

R - Small County Diversionary Placement Fund

Article I Section A

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** I. Grant Description

A. The Small County Diversionary Placement Fund is a grant designed to help small counties pay the cost of residential placements of juvenile offenders who are at risk of commitment to the Texas Youth Commission (TYC).

COMMENTARY

**Discussion and Interpretation:**

Funding under this grant is allocated on a reimbursement basis only and upon the Commission's approval of eligibility for grant funds. If the Grantee fails to adhere to all required grant provisions, reimbursement payments may be denied, withheld or suspended pending full compliance with all provisions of the grant.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

METHODOLOGY

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article I Section A

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

TEXT OF STANDARD	COMMENTARY
<p><b>Subchapter:</b> II. Grant Specific Definitions</p> <p>A. Aftercare. Control, supervision, and care exercised over juveniles released from facilities through an individualized aftercare plan.</p> <p>B. Aftercare Plan. A plan designed by the juvenile probation department and/or the placement facility to identify the juvenile’s needs and the interventions planned to address those needs during the aftercare period.</p> <p>C. Eligible Placement Day. A placement day that is eligible for payment under the Small County Diversionary Placement Fund is defined as:</p> <ol style="list-style-type: none"> <li>1. The day that a juvenile is admitted into a residential facility regardless of the time of day;</li> <li>2. Each day or partial day the juvenile is present in a residential facility at least during all or part of the nonprogram hours (i.e., sleeping hours); and</li> <li>3. The day the juvenile is discharged from a residential facility as long as the juvenile is discharged after 12:00 p.m. and was present at least during all or part of the non-program hours (i.e., sleeping hours).</li> </ol> <p>D. Non-Secure Correctional Facility. A facility, other than a secure correctional facility, that accepts only juveniles who are on probation and that is operated by or under contract with a governmental unit, as defined by Section 101.001, Civil Practice and Remedies Code.</p> <p>E. Out-of-State Residential Placement Facility. Any residential child-care or residential placement facility in a state outside of Texas, both public and private that is licensed, regulated or certified by a governmental entity in the state where the facility is located.</p> <p>F. Placement Application. The uniform assessment form and application for the placement of juveniles in residential facilities that is used by all Texas state agencies.</p> <p>G. Post-Adjudication Secure Correctional Facility. A secure facility administered by a juvenile board or a privately operated facility certified by the juvenile board that includes construction and fixtures designed to physically restrict the movements and activities of the residents and is intended for the treatment and rehabilitation of juveniles who have been adjudicated.</p> <p>H. Small County. A small county is defined as a Texas county with an estimated juvenile-aged population of 4,000 or less according to the Texas State Data Center.</p> <p>I. Reimbursement Rates. The rate at which the Commission reimburses eligible placement days under this grant.</p> <p>J. Residential Child-Care Facility. A facility licensed or certified by the Texas Department of Family and Protective Services to provide assessment, care, training, education, custody, treatment, or supervision for a child who is not related by blood, marriage, or adoption to the owner or operator of the facility, for all of the 24-hour day, whether or not the facility is operated for profit or charges for the services it offers. The term includes child-care institutions, child-placing agencies, foster group homes, foster homes, agency foster group homes, and agency foster homes.</p> <p>K. Residential Facility. A residential facility includes post-adjudication secure correctional facilities, non-secure correctional facilities, residential child-care facilities or out-of-state residential placement facilities.</p>	<p><b>Discussion and Interpretation:</b></p> <p>This article contains definitions of terms that are used throughout this grant. These definitions will not be monitored independently but will be monitored within the context of the grant requirements wherein the definition appears.</p> <p><b>Reviewer Guidelines:</b></p> <p>N/A</p> <p><b>Verification Documents:</b></p> <p>N/A</p> <p><b>METHODOLOGY</b></p> <p><b>Compliance Methodology:</b></p> <p>N/A</p> <p><b>Monitoring Methodology:</b> N/A  <b>Sample:</b> N/A  <b>Point Value:</b> 0  <b>Total Points Possible:</b> 0  <b>Scoring Methodology:</b> N/A  <b>Level:</b> Level 0 - Not Monitorable</p> <p><b>REFERENCE MATERIAL</b></p> <p><b>Recommended Best Practices:</b></p> <p>N/A</p> <p><b>Sample Form(s):</b></p> <p>N/A</p> <p><b>Citation(s):</b></p> <p>Grant R - Small County Diversionary Placement Fund Article II Sections A-K</p> <p><b>Cross Reference(s):</b></p> <p>N/A</p> <p><b>Board Opinion:</b></p> <p><b>RFI Opinion:</b></p> <p><b>EFFECTIVE DATES</b></p> <p><b>Grant’s Effective Date:</b> 9/1/2010 - 8/31/2011  <b>CRM Last Modified On:</b> 01/14/2011</p>

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

Article III Section A-C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** III. Performance Measures

A. Goal. The goal of the Small County Diversionary Placement Fund is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive coordinated community-based juvenile probation system.

B. Program Objective. The objective of the Small County Diversionary Placement Fund is to assist small counties in funding the cost of residential placements for juvenile offenders.

C. Program Performance. Grantee performance under the grant shall be determined using the following measures:

1. Total number of placements made utilizing funds from this grant.

COMMENTARY

**Discussion and Interpretation:**

The overall goal of this grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system. This goal is the standard goal of all Commission grants and is not monitored independently. The program objective for this grant describes the purposes and main functions of this grant and shall be monitored based upon the individual program performance measures discussed below. Performance measures will not be monitored during on-site monitoring visits. Performance measures on all grants will be calculated by the Commission after the end of each fiscal year in the grant period.

**Program Performance**

Program performance will be assessed using the performance measure outlined in Article III Section C. The Commission will calculate this measure based on information submitted by the Grantee in the Application for Placement Funds, in the Small County Diversionary Placement database maintained by the agency and verified in the monthly extract data submitted by the Grantee.

The performance measure will be calculated as described below:

1. Performance measure one (1) calculates the total number of placements made utilizing funds from the grant. A placement is considered a unique event in which a juvenile is admitted to a residential placement facility. Each admission to a placement facility will be considered a unique placement event for the performance calculation. Both secure and non-secure placements will be included in the calculation.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer shall:

1. Review and verify information submitted by the Grantee in the Application for Placement Funds and in the monthly extract data; and
2. Compile data entered into the Commission's Small County Diversionary Placement database to calculate the following for each fiscal year of the grant period:
  - a. Total placements made with grant funds.

**Verification Documents:**

1. Application for Placement Funds
2. Small County Diversionary Placement database
3. Monthly extract data

METHODOLOGY

**Compliance Methodology:**

Performance measures are calculated by the Commission using data provided by the Grantee and are reported at the end of each fiscal year in the grant period. Appropriate mathematical calculations and statistical analysis tools are utilized by the Commission in the calculation methodology for each grant.

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):** N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article III Sections A-C

**Cross Reference(s):** N/A

**Board Opinion:**

**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:** N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:** N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

R - Small County Diversionary Placement Fund

Article IV Section A-B

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** IV. Programmatic Components

A. Eligibility/Target Population. To be eligible for payment under this grant for the cost of placement of a juvenile, the following criteria are required:

1. The juvenile shall be adjudicated and placed on court-ordered probation and ordered into a residential facility by the juvenile court; and
2. The Grantee's county shall be designated as a small county as defined in Section II (F).

B. Length of Placement. The Grantee shall be eligible to receive reimbursement for a placement for a period not to exceed 180 calendar days.

**COMMENTARY**

**Discussion and Interpretation:**

This grant provision will be monitored via an on-site monitoring visit and shall be monitored upon submission of the application for Small County Diversionary Placement Funds.

Determination of Eligibility

To apply for Small County Funds, the Grantee shall submit the Small County Diversionary Placement Fund Application. The Small County Diversionary Fund Application located on the Commission's website shall be completed, signed and dated by the chief juvenile probation officer with required attachments and may be faxed or mailed to the Commission. Notice shall be given to the Grantee by the Commission when qualifications of grant funding have been met and funding will be encumbered. The Commission does not guarantee funding and funding is only available on a first come first served basis.

The Application Approval/Adjustment/Final Report Form. This document shall serve as the approval for the placement using Small County funds, an adjustment form and the final report form that is required to be submitted when the juvenile exits placement.

Length of placement period for reimbursement is not to exceed 180 calendar days unless encumbrances and funding for department and grant have not exceeded amounts allowed, the Commission may extend based on special circumstances of the case.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer will:

1. Review actual placement records for placement days at approved facility to confirm placement days in designated facility; and
2. Verify that the juvenile was placed in the qualifying placement facility.

The grants TJPC audits are predetermined. All transactions will be reviewed.

**Verification Documents:**

1. Small County Diversionary Placement Fund Application
2. Non-Secure facility verification of license or certification

**METHODOLOGY**

**Compliance Methodology:**

The grants TJPC audits are predetermined. All transactions will be reviewed.

**Monitoring Methodology:** Yes/No  
**Sample:** N/A  
**Point Value:** 10  
**Total Points Possible:** 20  
**Scoring Methodology:** 0 - 10  
**Level:** Level 2 - Provision of Services

**REFERENCE MATERIAL**

**Recommended Best Practices:**

The Commission recommends that the grantee reference the Small County Diversionary Fund Criteria on the Commission's website to insure that all criteria has been met.

**Sample Form(s):** N/A

**Citation(s):**  
 Grant R - Small County Diversionary Placement Fund Article IV Section A-B

**Cross Reference(s):** N/A

**Board Opinion:**  
**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:** N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:** N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**TEXT OF STANDARD**

**Subchapter:** IV. Programmatic Components

C. Aftercare. The Grantee shall provide aftercare to the juvenile according to the individualized aftercare plan for a minimum of 90 calendar days after the juvenile exits the residential facility or until the period of probation ends.

**COMMENTARY**

**Discussion and Interpretation:**

This grant provision will be monitored via an on-site monitoring visit and shall be monitored on an ongoing basis throughout the grant period.

**Aftercare Services Plan**

This grant provision requires the Grantee to provide aftercare services to the juvenile for 90 calendar days beginning the day after the juvenile is released from the facility. The Grantee shall complete the Aftercare Services Plan in its entirety. If a juvenile is approved for grant funding, an Aftercare Services Plan shall be submitted to the Commission no later than 15 calendar days following the release of the juvenile from the post-adjudication placement facility. The mandatory parties that shall participate in the development of the plan on or before the day the juvenile exits the facility are the juvenile, the parent, guardian or custodian of the juvenile and the supervising juvenile probation officer. The Aftercare Services Plan is available on the Commission's website in Microsoft Word and Adobe Reader PDF formats. Below are the key areas of the form:

1. County number
2. County
3. Juvenile's PID number
4. Date the juvenile was released from placement
5. Last day of funding

**Goal/Need**

The parent, guardian or custodian of the juvenile shall provide input to the Aftercare Services Plan. This plan shall list any needs of the juvenile and family that have been identified by the juvenile probation department and/or the placement facility. The plan shall list the interventions or tasks planned to meet those identified needs as well as the person or persons responsible and the anticipated time frame for the interventions or tasks.

**Participation and Distribution**

The Grantee shall enter the dates that each party participated in the development of the Aftercare Services Plan and the date copies were received by (i.e., date of personal delivery) or mailed to the involved parties.

**Plan of Contact**

The Grantee shall check the appropriate box (i.e., yes or no) to indicate whether the juvenile probation officer will maintain contact with the juvenile and family on a weekly basis. If the juvenile probation officer does not plan to maintain weekly contact through the required period of aftercare, he or she shall explain why and indicate what the frequency of contact will be. The Grantee shall indicate whether the parent, guardian or custodian of the juvenile has agreed to comply with the plan of contact with the juvenile probation officer. If parent, guardian or custodian does not agree to comply with the plan of contact, the Grantee shall explain why.

**Signatures**

The juvenile, the parent, guardian or custodian of the juvenile and the juvenile probation officer responsible for the case shall sign and date the Aftercare Services Plan on or before the day the juvenile exits the facility. If any of the mandatory parties refuse to sign the Aftercare Services Plan, the Grantee shall document the reason in the space provided at the bottom of the form to be reviewed by the Commission. Failure to complete and secure signatures from any of the mandatory parties will risk non-payment of outstanding requests for payment under this grant.

**TYC Commitment**

If the juvenile is committed to the Texas Youth Commission (TYC) before completion of the grant funding, an Aftercare Services Plan shall be submitted with that commitment information documented on the form in the table area. The juvenile probation officer assigned to the case shall sign and date the form in the appropriate box. The Grantee shall submit the form to the Commission no later than 15 calendar days following the commitment of the juvenile to TYC.

**Alternatives to the Aftercare Services Plan**

The Grantee may also submit the Field Supervision Case Plan, Field Supervision Case Plan Review or the Field Supervision Exit Plan as an alternative to the Aftercare Services Plan. Each of these four plans may be accepted as long as the aftercare services are documented in compliance with this grant provision. These forms are available on the Commission's website.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer will:

1. Review the submitted plan for compliance with:
  - a. The minimum 90 calendar days aftercare requirement; and
  - b. Aftercare plan and documentation supporting execution of plan.

The grants TJPC audits are predetermined. All transactions will be reviewed.

**Verification Documents:**

1. Aftercare Services Plan
2. Field Supervision Case Plan
3. Field Supervision Case Plan Review

**R - Small County Diversionary Placement Fund****Article IV Section C**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

4. Field Supervision Exit Plan

5. Juveniles records for 90 day supervision activity

**METHODOLOGY****Compliance Methodology:**

The grants TJPC audits are predetermined. All transactions will be reviewed.

**Monitoring Methodology:** Yes/No**Sample:** N/A**Point Value:** 10**Total Points Possible:** 20**Scoring Methodology:** 0 - 10**Level:** Level 2 - Provision of Services**REFERENCE MATERIAL****Recommended Best Practices:**

The Commission recommends that the grantee reference the Small County Diversionary Fund Criteria on the Commission's website to insure that all criteria has been met.

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article IV Section C

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:** False**Reviewer Preparation Checklist:** N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**R - Small County Diversionary Placement Fund**

R - Small County Diversionary Placement Fund

Article IV Section D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** IV. Programmatic Components

D. Reimbursement. The Commission shall reimburse actual costs as submitted on the invoice from the Grantee in an amount not to exceed \$95 per day per juvenile.

**COMMENTARY**

**Discussion and Interpretation:**

Grant funds will be reimbursed based on encumbrances previously approved on a first come, first-served basis and the Commission makes no guarantee as to the availability of funds. The Grantee is subject to a maximum allowable reimbursement amount of \$95 per day. The Commission shall reimburse actual costs as submitted on the invoice from the Grantee in an amount not to exceed the maximum amount approved for the placement. Invoice and pay request shall be signed by the chief juvenile probation officer and submitted to the Commission for reimbursement.

Reimbursement under this grant shall be used to replenish the line item from which the original reimbursement to the placement facility was paid. If the original expense to the placement facility is from the grantee's state funds, the funds received for reimbursement from the Commission shall replenish those state funds. If the original payment to the placement facility is from the Grantee's local county funds, the funds received for reimbursement from the Commission shall replenish those local county funds.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reimbursement Accountant will:

1. Review pay request for compliance; and
2. Verify supporting documents in for placement billing (i.e., invoice).

**Verification Documents:**

1. Pay request
2. Supporting documents for placement billing

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article IV Section D

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article V Section A-D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** V. Programmatic Reporting

A. Annual Reports. See General Grant Requirements.

B. Quarterly Reports. None.

C. Monthly Reports. None.

D. Other Periodic Reports. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**

This grant provision details the programmatic reports required for this grant which are listed below.

Annual Reports

This grant does not require annual reports other than what is stated in the General Grant Requirements.

Quarterly Reports

This grant does not require quarterly reports.

Monthly Reports

This grant does not require monthly reports.

Other Periodic Reports

This grant does not require other periodic reports other than what is stated in the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**  
N/A

**Citation(s):**  
Grant R - Small County Diversionary Placement Fund Article V Sections A-D

**Cross Reference(s):**  
N/A

**Board Opinion:**  
**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

Article VI Section A-D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

- Subchapter:** VI. Programmatic Monitoring
- A. On-Site Monitoring Visits. See General Grant Requirements.
  - B. Unannounced On-Site Monitoring Visits. See General Grant Requirements.
  - C. Desk Audits. See General Grant Requirements.
  - D. Other. None.

COMMENTARY

**Discussion and Interpretation:**

This grant provision addresses the types of monitoring that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. There are no specialized programmatic monitoring techniques (i.e., Other) applicable to this grant. This grant provision is for informational purposes only and will not be monitored.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

METHODOLOGY

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VI Sections A-D

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
 N/A

**Reviewer Preparation Checklist Required:**  
 False

**Reviewer Preparation Checklist:**  
 N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article VII Section A-C**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VII. Applicable Law, Policy and Procedure

APPLICABLE LAW, POLICY AND PROCEDURE. The Grantee shall comply with the following applicable state laws, federal laws, standards, policies and procedures as they currently exist or as amended, renumbered and enacted and effective during the term of this Contract:

- A. Applicable Standards.
  - 1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341-358.
- B. General Statutes.
  - 1. Federal Law. See General Grant Requirements.
  - 2. State Law. See Also General Grant Requirements.
    - a. Texas Family Code, Title III, Juvenile Justice Code.
      - i. Chapter 60 – Uniform Interstate Compact for Juveniles.
    - b. Texas General Appropriations Act.
    - c. Texas Government Code, Title 7, Uniform Grant and Contract Management.
      - i. Chapter 783 - Uniform Grant and Contract Management Act.
- C. Policy and Procedure.
  - 1. Texas Juvenile Probation Compliance Resource Manual (CRM), Volumes 1 – 2

**COMMENTARY**

**Discussion and Interpretation:**

This grant is governed by a variety of applicable state and federal laws, regulations and policies. This grant provision details the specific laws and policies that are applicable to the grant. This provision will not be monitored independently herein this grant but compliance with all monitored laws and regulations will be monitored in the General Grants Requirements and/or within the context of the specific grant provision.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VII Sections A-C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

Article VIII Section A-B

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** VIII. Financial Components

A. Allowable Expenditure of Funds.

1. Eligible placement days shall be reimbursed for actual cost at a rate not to exceed \$95 per day.
2. Grant funds will be reimbursed on a first-come, first-served basis and the Commission makes no guarantee as to the availability of funds. Grantee is subject to a maximum allowable reimbursement of up to 180 placement days per fiscal year under this agreement.

B. Unallowable Expenditure of Funds. All expenditures other than those listed in Section VIII (A) are unallowable.

COMMENTARY

**Discussion and Interpretation:**

Reimbursement under this grant shall be used to replenish the line item from which the original payment to the placement facility was paid. If the original expense to the placement facility is from the grantee's state funds, the funds received for reimbursement from the Commission shall replenish those state funds. If the original payment to the placement facility is from the Grantee's local county funds, the funds received for reimbursement from the Commission shall replenish those local county funds.

The Commission will reimburse the residential facilities daily rate billed up to \$95 a day.

Grant funds will be reimbursed on a first-come, first-served basis and the Commission makes no guarantee as to the availability of funds. Under this agreement, the Grantee is subject to a maximum allowable reimbursement of up to 180 placement days per fiscal year.

**Reviewer Guidelines:**

To determine compliance with this grant provision, the Reviewer will:

1. Prior to the monitoring visit, request from the Reimbursement Accountant documentation of payments made to Grantee; and
2. Verify that the reimbursement was used to replenish the line item from which the original payment to the placement facility was paid.

**Verification Documents:**

1. System generated general ledger (Excel Spreadsheets are not appropriate)
2. Other acceptable documentation

METHODOLOGY

**Compliance Methodology:**

The grants TJPC audits are predetermined. All transactions will be reviewed.

**Monitoring Methodology:** Sample %

**Sample:** N/A

**Point Value:** 10

**Total Points Possible:** 30

**Scoring Methodology:** 0 - 10

**Level:** Level 3 - Critical

REFERENCE MATERIAL

**Recommended Best Practices:**

The Commission recommends that the grantee reference the Small County Diversionary Fund Criteria on the Commission's website to insure that all criteria has been met.

**Sample Form(s):**  
N/A

**Citation(s):**  
Grant R - Small County Diversionary Placement Fund Article VIII Sections A-B

**Cross Reference(s):**  
N/A

**Board Opinion:**  
**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

R - Small County Diversionary Placement Fund

**R - Small County Diversionary Placement Fund**

**Article VIII Section C**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

C. Financial Match Requirements. None.

**COMMENTARY**

**Discussion and Interpretation:**

There is no financial match requirement for this grant.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article VIII Section D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

D. Funding Adjustments.

1. Reduction of Grant Payments. None.
2. Unexpended Balances. None.
3. Overpayments. See General Grant Requirements.
4. Refunds Due. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**

There are no provisions in this grant related to reduction of grant payments or unexpended balances.

Compliance with funding adjustment requirements for this grant will be monitored and provisions discussed in detail under the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section D

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article VIII Section E**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components  
 E. Timely Expenditure of Grant Funds. None.

**COMMENTARY**

**Discussion and Interpretation:**

This is a reimbursement grant, therefore there are no requirements for timely expenditure of grant funds.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section E

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**R - Small County Diversionary Placement Fund**

**Article VIII Section F**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

F. Audits. None.

**COMMENTARY**

**Discussion and Interpretation:**

Compliance with the audit provisions of this grant will be monitored under Article VIII. Section A and B.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section F

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**R - Small County Diversionary Placement Fund**

**Article VIII Section G**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

G. Financial Assurances. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**

This grant has no special financial assurances in addition to the financial assurances contained in the General Grant Requirements and compliance with the assurances will be tested via the independent audit. The general financial assurances are discussed in the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section G

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article VIII Section H**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components  
H. Service Provider. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**  
Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider requirements are discussed in the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article VIII Section H

**Cross Reference(s):**

General Grant Requirements - All Grants Article VIII Section H

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**R - Small County Diversionary Placement Fund**

**Article IX Section A**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** IX. Financial Reporting

A. Annual Reports. None.

**COMMENTARY**

**Discussion and Interpretation:**

This grant does not require any annual financial reports.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article IX Section A

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

Article IX Section B

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** IX. Financial Reporting

B. Quarterly Reports. Grantee shall report the expenditure of all funds received through this grant on the Quarterly ISP and Residential Cost Report [TJPC-FIS-49-04]. Reports shall be received by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if a Quarterly ISP and Residential Cost Report is not received by the due date.

COMMENTARY

**Discussion and Interpretation:**

The Quarterly ISP and Residential Cost Report

The Quarterly ISP and Residential Cost Report is designed to gather state and local expenditures for Intensive Supervision Probation (ISP) and all Residential Placements. The Quarterly ISP and Residential Cost Report may be found on the Commissions website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

Expenditures for ISP include all expenditures made during the quarter for the provision of ISP services regardless of the funding source. Residential placements include secure post adjudication correctional facilities and non-secure residential placement facilities.

Expenditures for pre-adjudication detention facility or short-term detention facility (i.e., holdover) placements should not be included. Placements made in a facility operated by the county or on behalf of the county through a contract with a private vendor shall be considered County Operated Placements. Costs to operate the facility shall be included. Placements contracted by the Grantee shall be considered Purchased Placements.

Expenditures shall be categorized TJPC expenditures and Non-TJPC expenditures. TJPC expenditures include all funds received through the Commission including IV-E funds. Non-TJPC expenditures include all local, other federal or other funds expended by the Grantee for ISP and residential placements.

The report shall be signed by the person completing the report and by the Chief Juvenile Probation Officer.

Fourth Quarter ISP and Residential Cost Report

Expenditures identified on the first, second and third quarterly expenditure report shall be on a cash basis. The report due for the fourth quarter shall include all obligations incurred, but not paid as of August 31st of each fiscal year of the grant period.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission shall issue a Non-Compliance Citation Report (NCCR).

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reimbursement Accountant will:

1. Verify the ISP and Residential Cost Report was submitted by the Grantee on or before the due date;
2. Verify the report has the required signatures;
3. Verify the report is for the correct time period;

4. Review the balances for negative amounts; and

5. Compare the expended amounts to the total juvenile ISP and residential bed days in order to verify accuracy and consistency.

**Verification Documents:**

1. Quarterly ISP and Residential Cost Report
2. Monthly data extract

METHODOLOGY

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):**

Quarterly ISP and Residential Cost Report [TJPC-FIS-49-04]

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article IX Section B

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

R - Small County Diversionary Placement Fund

**R - Small County Diversionary Placement Fund**

**Article IX Section B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

Article IX Section C

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** IX. Financial Reporting

C. Monthly Reports.

1. Request for Payment Form. The Request for Payment Form is generated by the Commission once the application has been approved and the funds have been encumbered for the Grantee.

a. Final Claims. All final claims for a fiscal year shall be submitted no later than October 1 after the end of each fiscal year in the grant period.

2. Submission of Invoices. The Grantee shall submit to the Commission the monthly billing document or invoice from the facility concurrently with the Request for Payment Form.

COMMENTARY

**Discussion and Interpretation:**

Request for Payment Form

This grant requires a monthly request for payment to be submitted by the Grantee on the Request for Payment Form. Upon approval of the Application for Placement Funds, the Grantee shall receive by mail, the Approval/Adjustment/Final Report Form and a Request for Payment Form with the signature of the Commission's grant administrator.

The Request for Payment Form shall be submitted by the Grantee on a monthly basis accompanied by the corresponding invoice from the placement facility. The Grantee shall indicate the placement "to" and "from" dates, the number of days, the daily rate that was approved by the Commission and the total monthly dollar amount approved.

The Request for Payment Form shall be signed by the person responsible for completing the form and shall include a contact telephone number. The chief juvenile probation officer shall sign and date the form. This form along with the required attachments shall be submitted to the Commission by fax or by mail.

Final Claims

Requests for payment in each fiscal year of the grant period shall be submitted no later than October 1st after the end of each fiscal year.

Submission of Invoices

The Grantee shall submit the monthly invoice from the placement facility along with the request for payment.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reimbursement Accountant will:

1. On a monthly basis, review the Request for Payment Form and Invoice from the placement facility for accuracy and compliance;
2. Confirm the validity of the request for payment; and
3. Compare the request for payment and the invoice from the placement facility for compliance.

**Verification Documents:**

1. Payment Request Form

2. Billing invoice from placement facility

METHODOLOGY

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

REFERENCE MATERIAL

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article IX Section C

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

EFFECTIVE DATES

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

PRE-MONITORING PREPARATION

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

**Reviewer Preparation Checklist:** N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

R - Small County Diversionary Placement Fund

R - Small County Diversionary Placement Fund

Article IX Section D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD

**Subchapter:** IX. Financial Reporting

D. Other Periodic Reports. See also General Grant Requirements.

1. Initial Application. Prior to a placement, the Grantee shall submit the Small County Diversionary Placement Fund Application [TJPC-FIS-08-10]. The Grantee shall also provide the juvenile court order requiring placement.

a. Application Approval. Upon approval of the Grantee's application for payment funding under this grant, the Commission will mail to the Grantee the Application Approval/Adjustment/Final Report Form. This document shall serve as the approval for the placement payment.

b. Adjustment Form. If a change or adjustment is required (e.g., rate change, address change) is required, the Grantee shall submit the Application Approval/Adjustment/Final Report Form detailing any necessary adjustments and the form shall be signed by the chief juvenile probation officer.

2. Aftercare Plan. No later than 15 calendar days after the date the juvenile exits placement, the Grantee shall submit to the Commission the Aftercare Plan [TJPC-FIS-14-04] or a substantial equivalent form detailing the aftercare services to be provided for the juvenile and the juvenile's family.

3. Final Report Form. The Application Approval/Adjustment/Final Report Form shall be submitted to the Commission upon release from placement.

juvenile probation officer. The Aftercare Services Plan is available on the TJPC website in Word and PDF formats. Below are the key areas of the form:

1. County number
2. County
3. Juvenile's PID number
4. Date the juvenile was released from placement
5. Last day of funding

Goal/Need

The parent, guardian or custodian of the juvenile shall provide input to the Aftercare Services Plan. This plan shall list any needs of the juvenile and family that have been identified by the juvenile probation department and/or the placement facility. The plan shall list the interventions or tasks planned to meet those identified needs as well as the person or persons responsible and the anticipated time frame for the interventions or tasks.

Participation and Distribution

The Grantee shall enter the dates that each party participated in the development of the Aftercare Services Plan and the date copies were received by (i.e., date of personal delivery) or mailed to the involved parties.

Plan of Contact

The Grantee shall check the appropriate box (i.e., yes or no) to indicate whether the juvenile probation officer will maintain contact with the juvenile and family on a weekly basis. If the juvenile probation officer does not plan to maintain weekly contact through the required period of aftercare, he or she shall explain why and indicate what the frequency of contact will be. The Grantee shall indicate whether the parent, guardian or custodian of the juvenile has agreed to comply with the plan of contact with the juvenile probation officer. If parent, guardian or custodian does not agree to comply with the plan of contact, the Grantee shall explain why.

Signatures

The juvenile, the parent, guardian or custodian of the juvenile and the juvenile probation officer responsible for the case shall sign and date the Aftercare Services Plan on or before the day the juvenile exits the facility. If any of the mandatory parties refuse to sign the Aftercare Services Plan, the Grantee shall document the reason in the space provided at the bottom of the form to be reviewed by the Commission. Failure to complete and secure signatures from any of the mandatory parties

COMMENTARY

**Discussion and Interpretation:**

Other Periodic Reports

This grant requires the Grantee to submit other periodic reports as detailed below.

Initial Application

To apply for Small County Funds, the Grantee shall submit the Small County Diversionary Placement Fund Application. The Small County Diversionary Fund Application located on the Commission's website shall be completed, signed and dated by the chief juvenile probation officer with required attachments and may be faxed or mailed to the Commission. Notice shall be given to the Grantee by the Commission when qualifications of grant funding have been met and funding will be encumbered. The Commission does not guarantee funding and funding is only available on a first come first served basis.

Adjustment Form

The request for adjustment (e.g., extension, change in daily rate) and explanation shall be noted in the middle of the page on the Application Approval/Adjustment/Final Report Form. The request shall be signed and dated by the chief juvenile probation officer. The Grantee shall subsequently receive by mail, the adjusted Application Approval/Adjustment/Final Report Form that will supersede all others issued for the application.

Aftercare Services Plan

This grant provision required the Grantee to provide aftercare services to the juvenile for 90 calendar days beginning the day after the juvenile is released from the facility. The Grantee shall complete the Aftercare Services Plan in its entirety. If a juvenile is approved for grant funding, an Aftercare Services Plan shall be submitted to the Commission no later than 15 calendar days following the release of the juvenile from the post-adjudication placement facility. The mandatory parties that shall participate in the development of the plan on or before the day the juvenile exits the facility are the juvenile, the parent, guardian or custodian of the juvenile and the supervising

R - Small County Diversionary Placement Fund

R - Small County Diversionary Placement Fund

Article IX Section D

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

will risk non-payment of outstanding requests for payment under this grant.

TYC Commitment

If the juvenile is committed to the Texas Youth Commission (TYC) before completion of the grant funding, an Aftercare Services Plan shall be submitted with that commitment information documented on the form in the table area. The juvenile probation officer assigned to the case shall sign and date the form in the appropriate box. The Grantee shall submit the form to the Commission no later than 15 calendar days following the commitment of the juvenile to TYC.

Alternatives to the Aftercare Services Plan

The Grantee may also submit the Field Supervision Case Plan, Field Supervision Case Plan Review or the Field Supervision Exit Plan as an alternative to the Aftercare Services Plan. Each of these four plans may be accepted as long as the aftercare services are documented in compliance with this grant provision. These forms are available on the Commission's website.

Final Report Form

The Grantee shall complete the final report on the Application Approval/Adjustment/Final Report Form as soon as the juvenile is released from placement and submit to the Commission. On the form, the juvenile probation officer shall describe the following:

1. The rehabilitation needs met by the placement of the juvenile;
2. If the juvenile completed placement as originally planned;
3. If the placement was successful;
4. If TYC was pursued;
5. Where the juvenile will go after placement; and
6. The post-placement status at the time of release and if the juvenile will receive any special services to aid in the reintegration into the community.

Reviewer Guidelines:

To determine Grantee's compliance with this grant provision, the Reimbursement Accountant will:

1. Confirm aftercare form was submitted;
2. Review final report form for completeness and signatures

Verification Documents:

1. Aftercare Services Plan
2. Field Supervision Case Plan
3. Field Supervision Case Plan Review
4. Field Supervision Exit Plan

METHODOLOGY

Compliance Methodology:

N/A

Monitoring Methodology: N/A

Sample: N/A

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

REFERENCE MATERIAL

Recommended Best Practices:

N/A

Sample Form(s):

After Care Services Plan

Budget Adjustment Request Form

Citation(s):

Grant R - Small County Diversionary Placement Fund Article IX Section D

Cross Reference(s):

N/A

Board Opinion:

RFI Opinion:

EFFECTIVE DATES

Grant's Effective Date: 9/1/2010 - 8/31/2011  
CRM Last Modified On: 01/14/2011

PRE-MONITORING PREPARATION

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:

N/A

Reviewer Preparation Checklist Required:

False

Reviewer Preparation Checklist:

N/A

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False

Professional Staff: False

Program/Facility Administrator: False

Juvenile Board Chair: False

Ancillary Staff: False

Juvenile: False

R - Small County Diversionary Placement Fund

**R - Small County Diversionary Placement Fund**

**Article X Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD**

**Subchapter:** X. Financial Monitoring

- A. Annual Monitoring. See General Grant Requirements.
- B. Periodic Monitoring. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**

This grant provision addresses the types of financial monitoring methodologies that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. This grant provision is for informational purposes only and will not be monitored.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant R - Small County Diversionary Placement Fund Article X Sections A-B

**Cross Reference(s):**

N/A

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False