonstrates a respect for diversity.
- Address barriers to participation including, but not limited to, transportation, snacks, language, technology and/or other household/family circumstances.
- Participate in JJYD Policy Board meetings.
- Attend statewide Juvenile Justice Advisory Council meetings.

Expanded Direct Programming for Pre-Charge Diversion Expansion will include:

- Diversion programming opportunities for expanded charges in the Aggression sub-type. May include Interference with Official Acts, Criminal Mischief, and/or Trespassing.
- Diversion programming content will be related to the specific allegations and there may be different content within each allegation-type
- Diversion programming will support and strengthen family functioning, build social and emotional competence in youth, establish opportunities for sustained and caring relationships with caring adults, establish opportunities for emotional and social support
- Anticipate approximately 10-30 youth per year in expanded direct diversion programming for additional Aggression allegations
- Offer monthly parenting groups and/or supports to families of youth in current or past pre-charge diversion programming

Expected Outcomes for all youth and specifically for youth of color:

- Youth/families will be contacted within 5 business days of receipt of referral from Juvenile Court Services
- Youth with a first offense simple misdemeanor or PCS-Marijuana or Paraphernalia allegations will be referred to diversion programming.
- Referred youth will successfully complete pre-charge diversion programming.
- Youth referred for pre-charge diversion will be referred to other community-based services.
- Youth that successfully completed pre-charge diversion programming will not recidivate with the same allegation within 2 years.

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REPORTING

The successful applicant will:

- Enter all required data into the CJC statewide pre-charge diversion web portal;
- Track and submit OJJDP required performance measure data;
- Complete and submit quarterly progress reports via iowagrants.gov and share those reports with the JJYD Policy Board (due October 16, January 16, April 16, and July 16);
- Conduct a data review to determine the extent to which the program is effectively engaging youth of color, girls, and/or other targeted groups of youth and managing youth noncompliance;
- Demonstrate how the program results in reduced racial and ethnic disparities;
- Submit reimbursement claims within the scope of the approved budget, according to the deadlines specified in the resulting contract.
- Complete an Inventory Report Form within 30 days after the grant performance period;
- Provide a copy of the agency's most recent fiscal audit for the period of July 1 through June 30; submitted by March 31.

BUDGET

A maximum amount of \$49,800 is available for 11/01/22-06/30/23.

The contract period budget shall be distributed as follows:

\$ 3,000 3rd Millennium Substance Abuse Diversion

\$ 2,400 Restitution for Victims

\$44,400 Diversion Coordination, direct expanded Aggression diversion program implementation, parenting groups and supports

RESOURCES

The following links provide local, state, and national data and resources on juvenile delinquency and prevention. See also Attachment B for best practice resources.

- Johnson County Juvenile Delinquency Prevention – Pre-Charge Diversion Grant Application
<https://johnsoncountyiowa.gov/expansion-pre-charge-diversion-application>
- Iowa Department of Human Rights Criminal and Juvenile Justice Planning (CJJP)
<https://humanrights.iowa.gov/cjpp>
- Criminal and Juvenile Justice Planning Easy Access to Juvenile Court Data
<https://juvenilecourtstats.iowa.gov/>
- Office of Juvenile Justice Delinquency and Prevention; <http://www.ojjdp.gov/mpg/>
- Blueprints for Healthy Youth Development: <http://www.blueprintsprograms.com/about>
- Child Trends Juvenile Justice Research; <https://www.childtrends.org/research-topic/juvenile-justice>
- Positive Youth Development; <https://youth.gov/youth-topics/positive-youth-development>

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AWARD PROCEDURES & PROPOSALS

AWARDS

The Johnson County Board of Supervisors will award funding to the proposal that best meets the goals and objectives of the Johnson County Pre-Charge Diversion Coordination and Expansion Program and the purposes of this RFP.

All applications for funding will be reviewed by the Johnson County Youth & Family Services Manager and/or Social Services Director for completeness and compliance with requirements of the RFP. All qualified applications will be reviewed and scored by the Juvenile Justice Youth Development (JJYD) Policy Board Grant Review sub-committee. The sub-committee will provide recommendations to the Johnson County Board of Supervisors who will be responsible for the funding determination. Any member of the Policy Board representing an agency that applies for Johnson County Pre-Charge Diversion Coordination and Expansion funding is ineligible to participate in the proposal review or recommendation process. The Johnson County Board of Supervisors will make all funding decisions. Applicants will be notified of the funding decisions.

APPEALS

Appeals must be made in writing to, Laurie Nash at socialservices@johnsoncountyiowa.gov within five working days of receipt of the funding decision notice. Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Grant Review Committee will review the appeal and make a recommendation to the Johnson County Board of Supervisors. The Johnson County Board of Supervisors will review the appeal and mail a notice to the appellant within five working days of this review.

PROPOSAL OBLIGATIONS

The contents of the proposal, as well as any clarifications or changes submitted by a successful applicant shall become part of the contractual obligation and incorporated by reference into the ensuing contract. All proposals shall include a detailed description of all integral elements necessary for successful implementation and operation of the service or program. The successful applicant will be required to submit quarterly progress reports and monthly billing invoices to the Johnson County Social Services Director.

FUNDING POLICIES AND PROCEDURES

Johnson County funds available under this RFP may be used to support all budget categories identified in the budget format provided with this document. Funds may not be used for building or construction projects. Funds may be used for purchase of equipment necessary for the implementation of the proposed program; funds may be used to initiate a new program or to close the gap on funding existing programs or services. Funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities.

The Johnson County Board of Supervisors reserves the right to not award funding automatically to the highest scoring proposal, but rather to the proposal that best meet the goals and objectives of the Johnson County Pre-Charge Diversion Coordination and Expansion Program and the purposes of this RFP.

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GRANT INSTRUCTIONS AND APPLICATION FORMAT

Applications must be submitted electronically via email to socialservices@johnsoncountyiowa.gov. Applicants must utilize the application and budget forms provided.

APPLICATION FORM

Cover Page

1. Organization Tax ID Number
2. Name of Organization
3. Contact Person, Address, Telephone, E-mail
4. Amount of Request
5. Program Start and End Dates
6. Authorized Signature, Title, and Date

Agency Qualifications and Staff Credentials

1. How is your organization uniquely qualified to provide the proposed services?
2. Describe your organization's experience in serving youth age 10-17 in the community. Include:
 - a. Description of current positive youth development programming
 - b. Description of current prevention programming
 - c. Description of current programming for at-risk youth
 - d. Description of current programming for system-involved youth and families
3. Describe your organization's experience working with diverse populations.
4. Describe your organization's experience with federal funding, data tracking, evaluation, and reporting.
5. Describe the staff qualifications for this project. If a new hire is anticipated, what qualifications will be sought for this position?
 - a. Refer to the Diversion Coordination Activities on pages 4-5 of this RFP
 - b. Include staff qualifications for diversion direct programming.
 - c. Job descriptions for primary roles may be included as attachments.

Description of Program or Service

1. Which best practice approach, model, or curriculum have you identified for the diversion coordination and direct diversion programming activities described on page 5 of this RFP? See the Resource Links on page 6 of this RFP and Attachment B for best practice recommendations.
2. Have you identified a curriculum and/or model for providing parenting services?
3. Provide a description of services to be provided. When will services occur? Where will services take place? What is the length of programming?
4. How will you connect with and engage parents to understand and support their child?

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5. How will you ensure programming and services are culturally responsive, inclusive, and respectful for a diverse population including race, gender, age, language, and other cultural expressions?
6. Describe current and planned collaborations with other providers, law enforcement, juvenile court services, schools, etc. to coordinate services, avoid duplication and ensure efficient and successful outcomes for youth and families.
7. How will you maintain communication with law enforcement, juvenile court, the community, and others involved to ensure that the program is working well?
8. Describe how the program or service will provide access for geographically isolated or otherwise hard-to-reach youth.
9. How will you conduct evaluation and continuous quality improvement activities to track outcomes and ensure program effectiveness?

Budget and Narrative

Contract Budget shall cover the period of November 1, 2022, through June 30, 2023.

Budget **must include** \$3,000 for 3rd Millennium online substance diversion programming and \$2,400 for victim restitution. Remaining \$44,400 is available for diversion coordination, direct diversion programming for aggression allegations, and parenting supports.

Attach complete and detailed budgets, using the budget format provided. Identify which costs are related to diversion coordination and which are for direct diversion programming.

Provide a budget narrative that includes:

1. Budget justification including number of staffing hours and wages
2. If you are seeking a per-unit reimbursement (e.g. per class, per participant) briefly describe what is included in calculating that cost
3. Description of program costs (e.g., flyers, staff travel, staff training, cell phone)
4. Description of participant supports (e.g., food, incentives, transportation) and/or participant supplies (e.g., handouts, materials)
5. Description of any necessary equipment
6. Description of specific proposed contractual expenses
7. If seeking mileage reimbursement, identify approximate number of miles and mileage rate
8. If you are seeking administrative or indirect costs, identify them as a percentage of billed direct expenses
9. Description of other sources of funding and support for the program

APPLICATION ATTACHMENTS (optional)

May include:

- Key staff job descriptions
- Evaluation tools
- Detailed curriculum descriptions
- Research articles utilized or referenced in this application

ATTACHMENT A

APPLICATION SUMMARY JUVENILE DELINQUENCY PREVENTION PRE-CHARGE DIVERSION

SUMMARY

This program enhances and expands pre-charge diversion programming to Johnson County youth who is not already in the juvenile justice system. Services will expand first offense pre-charge diversion opportunities beyond the current 5th Degree Theft and Disorderly Conduct to include all simple misdemeanors as well as Possession of a Controlled Substance-Marijuana and Possession of Drug Paraphernalia. Allegations fall into one of three categories: Aggression, Larceny, or Substance. We will continue to utilize current sources of funding to maintain existing programs while expanding to additional allegations and additional diversion programming.

In addition to expanded direct diversion programming, this program introduces Coordination of Diversion Services. Diversion Coordination offers a single point of entry for assessments, facilitated referrals, and care coordination/service integration to diverted youth.

EXPANSION PROGRAM

COORDINATION OF SERVICES

Coordination of Services will be performed by a Diversion Coordinator. Service Coordination provides a single point of entry for assessments, referrals, and care coordination/service integration to diverted youth. The Diversion Coordinator will receive all referrals from Juvenile Court Services, make appropriate connections between referred youth and available pre-charge diversion programming in all three diversion tracks, follow up with youth and families, facilitate enhanced community referrals, and administer victim restitution supports. Diversion Coordination includes data collection, reporting, and continuous quality improvement to address programming and recidivism rates. Continuous quality improvement includes enhanced feedback from program participants to ensure efficacy of programming as well as cultural responsiveness.

Referral for diversion services will shift from Juvenile Court Services (JCS) into a community-based organization or governmental entity, minimizing youth contact with JCS. Any youth age who is facing a first-offense simple misdemeanor, PCS-Marijuana or Paraphernalia allegation will be referred by law enforcement to this program, utilizing a Juvenile Contact/Referral Form (see attachment). Initial law enforcement referrals go to Juvenile Court Services (JCS) and they determine broad program eligibility. Youth have the opportunity to participate in diversion once in each of three allegation-types. The Diversion Coordinator will communicate with the appropriate pre-charge diversion program to engage youth and families. Youth and families will be contacted within 5 business days of the pre-charge diversion program receiving the referral and activities will happen within 2-4 weeks.

Youth non-compliant with diversion will not face court-imposed consequences. Every effort will be made by program staff to engage the youth and ensure successful completion of the program. Youth will be provided a minimum of three (3) opportunities to participate in the pre-charge diversion programming before being deemed non-compliant. Instance of non-compliance are recorded by the Diversion Coordinator but do not result in any involvement with the juvenile court system.

DIRECT DIVERSION PROGRAMMING

Current Diversion Programming:

Johnson County's current diversion opportunities are for youth who have not yet entered the juvenile justice system and have been referred to Juvenile Court Services with allegations of one of two specific simple misdemeanors: 5th Degree Theft or Disorderly Conduct.

5th Degree Theft: The **Shoplifters Diversion Program** is available for first-offense 5th Degree Theft; funded by Juvenile Court Services (JCS), administered by Johnson County Decat, and contracted through United Action for Youth. JCS funded Shoplifters Diversion will continue to support pre-charge diversion for first offense 5th Degree Theft and expand to include 4th Degree Theft. The resulting contract will not include Shoplifters Diversion programming.

Disorderly Conduct: The **LADDERS** (Learning Alternative Daily Decisions to Ensure Reasonable Safety) program is available for first-offense Disorderly Conduct or school-based referral; funded by Juvenile Court Services and contracted through Linn County Detention. JCS funded LADDERS will continue to support pre-charge diversion for first offense Disorderly Conduct. The resulting contract will not include LADDERS programming for Disorderly Conduct..

There are no current pre-charge diversion opportunities for substance-related allegations.

Expansion Programming:

Expansion will include all simple misdemeanors and PCA-Marijuana and Paraphernalia. Programming will fall into one of three allegation types: **Aggression** (e.g., 5th Degree Criminal Mischief, Interference with Official Acts), **Larceny** (4th Degree Theft), and **Substance** (Possession of Alcohol Under the Legal Age (PAULA), Possession of a Controlled Substance (PCS)-Marijuana, Possession of Drug Paraphernalia. The expanded system offers youth more than one overall opportunity for diversion, with opportunities once in each of the three categories (Aggression, Larceny, Substance).

Aggression: New programming will be developed to address expanded allegations including first-offense Interference with Official Acts and 5th Degree Criminal Mischief. The programming model will be primarily individual-based counseling/skill building and may include a restorative justice component. Program activities will include an informal needs assessment, youth individualized self-assessment/skill-building, and supported referral to additional community resources. Programming may include a restorative justice component. Programming for Interference with Official Acts may include a one-on-one meeting with youth and law enforcement. Allegations of Criminal Mischief may have opportunities for victim restitution. The resulting contract does not include LADDERS programming for Disorderly Conduct.

Substance: New options for pre-charge programming will include youth who have first-offense allegations of Possession of Alcohol Under the Legal Age (PAULA), Possession of a Controlled Substance (PCS)-Marijuana, and Possession of Drug Paraphernalia. Youth will have the option of an in-person evaluation at Community and Family Resources (formerly Prelude) or an online 3rd Millennium training course. All youth will receive a brief individual meeting including screening at intake and supported referral to community resources. Parents will be referred to the optional online "Parent-Wise" program that covers warning signs of substance abuse, how to deal with peer pressure, and building self-esteem. The resulting contract does not develop new diversion for substance-related offenses but provides funding to access currently available programs.

Parent Groups and Supports: Optional monthly parenting groups or other supports will be developed to provide opportunities to increase knowledge, access support for behavior change, and develop additional informal support networks. Services will be available to all families of youth participating in pre-charge diversion.

PROGRAM GOALS AND KEY ACTIVITIES

| GOALS | ACTIVITIES |
|---|---|
| <p>G-1. Decrease Johnson County youth involvement in the juvenile justice system by expanding pre-charge diversion opportunities to include all first offense simple misdemeanors and PCS-Marijuana and Paraphernalia.</p> | <p>A-1. Secure MOUs from all four (4) municipal law enforcement agencies, Johnson County Sheriff, and University of Iowa Police to expand referrals to pre-charge diversion programming.</p> <p>A-2. Issue a Request for Proposals from area non-profits for a diversion program provider and a community-based Diversion Coordinator.</p> <p>A-3. Coordinate with stakeholders for implementation of diversion services.</p> <p>A-4. Provide diversion program opportunities for expanded charges in each of three (3) allegation-types (Aggression, Larceny, Substance) and expand to allow youth one diversion opportunity in each type.</p> <p>A-5. Provide youth and families with relevant community-based resource and referrals.</p> <p>A-6. Offer monthly parenting groups to families of youth participating in pre-charge diversion.</p> |
| <p>G-2. Decrease the disproportionality of Johnson County youth of color in the juvenile justice system.</p> | <p>A-7. Evaluate data and assess the impact of diversion programming on disproportionality.</p> <p>A-8. Track data and assess diversion programming for cultural responsiveness and success in addressing the unique needs of youth of color.</p> |

Diversion Programming

Provide diversion program opportunities for expanded charges in each of three (3) allegation-types (Aggression, Larceny, Substance) and expand to allow youth one diversion opportunity in each type.

CURRENT/ONGOING PROGRAMMING (not part of this grant application)

| ALLEGATION | ACTIVITY | RESPONSIBLE |
|------------------------------------|--|---------------------------|
| Aggression - LADDERS | Informal needs assessment | |
| | Individual counseling/skill building | Diversion Staff & youth |
| | Community Service (Restorative Justice) | Youth w/staff supervision |
| | Referral to additional community resources | Diversion Coordinator |
| Larceny – Shoplifters Diversion | Group education for youth and parents together | Diversion Staff |
| | Group youth education | Diversion Staff |
| | Group parent education (concurrent with youth) | Diversion Staff |
| | Referral to additional community resources | Diversion Coordinator |

NEW PROGRAMMING (included in the grant application)

| ALLEGATION | ACTIVITY | RESPONSIBLE |
|---|--|---------------------------|
| Aggression Expansion | Informal needs assessment | Diversion staff |
| | Individual counseling/skill building | Diversion Staff & youth |
| | Optional Restorative Justice | Youth w/staff supervision |
| | Referral to additional community resources | Diversion Coordinator |
| Substance – 3 rd Millennium | Informal assessment | Diversion Coordinator |
| | Access to existing online “Under the Influence” OR “Marijuana 101” | Existing online resource |
| | Referral to existing optional online “Parent-Wise” | Existing online resource |
| | Referral to additional community resources | Diversion Coordinator |
| Optional Parent Group/Supports | Parent education and supports | Direct Diversion Staff |

Timeline

| Dates | Activities | Responsible |
|-------------------------------------|--|--|
| July – November 2022 | Update existing PCD program evaluations and begin development of new programming | Current PCD contractors and Youth & Family Services Manager (YFSM) |
| July – August 2022 | Develop, distribute, and obtain MOUS from all law enforcement agencies in the county. | YFSM |
| August 2022 | Diversion Grant Subcommittee meets to develop RFP for Diversion Coordination, Expansion, and PCD Programming | YFSM and JJYD Policy Board |
| November 1, 2022 | Diversion Coordination and Expansion RFP begins | Grantee |
| November & December 2022 | Training and outreach to law enforcement and Juvenile Court Services regarding the expansion programming. Ensure law enforcement and JCS staff are ready to implement new referral procedures beginning January 1. | Diversion Coordinator and YFSM |
| November & December 2022 | Learn the CJJP data system and develop internal data collection systems. | Diversion Coordinator and YFSM |
| November & December 2022 | Work with PCD programs to update evaluations and ensure appropriate data tracking. | Diversion Coordinator and YFSM |
| January 1, 2023 | Expanded eligibility for pre-charge diversion begins | |
| May 2023 (and quarterly thereafter) | Diversion Grant Subcommittee meets and reviews data for January-March | JJYD Board Diversion Coordinator |

Key Personnel

The Diversion Coordinator (DC) will be employed by a community-based agency and will offer a single point of entry for assessment, referrals, and care coordination and service integration provided to diverted youth. Activities include:

- outreach to law enforcement, juvenile court, youth and family service providers, schools, and other stakeholders
- receive referrals for eligible youth from Juvenile Court Services or schools
- work with youth, families, and service providers to facilitate appropriate referrals and follow-up with diversion services
- ensure that appropriate community referrals are made for follow-up services and supports, tracking referrals and providing follow-up to see if referrals resulted in successful enrollment
- collect and manage data, entering that data in a timely and accurate manner
- in addition to entering data into the CJJP statewide pre-charge diversion web portal, the DC will maintain an in-house database to track local evaluation
- engage with contracted pre-charge diversion programs to ensure continuous quality improvement
- participate in JJYD Policy Board meetings to share progress and data reports quarterly

PROGRAM EVALUATION

Data Collection and Entry

Program staff will collect data and report to the Diversion Coordinator quarterly. Data will include participation, referral, program completion, and participant evaluation information. Participant evaluation tools will solicit feedback about program staff skills, program effectiveness at addressing the specific allegation that brought youth to PCD, and program cultural responsiveness.

The Diversion Coordinator will be responsible for collecting and managing data and entering that data in an accurate and timely manner. Data will be tracked in the CJJP statewide pre-charge diversion web portal as well as an in-house database. The in-house system will include recidivism of participants, the number of referrals to other community-based services, the number of those referrals that result in program enrollment, participant evaluation data, rates of representation of communities of color or gender biases, and other data as identified by the JJYD Policy Board and Diversion Grant Subcommittee. The Diversion Coordinator will report data to the Juvenile Justice Youth Development Policy Board, the Diversion Grant Subcommittee, the JJYD Coordinator, other policy boards and the public.

The JJYD Coordinator will develop an annual report to be shared with the Diversion Grant Subcommittee, JJYD Policy Board, DMC Committee, law enforcement, Juvenile Court Services, Board of Supervisors, and other interested parties.

| GOALS | OUTCOMES | PERFORMANCE MEASURES |
|---|---|--|
| <p>G-1. Decrease Johnson County youth involvement in the juvenile justice system by expanding pre-charge diversion opportunities to include all first offense simple misdemeanors and PCS-Marijuana and Paraphernalia.</p> | <p>O-1. At least 75% of all youth with a first offense simple misdemeanor or PCS-Marijuana or Paraphernalia allegations will be referred to diversion programming in the first year.</p> <p>O-2. At least 75% of all youth will successfully complete pre-charge diversion programming in the first year.</p> <p>O-3. At least 80% of all youth referred for pre-charge diversion will be referred to other community-based services in the first year.</p> <p>O-4. At least 90% of all youth that successfully completed pre-charge diversion programming will not recidivate with the same allegation within 2 years.</p> | <p>PM-1. Participating youth will report improved problem-solving skills; goal is 75% (protective factor)</p> <p>PM-2. Participating youth will be able to identify at least one caring adult in their life; goal is 75% (protective factor)</p> <p>PM-3. Participating parents will report an increase in parenting skills such as establishing clear limits, discipline, and/or knowledge of child development; goal is 75% (protective factor)</p> |
| <p>G-2. Decrease the disproportionality of Johnson County youth of color in the juvenile justice system.</p> | <p>O-5. At least 75% of youth of color with a first offense simple misdemeanor or PCS-Marijuana or Paraphernalia allegations will be referred to diversion programming in the first year.</p> <p>O-6. At least 75% of youth of color will successfully complete pre-charge diversion programming in the first year.</p> <p>O-7. At least 80% of youth of color referred for pre-charge diversion will be referred to other community-based services in the first</p> | |

| | | |
|--|---|--|
| | year. O-8. At least 90% of youth of color that successfully completed pre-charge diversion programming will not recidivate with the same allegation within 2 years. | |
|--|---|--|

ATTACHMENT B

BEST PRACTICE RESOURCES

Iowa Pre-Charge Diversion Toolkit. Center for Children’s Law and Policy. May 29, 2019
<https://humanrights.iowa.gov/sites/default/files/media/Iowa%20Diversion%20Toolkit%20-%20Final%205-29-2019.pdf>

Best Practices in Youth Diversion. Literature review for the Baltimore City Youth Diversion Committee. August 16, 2018
<https://theinstitute.umaryland.edu/media/ssw/institute/md-center-documents/Youth-Diversion-Literature-Review.pdf>

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ATTACHMENT C

REQUIRED DATA COLLECTION

CJJP WEB-BASED APPLICATION

The Contractor will enter individual youth data into the CJJP Web-Based Application. From that data, reports will be available for extraction.

Individual youth information to be entered into the CJJP Web-Based Application weekly:

Participant Information

- Youth First Name
- Youth Last Name
- District Number (drop-down)
- Youth Birth Date
- Youth Gender (drop-down)
- Youth Race (drop-down)
- Youth Home Zip

Charge Information

- Charge Code
- Charge Description
- Crime Class (drop-down)
- Law Enforcement Agency
- LEA Report Number

Referral Information

- Referral Reason
- Referral Date
- Referral Accepted (yes/no)
- Referral Source (drop-down)

Program Information

- Provider
- Program Name
- Program Disage
- Family Guardian Participation Required (yes/no)
- Did Family or Guardian Participate (yes/no)
- Program Start Date
- Program End Date
- Completion Status (drop-down)
- Completion Description
- County of Residence (drop-down)

Data to be extracted from the CJJP Web-Based Application quarterly:

Number of Individuals Served

- # of children (ages 0-10) served as new admissions during the current reporting period
- # of children (ages 0-10) served as carried over from previous reporting period
- # of children (ages 11-17) served as new admissions during the current reporting period
- # of children (ages 11-17) served as carried over from previous reporting period
- # of parents/legal guardians served as new admissions during the current reporting period
- # of parents/legal guardians served as carried over from previous reporting period
- # of additional family members served as new admissions during the current reporting period
- # of additional family members served as carried over from previous reporting period

Program Quality

- # of individuals who exited the service during the reporting period
- # of individuals who exited the service and who completed the service's requirements
- # of individuals who exited the services and who did not complete the service's requirements

Service Delivery (definitions provided)

- # of individuals served by an evidence-based program(s)
- Name and source of evidence-based program uses
- # of individuals served by an evidence-based practice(s)
- Name and source of evidence-based practices used
- # of individuals served by promising program(s)
- Name and source of promising program used
- # of individuals served by promising practice(s)
- Name and source of promising practice used
- # of individuals served by a culturally-specific service
- # of individuals served by a trauma-informed service
- # of individuals served by a multi-disciplinary team

Protective Factors (yes/no answers) (definitions provided)

- Program/service addresses improving self-esteem
- Program/service addresses improving parent/caregiver relationships
- Program/service offers positive leisure/recreational activities
- Program/service addresses improving social competencies
- Program/service addresses improving school engagement
- Program/service offers substance misuse services

For each "yes" answer above:

- Does the program/service measure improvement for that protective factor/category?
- # of individuals receiving services in each category above
- # of individuals who showed improvement in each category above

Narrative sharing success stories, challenges, and progress made.

LOCALLY DEVELOPED DATA COLLECTION AND TRACKING

The Contractor will work with the Juvenile Justice Youth Development Board, program partners, current direct service providers, and other stakeholders to identify additional tools and data sets. Additional data will include, but not be limited to, participant feedback and information specific to effectiveness with diverse populations.