

# RDA Program Reimbursement

R(1)-2020-21 Biennium

Effective date 09/01/2019

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## I. GRANT SUMMARY.

- A. **Description.** The Regional Diversion Alternatives Program (RDA Program) grant:
1. provides resources to juvenile probation departments to obtain rehabilitative services for juveniles, including, but not limited to, the following programs: evidence-based, intensive, community-based residential, reentry, and aftercare; and
  2. is intended to divert appropriate juveniles from commitment to the Texas Juvenile Justice Department (TJJD) to:
    - a. an evidence-based program;
    - b. a TJJD-registered post-adjudication secure correctional facility;
    - c. a TJJD-registered non-secure correctional facility; or
    - d. a residential child-care facility.
- B. **Goal.** The goal of the RDA Program grant is to divert appropriate juveniles from commitment to TJJD.
- C. **Objective.** The objective of the RDA Program is to divert appropriate juvenile offenders from commitment to TJJD while maintaining community safety.
- D. **Target Population.** The initial target population of juveniles appropriate for diversion under the RDA Program grant includes all juveniles eligible and under consideration for commitment to TJJD.
1. For a juvenile to qualify, the juvenile probation department must demonstrate a prior effort to provide appropriate intervention, with priority given to the treatment needs of the youth. Intervention should be commensurate with county resources.
  2. Priority will be given to juveniles:
    - a. between the ages of 10 and 14;
    - b. with a serious mental illness;
    - c. with a developmental or intellectual disability;
    - d. with only non-violent offenses;
    - e. with low- to moderate-risk to reoffend levels ;
    - f. for whom there is clear concern they have been, will be, or are being sex trafficked, as defined in Section 20A.02, Penal Code; or
    - g. who have four or more adverse childhood experiences (ACEs).

## II. DEFINITIONS. For the purposes of this Grant:

- A. **Aftercare Programs.** Programs that provide intensive case management for juveniles recently released from residential placement. These programs coordinate services and programming for juveniles immediately prior to release and upon release from residential facilities, providing a seamless transition in care.
- B. **Community-Based Programs.** A planned and coordinated nonresidential activity designed to address a specific purpose or goal that has a measurable objective and outcome and diverts juveniles from commitment to TJJD.
- C. **General Grant Requirements.** Programmatic and financial requirements established under the *State Aid and Targeted Grants Contract and General Grant Requirements for the 2020-2021 Biennium* (Contract).

## Summary of Grant Requirements

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- D. **Grant.** The RDA Program grant.
- E. **Grantee.** The juvenile board and/or juvenile probation department receiving funds under this Grant.
- F. **Individual Diversion Plan or Plan.** The programs and services for a distinct juvenile for which RDA Program funding is requested.
- G. **Participant.** A juvenile receiving services through the RDA Program.
- H. **Party.** A signatory to Amendment Number Two to the *State Aid and Targeted Grants Contract*.
- I. **Reentry Programs.** Any program that promotes the effective reintegration of juveniles into communities following their release from a residential facility.
- J. **Residential Program.** Any program that takes place within a TJJD-registered post-adjudication secure correctional facility, a TJJD-registered non-secure correctional facility, or a residential child-care facility.

### III. PROGRAMMATIC COMPONENTS.

- A. **Applicable Law, Policy, and Procedure.** The Grantee shall comply with all applicable General Grant Requirements, state and federal laws, standards, policies, and procedures as they currently exist or as amended or renumbered and enacted and effective during the term of the RDA Program.
- B. **Basic Eligibility Requirements.** The Grantee shall ensure that the following conditions are met for each juvenile for whom RDA Program funding is requested, including:
  - 1. is a member of the target population of the RDA Program;
  - 2. qualifies under Subsection I.D.1.; and
  - 3. in the absence of the RDA Program, the juvenile would be recommended for commitment to TJJD.
- C. **Application for Funds.**
  - 1. For each juvenile for whom RDA Program funding is requested, Grantee shall:
    - a. complete the *TJJD Regional Diversion Application* [TJJD-REG-007];
    - b. identify the specific programs and services to be provided under the Individual Diversion Plan and all associated costs; and
    - c. include a copy of the juvenile's Inter-Agency Application for Placement.
  - 2. If the proposed placement is a TJJD-registered facility, Grantee shall also provide a psychological evaluation, behavioral health assessment, or psychiatric evaluation completed within 365 calendar days prior to the application date.
  - 3. If the proposed placement is a DFPS-licensed facility, a psychiatric evaluation, psychological evaluation, or psychosocial evaluation completed within 14 months prior to the application date if the child will be coming from another regulated placement or within 6 months prior to the application if the child will not be coming from another regulated placement.
  - 4. TJJD will review the application and take action within five (5) business days. In the event Grantee requests expedited processing due to exigent circumstances, TJJD will make a reasonable effort to accommodate the request.
  - 5. Requests may be approved, in full or in part, or denied based on factors including but not limited to: funding availability; accuracy, thoroughness, and timeliness of application; alignment of proposed Individual Diversion Plan with RDA Program goals, probation best practices, prior interventions by the probation department, and research standards; and reasonableness of funding request.

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6. Grantee shall complete the *Diversion Extension Verification* [TJJD-REG-020e] for any juvenile for whom an extension in RDA Program funding is requested and shall identify the specific programs and services to be extended under the Individual Diversion Plan and all associated costs.
  7. Grantee shall complete the *Amended Diversion Verification* [TJJD-REG-020a] for any juvenile for whom additional RDA Program funding is needed and shall identify the items required that were not included under the Individual Diversion Plan and all associated costs.
  8. Grantee shall complete the *Diversion Aftercare/Transition Verification* [TJJD-REG020t] for any juvenile identified as needing aftercare or a transition placement and shall identify the specific programs and services to ensure seamless transition in care and all associated costs.
- D. **Performance.** Grantee performance under the RDA Program shall be determined using the following measures:
1. number of juvenile offenders placed by the RDA Program;
  2. percent of juveniles placed completing the programs, placements, and/or other services outlined in the approved Individual Diversion Plans;
  3. number of juveniles placed by the RDA Program that are committed to TJJD by the juvenile court within one, two, and three years after exiting the program; and
  4. one-, two-, and three-year recidivism rates for all juveniles served by the RDA Program.
- E. **Programmatic Reporting.**
1. **Annual Reports.** No later than October 1 of each fiscal year, Grantee shall complete an End-of-Year Program Summary in a format specified by TJJD. The report shall include, but is not limited to:
    - a. the number of *TJJD Regional Diversion Applications* [TJJD-REG-007] submitted;
    - b. the number of *TJJD Regional Diversion Applications* [TJJD-REG-007] approved by TJJD;
    - c. the number of *Diversion Extension Verifications* [TJJD-REG-020e] submitted;
    - d. the number of *Diversion Extension* [TJJD-REG-020e] approved by TJJD;
    - e. the number of *Amended Diversion Verifications* [TJJD-REG-020a] submitted;
    - f. the number of *Amended Diversion Verifications* [TJJD-REG-020a] approved by TJJD;
    - g. the number of *Diversion Aftercare/Transition Verifications* [TJJD-REG-020t] submitted;
    - h. the number of *Diversion Aftercare/Transition Verifications* [TJJD-REG-020t] approved by TJJD;
    - i. the total number of juveniles served in the RDA Program;
    - j. a list of community or residential program activities and/or residential placements used to support juveniles in the RDA Program;
    - k. the number of juveniles that successfully completed their community-based programs or residential placements as outlined in the approved Individual Diversion Plans; and
    - l. the number of participants in the RDA Program that were subsequently committed to TJJD.
  2. **Quarterly Reports.** See General Grant Requirements.
  3. **Monthly Reports.** See General Grant Requirements.
  4. **Other Periodic Reports.** See General Grant Requirements.

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5. **Ad Hoc Reports.** The Grantee shall ensure Individual Diversion Plan data for juveniles participating in the RDA Program is maintained in a format that may be provided to TJJD within 24 hours of request.

## F. Programmatic Monitoring.

1. **On-site Monitoring Visits.** See General Grant Requirements.
2. **Unannounced On-site Monitoring Visits.** See General Grant Requirements.
3. **Desk Audits.** See General Grant Requirements.

## IV. FINANCIAL COMPONENTS.

- A. **Approved Budget.** TJJD shall assign a maximum allowable budget by fiscal year to each approved Individual Diversion Plan.

- B. **Reimbursable Expenditure of Funds.** Costs identified in an approved Individual Diversion Plan are reimbursable, subject to the following:

1. expenditures for a specific program or service in an approved Individual Diversion Plan that exceed one hundred five percent (105%) of the cost identified in the Plan are not reimbursable;
2. total expenditures associated with an approved Individual Diversion Plan that exceed one hundred percent (100%) of the maximum allowable budget of the Plan are not reimbursable; and
3. supplemental RDA Program funds to the Individual Diversion Plan shall be requested on a *Diversion Extension Verification* [TJJD-REG-020e], *Amended Diversion Verification* [TJJD-REG-020a], or *Diversion Aftercare/Transition Verification* [TJJD-REG-020t] prior to the expenditure of funds.

- C. **Expenditure Exception Requests.** Grantee may request an exception to the requirements in Subsections IV.B.1. and/or IV.B.2. The request must be submitted in writing and approved by TJJD prior to the expenditure of funds.

## D. Requests for Reimbursement.

1. **Requests.** Grantee may request reimbursement for programs and services delivered under an approved Individual Diversion Plan.
  - a. Grantee shall submit all receipts/invoices of expenses, documentation of payment, and a Regionalization Reimbursement Request form [TJJD-REG-050] with each request for reimbursement.
  - b. Grantee shall not request reimbursement for expenditures not authorized under Subsection IV.B. or Subsection IV.C..
  - c. Grantee may request exemption from Subsection IV.D.1.a. for services rendered but unpaid. The request shall state the reasons why payment has not occurred (e.g., insufficient cash on hand) and shall include a copy of an invoice approved for payment by the Grantee. TJJD reserves the right to deny a request for reimbursement that does not comply with Subsection IV.D.1.a.
2. **Due Date.** A request for reimbursement may be submitted at any time. To receive payment on or about the 25<sup>th</sup> of a month, a request for reimbursement must be received by TJJD no later than the 10<sup>th</sup> of the month and approved by TJJD no later than the 15<sup>th</sup> of the month.
3. **Approval and Payment.**
  - a. Approval by TJJD of a request for reimbursement is contingent on full compliance with the terms and conditions of this Grant.

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- b. Grantee shall ensure that payments received from TJJD as reimbursement for allowable expenditures under this Grant are credited to Grantee's account(s) from which the expenditures were made and are designated for the same purposes for which the expended funds were otherwise designated.

**E. Funding Adjustments.** See also General Grant Requirements.

1. **Reduction of Grant Award / Unexpended Balances.** In the event funding capacity remains within the maximum allowable budget of an approved Individual Diversion Plan after a juvenile exits the RDA Program and all authorized expenditures are reimbursed, TJJD shall reduce the maximum allowable budget accordingly.
2. **Timely Expenditure of Funds.** Grantee shall immediately notify TJJD when expenditures under an approved Individual Diversion Plan are projected to occur outside the timeframe described in the Plan. TJJD reserves the right to adjust the maximum allowable budget as needed to comply with limitations on appropriations, state and federal law, or other applicable requirements.
3. **Overpayments and Refunds Due.**
  - a. In the event an overpayment or other refund due is discovered through any means, TJJD may deduct the amount of the overpayment from the next payment to Grantee under this Grant.
  - b. An overpayment or refund due that is not recovered as described in Subsection IV.E.3.a. is due to TJJD within 30 days of notification to Grantee.

**F. Financial Assurances.** Grantee makes the following assurances. See Also General Grant Requirements.

1. Each juvenile for whom RDA Program funding is requested is eligible as defined in Subsection III.B.
2. Reimbursement is requested only for expenditures authorized under Subsection IV.B..
3. All programmatic and financial data reported to TJJD is true, verifiable, and accurate and is reconciled/in agreement with Grantee's internal records.
4. The amount of funds received is reconciled with Grantee's request for reimbursement and unearned funds are refunded to TJJD.

**G. Miscellaneous.**

1. **Financial Match Requirements.** None.
2. **Audits.** See General Grant Requirements.
3. **Service Providers.** See General Grant Requirements.

**H. Financial Reporting.**

1. **Annual Reports.** None.
2. **Quarterly Reports.** None.
3. **Monthly Reports.** None.
4. **Other Periodic Reports.** Grantee shall submit to TJJD documentation for all expenses for which reimbursement is requested.
5. **Ad Hoc Reports.** Grantee shall ensure Individual Diversion Plan data for juveniles participating in the RDA Program is maintained in a format that may be provided to TJJD within 24 hours of request.

**I. Financial Monitoring.**

1. **Annual.** See General Grant Requirements.
2. **Periodic.** See General Grant Requirements.

**Summary of Grant Requirements**