

**CIRCUIT COURT OF COOK COUNTY
JUVENILE PROBATION DEPARTMENT**

EVENING REPORTING CENTER

**Request for Proposals
For the
Evening Reporting Center for Adolescent Girls**

MISSION

Evening Reporting Centers have been established as community-based alternatives to detention for a target group of minor respondents who would otherwise be detained in the Juvenile Temporary Detention Center (JTDC). The Evening Reporting Center will supervise 15 adolescent girls, five days per week, during after school hours into the evening.

TARGET POPULATION

Adolescent girls from all city Calendars can be ordered by the Court to participate from 5-21 days in this program in lieu of JTDC placement. Youth in the following circumstances are eligible:

1. Adolescent girls charged with a violation of probation and awaiting a hearing or disposition; or
2. Adolescent girls apprehended on a warrant and presented to the court for disposition of the warrant.

Candidates suitable for this conditional release are identified by the probation officer and presented to the Court for consideration.

AUTHORITY

Adolescent girls are referred to an Evening Reporting Center by way of specific order in conjunction with and Order of Home Confinement for up to 21 calendar days. Order may also include a Stay of Mittimus to the Juvenile Detention Center.

The Deputy Chief Probation Officer of Detention Alternative Division Department administers this program.

PROGRAM GOALS

1. Provide highly structured and well-supervised group activities during high risk time periods for girls identified in pending delinquency proceedings.
2. Help to ensure girls referred to the program appear for their next court hearing.
3. Reduce the likelihood of re-arrest while allowing the minor to continue attending school and remain at home.

PROGRAM DESIGN

The Evening Reporting Centers operate from approximately 4:00 p.m. to 9:00 p.m. Monday through Friday. Since the youths are awaiting hearings it is expected to be a short-term program with most participants involved for up to 21 business days. While at the Evening Reporting Center, the emphasis will be on keeping the girls involved in a positive environment, while ensuring they are occupied during the times they are most likely to recidivate. Weekend supervision is maintained by the Home Confinement Officers.

From 4:00 p.m. – 8:00 p.m. the youth will be engaged in educational activities, recreational programming and life development workshops. A well-balanced and nutritious dinner is also served each evening.

The successful applicant for this Evening Reporting Center for adolescent girls must demonstrate a capacity to serve this population. A gender specific curriculum addressing the social, emotional, health and educational needs of this population must be included as an attachment to our proposal.

Each youth is responsible to arrive at the Evening Reporting Center by 4:00 p.m. each day. **Minors with identified transportation barriers or with special needs will be transported to the Evening Reporting Center by Center staff. Under no circumstances is lack of transportation an acceptable reason for a youth not to attend.** Each Evening Reporting Center must also provide transportation home for each youth at the ending of the evening. This will ensure every youth is accounted for and will arrive home within a specific time frame. On site security provisions are to be made by each Center.

In addition to her primary officer, each youth is also supervised by a Home Confinement Officer. While the Evening Reporting Center staff will provide services and monitor assigned youth from after school until they arrive home in the evening, it will still be the responsibility of the probation officer to work with the family, school and youth to ensure court dates are kept and conditions of probation are honored. Home Confinement officer can augment Evening Reporting Center involvement. The Evening Reporting Center staff and assigned probation officer will establish a productive rapport to help facilitate the minor's successful completion of the program.

PROGRAM CAPACITY

The number of youth referred to this Evening Reporting Center will be gradually phased in over the first two months of operation to ensure a smooth start-up. Once at full capacity, the Evening Reporting Center is expected to serve 15 girls each day.

STAFFING

A staffing ratio of one staff for every four youth will be used. The staffing ratio can be achieved through any combination of full and part-time staff. It is expected that each Evening Reporting Center maintains at least one full-time employee designated as the program manager. The program manager assumes primary responsibilities as the Center's liaison with the Juvenile Probation Department and Aunt Martha's Youth Service Center. The program manager is also responsible for the daily operation and supervision of the Evening Reporting Center. Since the Evening Reporting Center will primarily serve females, it is expected that the staff will consist predominantly of females.

The program manager is required to have a Bachelor's Degree in a human services or criminal justice related field. It is preferred that the other staff also have a Bachelor's Degree in human services or related field. Non-degreed employees can be considered if their work experience and other educational experiences are relevant.

All staff, both paid and volunteer, are required to submit a criminal background check as well as a child abuse/neglect background check. Before being hired all staff must be approved by both Aunt Martha's Youth Service Center as well as the Cook County Juvenile Probation Department.

FACILITY

It has been the experience of the current Evening Reporting Center providers that the facility is a critical factor for a successful program. A well-designed facility creates natural space for group work, provides for a smooth flow of traffic, allows for the continuous supervision of youths and is large enough to comfortably serve 15 girls. At a minimum, it is expected that the Evening Reporting Center facility will have the following resources:

- compliance with all building and regulatory codes;
- kitchen area approved by the Chicago Health Department;
- a large recreation area;
- program resources (tables, chairs, supplies, equipment etc.);
- well lit and ventilated classroom space.

The facility must be located within two miles of Juvenile Court with the approximate boundaries of Cicero Ave./West, Dan Ryan Expressway/East, Division Street/North and Stevenson Expressway/South.

BUDGET

The evening Reporting Center for adolescent girls operates on a per diem basis. Once fully operational, the Center is guaranteed payment for 15 girls per day. If the number of youth served exceeds 15 then the Center may bill the per diem for the extra youth. The per diem is \$51.00. A fully operational Evening Reporting Center serving 15 girls will receive \$765.00 per day. The annualized operating budget should not exceed \$200,000

EXISTING PROVIDERS

The Evening Reporting Center collaboration began in December 1995 when the first Center in Cook County opened. The current Evening Reporting Centers consist of:

West Side Association for Community Action
3600 West Ogden
Chicago

Youth Outreach Services
6417 West Irving Park Road
Chicago

Aunt Martha's Youth Service Center
Rebecca K. Crown Center
7601 South Phillips
Chicago

Willie L. Jordan Community Service Center
14618 Lincoln
Harvey

TASC/Reach Out and Touch
5510 S. Paulina
Chicago

Family Dynamics
5418 W. Roosevelt Road
Chicago

ROLE OF AUNT MARTHA'S

Aunt Martha's Youth Service Center serves as the lead administrative agent for the Evening Reporting Center collaborative. Aunt Martha's will provide technical assistance to the new Center. Technical assistance will consist of staff training, on site supervision, assistance with curriculum development and mentoring. It is expected that most of the technical assistance will be provided during the first three months after starting the new Center.

Aunt Martha's ongoing role is to serve as the financial and quality assurance conduit between the Cook County Juvenile Probation and Court Services Department and each Evening Reporting Center. Specific administrative duties of Aunt Martha's include:

- collection of daily attendance sheets from each Center;
- monthly preparation and submission of billings;
- payment of each Center upon payment form Cook County;
- screen and review potential employees of all Centers;
- visit each Center while in operation at least quarterly to monitor quality of services;
- quarterly meetings with program leadership of all centers.

The Evening Reporting Center provider will subcontract with Aunt Martha's to provide the service.

TIME TABLE

Request for Proposals is Issued	04-30-2001
Information Mtg.	05-24-2001
Proposals Due	06-22-2001
Selection of Provider	07-13-2001
Training and Technical Assistance Begins	08-2001
Evening Reporting Center Opens	09-2001

PROPOSAL OUTLINE AND SCORING

Each proposal will be reviewed by a committee consisting of representatives from the Cook county Juvenile court, representatives from Cook county Juvenile Probation and Court Services Department and representatives from Aunt Martha's Youth Service Center. Either all of the proposal review committee or representatives of the committee will conduct site visits as part of the review process. It is expected that only those applicants with the higher rated proposals will receive a site visit. The proposal review committee will make a recommendation to Chief Judge Donald P. O'Connell. All final decisions to select a provider rest with the Chief Judge.

Each proposal is expected to address the identified issues listed below. Please keep the entire proposal to a maximum of five (5) single spaced pages with additional pages permitted for the budget, relevant attachments and a gender specific curriculum.

Description of Organization

5 points

Provide a brief description of the organization that includes the agency's current services, brief history, mission statement, annual budget, not for profit/for profit status and description of the Board of Directors.

Organizational Experience With Target Population

25 points

Describe the organization's experience working with youth, adolescent girls and the Cook County Juvenile Probation Department. Also describe the organization's experience serving the identified community area.

Staffing

20 points

Based upon the description of the Evening Reporting Center requirements, describe the staffing pattern to be used once the Center is at full capacity. Will existing staff be used or will new staff be hired? Describe the qualifications of staff identified for the Center. Identify the number of female staff you intend to employ. Once our organization is notified of the award how long will it take to have staff ready to start training?

Facility

20 points

Give the address of the proposed facility. Who owns the facility? If you intend to lease the facility, has a lease been secured? Describe in detail the physical plant including approximate square footage available, washroom availability plans for kitchen use, hours available, recreational capacity. Will remodeling need to occur before the Center can open? Does the building meet City of Chicago building codes and safety requirements?

Program Design

30 points

Provide a sample daily schedule that includes all listed components and any additional components you think are necessary for the successful implementation of an Evening Reporting Center for adolescent girls. What transportation arrangements will be made? How will dinner be served? Describe ideas for educational activities and life skill development workshops that specifically address the needs of a female population. Describe any services you plan to offer that are unique to this population. Include a gender specific curriculum as an attachment to the proposal.

Budget

10 points

Based on a daily per diem of \$51.00 per youth, provide a line item budget. Include staff expenses, fringe benefits, rent, occupancy, meals, transportation, recreational activities, officer supplies and administrative expenses.

SUBMISSION OF PROPOSAL

All applicants must submit five (5) copies of their proposal to:

Jerome Flagg
Aunt Martha's Youth Services Center, Inc.
15020 S. Cicero
Oak Forest, Illinois 60452

Only proposals mailed or delivered by hand will be accepted. Faxed copies are unacceptable. All proposals are due by 5:00 p.m. on Friday, July 13, 2001.