

**S - Prevention and Intervention Demonstration Project**

**Section I**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD**

**Subchapter:** I. Grant Description

A. The purpose of the Prevention and Intervention Demonstration Project grant is to provide funding for programs and services to prevent or intervene in at-risk behaviors that lead to delinquency or referral to the juvenile justice system.

**COMMENTARY**

**Discussion and Interpretation:**

Article I of this grant provides an overall description of the grant and its purpose and functions. This article is provided for informational and definitional purposes only and will not be monitored independently but in the context of the overall monitoring of other grant provisions, specifically including but not limited to the programmatic 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 S - Prevention and Intervention Demonstration Project Article I Section A

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013

**CRM Last Modified On:** 1/14/2011

**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:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**S - Prevention and Intervention Demonstration Project**

**Section II**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD**

**Subchapter:** II. Grant Specific Definitions

A. At-Risk Youth. Behaviors that lead to delinquency, truancy or referral to the juvenile justice system.

B. Eligible Population. Juveniles who are not currently under the jurisdiction of the juvenile court or the supervision of the juvenile probation department who are ages six (6) through seventeen (17) and their families.

C. Prevention and Intervention. Prevention and intervention means programs and services intended to prevent or intervene in at-risk behaviors including, but not limited to, delinquency or referral to the juvenile justice system.

**COMMENTARY**

**Discussion and Interpretation:**

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.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A 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 S - Prevention and Intervention Demonstration Project Article II Section A-C

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**TEXT OF STANDARD**

**Subchapter:** III. Performance Measures

- A. Goal. The goal of the Prevention and Intervention Demonstration Project is to provide community-based prevention and intervention programs and services intended to prevent and/or intervene in behaviors that put youth at-risk of involvement with the juvenile justice system.
- B. Program Objective. The objective of the Prevention and Intervention Demonstration Project is to provide community-based programs and services at juveniles identified as "at-risk" in an effort to youth from the juvenile justice system
- C. Performance. Grantee performance under this grant shall be determined using the following measures:
1. Number of at-risk youth served by the grant during the reporting period;
  2. The school absence rate prior to program entry and after program exit for juveniles served by the grant during the reporting period;
  3. The number of disciplinary referrals prior to program entry and after program exit for juvenile served by the grant during the reporting period;
  4. Number of youth ages 10 to 16 served by the grant who are referred to a juvenile probation department within one year of program entry;
  5. The cost per youth participating in a grant funded program.

**COMMENTARY**

**Discussion and Interpretation:**

Program Goals and Evaluation:

Successful demonstration projects will reduce the likelihood that at-risk youth will be engaged in delinquency, truancy, school drop-out, and/or referred to the juvenile justice system. Counties should describe any other at-risk behaviors being targeted by the project and how the impact on those additional behaviors will be measured.

Data related to the project participants' school attendance and juvenile justice referrals will be obtained and analyzed to assess program impact. Counties planning to collect and analyze other data to demonstrate program effectiveness are encouraged to describe those data in the plan submission.

Program Activities

Program activities are the planned services expected to have a positive impact on the youth's likelihood of being involved in the juvenile justice system, being truant, or dropping out of school. Counties are expected to identify the research upon which the proposed program design was based. Services should be culturally-competent and should be designed to successfully engage the youth's family.

Additionally, collaboration with other community providers is critical when providing services to at-risk youth and their families. Priority consideration will be given to plans which include ample collaboration with other traditional and non-traditional service providers in the community.

Target Population

The target populations for these funds are youth who are not currently under current departmental supervision, but are at increased risk of delinquency, truancy, dropping out of school, or referral to the juvenile justice system. To best meet the specific developmental needs of children, adolescents, youth and their families, services should be targeted towards a specific age group (or groups) of recipients.

Children Age 6 through 10 years  
 Adolescents Age 11 through 13 years  
 Youth Age 14 through 17 years

It is our preference that services provided to children younger than 10 years of age not be provided in the actual probation departments. Priority consideration will be given to counties who either provide services off-site or use community-based providers to provide off-site services to those younger children.

For the purposes of this demonstration project, priority participants are children, adolescents and/or youth who have had no involvement with the juvenile justice system. Counties who intend to serve adolescents or youth who have had previous referrals or who have completed deferred supervision should provide a description of how this targeted population will be served by the project.

**Reviewer Guidelines:**

1. Monthly extract data
2. Grant information submitted by the Grantee to the Texas Juvenile Justice Department in approved Excel spreadsheets; and
3. Quarterly expenditure reports.

**Verification Documents:**

N/A

**METHODOLOGY**

**Compliance Methodology:**

Performance measures are calculated by the Texas Juvenile Justice Department using data provided by the Grantee and are reported at the end of each fiscal year in the grant period. Appropriate statistical analysis tools are utilized by the Texas Juvenile Justice Department 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

**S - Prevention and Intervention Demonstration Project**

**Section III**

**Citation(s):**

Grant S - Prevention and Intervention Demonstration Project Article III Section A-C

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013

**CRM Last Modified On:** 1/14/2011

**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:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**TEXT OF STANDARD**

**Subchapter:** IV. Programmatic Components

A. Program Requirements. The Grantee shall provide programs and services as detailed in their Prevention and Intervention Demonstration Project Plan as submitted to and approved by the Department via the Grant Manager System. The Prevention and Intervention Demonstration Project Plan submitted by the Grantee is incorporated by reference into the requirements of this grant. Any changes from the approved Prevention and Intervention Demonstration Project Plan submitted by the Grantee shall be approved by the Department in writing.

B. Eligibility. At-risk youth served under this grant shall meet the definition of eligible population as defined herein.

C. Documentation. Documentation for all programs and services shall be maintained online where specified, as well as at the Department and is subject to review by the Department during on-sight monitoring visits or upon request and shall include:

1. Entry of this program in TJJJ's online "Program Registry"
2. Date, time and duration of activity;
3. Location of activity;
4. Number of participants.

D. Program Policy and Procedure. The Grantee shall have written policies and procedures governing all programs and services provided under this grant.

E. Licensing and Certification. The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification if the programs and services provided under this grant require professional licensure or certification.

- e. How participants will be identified and selected;
- f. A summary list of any collaborations or partnerships with other counties to establish a cooperative and broader or more efficient set of services for youth to be served through this grant.

Written policy and procedure shall be maintained outlining the services and functions of programs administered with funds under Grant S. The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification if the programs and services provided under this grant require professional licensure or certification.

**Reviewer Guidelines:**

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

1. On the day of the monitoring visit, review the program policy and procedures manual governing all programs and services provided under this grant; and
2. Review and analyze Grantee's data submitted in the monthly extract to determine eligibility.

**Verification Documents:**

1. Monthly extract data

**COMMENTARY**

**Discussion and Interpretation:**

Required Program Plan.

Each county or group of counties that are applying together for funding under this project is required to submit a detailed plan that addresses each of the areas below describing how funding would be utilized under this grant focusing on the priorities in the Program Announcement. The recipient shall complete the Prevention and Intervention Demonstration Plan via the GrantManager system by logging on to: <https://www.tjpc.state.tx.us/GrantManager>.

**Target Population:**

Describe the target population to be served by the project. (The target population should not include youth currently under department supervision.) Include the number of youth to be targeted and served for each portion of the project with a breakout of developmental age groups between age six (6) through ten (10), eleven (11) through thirteen (13) and fourteen (14) through seventeen (17), and the relevant characteristics and demographic information.

**Project Activities.**

Provide a plan that explains the activities of the project detailing the following:

- a. The specifics of the project's regular activities (the services to be provided, who will provide specific services, and how often);
- b. The services to be provided, any private or non-profit contract services, as well as other involved governmental entities and how youth will access the services;
- c. Available research which informs and supports the project design;
- d. The timeline for implementation and various activities;

**METHODOLOGY**

**Compliance Methodology:**

This grant requirement shall be monitored using a combination of sampling and nonsampling techniques. The non-sampling techniques may include the review and analysis of relevant written documentation, interviewing of selected personnel and personal visual observations of program operations made by the Reviewer. Sampling techniques may include the use of block samples, systematic samples and/or random samples of pertinent files, records, documents or interviews. A program shall be in compliance with the grant if all required elements of the grant provision are met and are verifiable by the Reviewer during the monitoring visit using the results of both the sampling and non-sampling methods.

**Monitoring Methodology:** Yes/No

**Sample:**

**Point Value:** 10

**Total Points Possible:** 20

**Scoring Methodology:** 0 - 10

**Level:** Level 2 - Provision of Services

**REFERENCE MATERIAL**

**Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant S - Prevention and Intervention Demonstration Project Article IV Section A-E

**Texas Register Publication Citation:**

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013

**CRM Last Modified On:** 1/14/2011

**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:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**TEXT OF STANDARD**

**Subchapter:** V. Programmatic Reporting

A. Annual Reports.

1. End-of-Year Program Summary Report. The Grantee shall complete an End-of-Year Program Summary in a format specified by the Department no later than October 1 per fiscal year of the current grant period. This report shall include but is not limited to:

- a. List of program activities or services;
- b. Total number served;
- c. Total number of at-risk youth served;
- d. Performance data from III. C. above; and
- e. How the programs and services met the overall goals and objectives as detailed in the Prevention and Intervention Demonstration Project Plan.

B. Quarterly Reports. None.

C. Monthly Reports. Grantee shall submit monthly extract data electronically to the Texas Juvenile Justice Department no later than the 10th calendar day of each month following the reporting period as required in Title 37, Texas Administrative Code, Sections 341.49 and 341.54 or successor provisions which become effective during the term of this Contract. The Prevention and Intervention information must be reflected in the referral and program tables of the monthly extract.

D. Other Periodic Reports. See General Grant Requirements.

the extract data due date, the Texas Juvenile Justice Department will generate the Monthly Folder Extract Availability Report to determine delinquency in reporting. If the Grantee submits the extract data after the 10th calendar day of the month the Grantee shall be considered non-compliant and shall receive a delinquency notice. Failure to submit the monthly extract data within the required timeframe after issuance of the delinquency notice shall result in the issuance of a Non-Compliance Citation Report (NCCR) by the Texas Juvenile Justice Department.

**Other Periodic Reports**

This grant has no periodic reporting requirements in addition to those required in the General Grant Requirements. Periodic reports due under General Grant Requirements will be discussed in that section.

**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 S - Prevention and Intervention Demonstration Project Article V Section A-D

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**COMMENTARY**

**Discussion and Interpretation:**

Compliance with this grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. This grant has various programmatic reporting requirements that are applicable at different times throughout the grant period. These are discussed below.

**Annual Reports**

The Grantee shall complete an End-of-Year Program Summary in a format specified by the Texas Juvenile Justice Department no later than October 1 each fiscal year of the current grant period. This report shall contain detailed information about the grant funded programs during the grant period and the juveniles served with grant funds.

**Quarterly Reports**

This grant has no monthly reporting requirements in addition to those required in the General Grant Requirements. Monthly reports due under General Grant Requirements will be discussed in that section.

**Monthly Reports**

The Grantee shall submit monthly extract data to the Texas Juvenile Justice Department pursuant to Title 37, Texas Administrative Code, Sections 341.49 and 341.54 in compliance with the Electronic Data Interchange (EDI) standards. Grantee shall submit monthly extract data electronically to the Texas Juvenile Justice Department no later than the 10th calendar day of each month following the reporting period.

Compliance with this grant will be monitored by the Research and Statistics Division of the Texas Juvenile Justice Department. Monthly extract data shall be submitted on or before the 10th calendar day of each month following the reporting period. After

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**

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

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

**S - Prevention and Intervention Demonstration Project**

**Section VI**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**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:**

Section VI of this grant addresses the types of monitoring that may be utilized by the Texas Juvenile Justice Department 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 S - Prevention and Intervention Demonstration Project Article VI Section A-D

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

TEXT OF STANDARD	REFERENCE MATERIAL
<p><b>Subchapter:</b> VII. Applicable Law, Policy and Procedure</p> <p>A. Applicable Standards.</p> <p>1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341 – 359.</p> <p>B. General Statutes.</p> <p>1. Federal Law. See General Grant Requirements.</p> <p>2. State Law. See Also General Grant Requirements.</p> <p>a. Code of Criminal Procedure.</p> <p>i. Chapter 62 – Sex Offender Registration Program.</p> <p>b. Texas Family Code, Title III, Juvenile Justice Code.</p> <p>i. Chapter 59 – Progressive Sanctions Model.</p> <p>c. Texas General Appropriations Act.</p> <p>d. Texas Government Code, Title 7, Uniform Grant and Contract Management.</p> <p>i. Chapter 783 - Uniform Grant and Contract Management Act.</p> <p>C. Policy and Procedure.</p> <p>1. Texas Juvenile Justice Department Compliance Resource Manual, Volumes 1 – 2.</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 S - Prevention and Intervention Demonstration Project Article VII Section A-C</p> <p><b>Texas Register Publication Citation:</b></p> <p><b>Cross Reference(s):</b></p> <p>Texas Human Resources Code Section 203.0065</p> <p><b>Board Opinion:</b></p> <p><b>RFI Opinion:</b></p>
<b>COMMENTARY</b>	<b>EFFECTIVE DATES</b>
<p><b>Discussion and Interpretation:</b></p> <p>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 wherein the requirement most logically fits.</p> <p><b>Reviewer Guidelines:</b></p> <p>N/A</p> <p><b>Verification Documents:</b></p> <p>N/A</p>	<p><b>Grant's Effective Date:</b> 9/1/2011 - 8/31/2013  <b>CRM Last Modified On:</b> 1/14/2011</p>
<b>METHODOLOGY</b>	<b>PRE-MONITORING PREPARATION</b>
<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>Program Tour:</b> False</p> <p><b>Policy and Procedure:</b> False</p> <p><b>Pre-Monitoring Checklist:</b> False</p> <p><b>Pre-Monitoring Preparation Checklist:</b> N/A</p> <p><b>Reviewer Preparation Checklist Required:</b> False</p> <p><b>Reviewer Preparation Checklist:</b></p> <p><b>INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:</b></p> <p><b>Chief Administrative Officer:</b> False  <b>Professional Staff:</b> False  <b>Program/Facility Administrator:</b>  <b>Juvenile Board Chair:</b> False  <b>Ancillary Staff:</b> False  <b>Juvenile:</b> False</p>

**TEXT OF STANDARD****Subchapter:** VIII. Financial Components

A. Allowable Expenditure of Funds. Grant funds shall be expended solely for the provision of prevention and intervention programs and services within the budget categories of salaries, fringe, travel, training, operating, non-residential services and contract services in accordance with the approved Annual Budget Application submitted by the Grantee per fiscal year for the current grant period subject to Subsection B below.

B. Unallowable Expenditure of Funds. See also General Grant Requirements.

1. Any expenditures not authorized in Section VIII (A) are unallowable under this grant including but not limited to the following:

- a. Salary increases;
- b. Equipment or capital that has not been pre-approved by TJJD
- c. Costs associated with any residential placement; and
- d. Any expenditure which is not reasonable and necessary to implement the Prevention and Intervention Demonstration Project.

**COMMENTARY****Discussion and Interpretation:**

This grant provision addresses the allowable and unallowable expenditure of funds received under this grant. Expenditures shall be made in accordance with Generally Accepted Accounting Principles (GAAP), the Texas Juvenile Justice Department's Expenditure Guidelines in General Grant Requirements for the Distribution and Expenditure of State Financial Assistance and shall be expended and classified as outlined by the budget categories in Article VIII, Sections A and B of this grant. The Expenditure Guidelines in General Grant Requirements for the Distribution and Expenditure of State Financial Assistance may be found on the Texas Juvenile Justice Department's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us). If any expenditure fails to meet these requirements, the Grantee shall be in non-compliance with these grant provisions. Allowable expenditures under this grant fall into three (3) main categories as follows:

**Budget Summary.** The recipient shall complete a 12 month version of the budget detail for the proposed program. The budget categories of estimated costs include:

**Budget Narrative.** The proposed program shall contain a narrative description of the budget by category. Indicate if a specific cost is a onetime start-up item and its purpose.

1. Salaries and Fringe. Provide the amounts for salaries and fringe benefits for all paid personnel to be funded through this grant. Include the percentage of duties (i.e., 75% of the personnel's duties) and responsibilities of the relevant personnel.
2. Travel and Training. Describe and justify any travel and training associated expenditures to be funded through this grant.
3. Operating Expenses. Describe and justify each item associated with the operation of this project or services to be funded through this grant. Equipment purchases are not permitted but add on software or parts may be approved.
4. Non-Residential Services. Describe and justify any expense associated with a contracted service or program to be provided to a youth. Residential services are not permitted.

**Reviewer Guidelines:**

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

1. Prior to the monitoring visit, request from the Grantee an expenditure detail report for this grant for the identified fiscal year;
2. On the day of the monitoring visit, select a systematic sample of transactions from the expenditure detail report for review. The Reviewer will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;
3. Analyze the expenditure documentation for allowability. The Reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. Analyze the expenditure to assure the payment is a reasonable and necessary expenditure under this grant;
5. Verify whether the payment is correctly coded to the grant being reviewed;
6. Identify whether the date the expenditure occurred or was encumbered is during the identified fiscal year; and
7. Verify that the payment cleared the bank by reviewing substantiating documentation (e.g., cancelled checks, bank statements, etc.) and that the amount matched the approved document total.

**Verification Documents:**

1. System generated general ledger (Excel Spreadsheets are not appropriate)
2. Chart of accounts
3. System generated expenditure detail report (Excel Spreadsheets are not appropriate)
4. Payment voucher
5. Supporting documentation:
  - a. Requisition/purchase order;
  - b. Invoice/billing instrument;
  - c. Receipts and/or packing slip;
  - d. Mileage log;
  - e. Timesheets and payroll documentation; and
  - f. Other acceptable documentation
6. External documentation:
  - a. Bank statements, cancelled checks, EFT transaction; and
  - b. Other acceptable documentation

**METHODOLOGY**

**Compliance Methodology:**

The grants TJPC audits are predetermined. Expenditure Reports for this grant are utilized to determine if expenditures are allowable.

The following are the steps for determining the number of records that will be reviewed:

1. The department's juvenile population size determines the total number of transactions reviewed;
2. The number of transactions audited for this grant is determined by this grant's proportionate percentage of the department's total state funding; and
3. A random sampling technique is used to select the transactions that will be reviewed. TJPC uses a randomizer number table to draw a simple random sample by making a complete list of all the transactions, assigning each a number and then electronically drawing a set of random numbers which identifies the nth transaction to be sampled.

The Reviewer may discretionarily select expenditures outside the random sample.

**Monitoring Methodology:** Sample %

**Sample:**

**Point Value:** 10

**Total Points Possible:** 30

**Scoring Methodology:** 0 - 10

**Level:** Level 3 - Critical

2. Transactions are documented and/or executed by personnel with different job duties;
3. Transactions are reconciled by someone who did not perform them; and
4. A verification practice is in place to prevent double payment.

**Sample Form(s):**

1. Annual Budget Application
2. Expenditure Guidelines in General Grant Requirements
3. System generated expenditure detail report

**Citation(s):**

Grant S - Prevention and Intervention Demonstration Project Article VIII Section A-B

**Texas Register Publication Citation:**

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**REFERENCE MATERIAL**

**Recommended Best Practices:**

The Grantee should maintain complete financial policies and procedures in accordance with GAAP for all state, local and federal funds. The Grantee's policies and procedures should follow those of the designated lead county if in a multi-county jurisdiction and the guidelines should address but not be limited to the areas listed below.

**Accounting System**

1. The accounting system users are identifiable and limited in order to safeguard against loss; and
2. Separation of duties related to the receipt, expenditure, adjustment, and transfer of funds.

**Accounts Receivable**

Procedures to ensure accurate accounting for revenues/funds when received should include, but are not limited to:

1. Reviewing the grant guidelines prior to receipt of funds;
2. Monitoring the budget and predetermined expenditure plan; and
3. Ensuring account coding is correctly applied to revenues/funds throughout the grant period.

**Accounts Payable**

Procedures to ensure accurate accounting for expenditures when requested or paid should include, but are not limited to:

1. Expenditure authorization is received prior to any purchase order request and payment;

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**

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

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**S - Prevention and Intervention Demonstration Project**

**Section VIII**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

1. The Grantee shall ensure that county funding for prevention and intervention (i.e., prevention and intervention programs and services) shall not be decreased or be supplanted by funding received under this grant. The Grantee shall certify that the amount of local or county funds expended for prevention and intervention is at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses.

**COMMENTARY**

**Discussion and Interpretation:**

The Grantee shall certify to the Texas Juvenile Justice Department using the Certification of Local Expenditure Report that the level of local or county funds expended for juvenile services is at least equal to or greater than the level of spending in the 2006 county fiscal year. This excludes construction and capital outlay expenses.

**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 S - Prevention and Intervention Demonstration Project Article VIII Section C

**Texas Register Publication Citation:**

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**

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

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components

D. Funding Adjustments.

1. Funding Adjustment Methodology. This grant is at all times subject to state appropriations. The Department makes no express or implied representation or guarantee of continued or future funding of the grant and may reduce funds to the Grantee in accordance with the funding adjustment methodology that may be developed by the Department.
2. Unexpended Balances. See General Grant Requirements.
3. Overpayments. See General Grant Requirements.
4. Refunds Due. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**

Consistent with the directions of Section 203.0065 of the Texas Human Resources Code, the Texas Juvenile Justice Department (TJJD) Board recently approved the investment of \$1.5 million in Prevention for the second half of FY 2012. This grant initiative is a significant portion of that investment. The agency will award these grants expeditiously with an appropriate balance of recipients among small, mid-size and large probation departments across geographic areas of the state. No cap has been defined for these grants; the amount of funding will be based upon the need evidenced by the county and will be awarded at the discretion of the agency.

Counties are asked to submit budgets for a full 12 month annualized budget. However, FY12 award amounts will be for no more than 6 months. There is the expectation that provided outcomes and results are positive or promising; these same departments will receive continuing and annualized funding in FY13. If there are specific one time start-up costs, specify that amount and its purpose in your budget detail.

Compliance with unexpected balances, overpayments and refunds due 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 S - Prevention and Intervention Demonstration Project Article VIII Section D

**Texas Register Publication Citation:**

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013

**CRM Last Modified On:** 1/14/2011

**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:**

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

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:**

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**S - Prevention and Intervention Demonstration Project**

**Section VIII**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components  
 E. Timely Expenditure of Grant Funds. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**  
 This grant provision is not monitored on site. During the review of the quarterly expenditure reports, the Texas Juvenile Justice Department will determine whether grant funds are expended in a timely manner. If it is determined by the Texas Juvenile Justice Department that the Grantee failed to expend the grant funds in a timely manner, a Non-Compliance Citation Report (NCCR) shall be issued by the Texas Juvenile Justice Department.

**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 S - Prevention and Intervention Demonstration Project Article VIII Section E

**Texas Register Publication Citation:**

N/A

**Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**  
**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**  
**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:**  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**S - Prevention and Intervention Demonstration Project**

**Section VIII**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD**

**Subchapter:** VIII. Financial Components  
 F. Audits. See General Grant Requirements.

**COMMENTARY**

**Discussion and Interpretation:**  
 Compliance with the audit provisions of this grant will be monitored under the General Grant Requirements audit provisions and discussed in detail in that section.

**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 S - Prevention and Intervention Demonstration Project Article VIII Section F

**Texas Register Publication Citation:**

**Cross Reference(s):**  
 Texas Human Resources Code Section 203.0065

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

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**  
**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

**S - Prevention and Intervention Demonstration Project**

**Section VIII**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**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 S - Prevention and Intervention Demonstration Project Article VIII Section G  
**Texas Register Publication Citation:**  
 N/A  
**Cross Reference(s):**  
 Texas Human Resources Code Section 203.0065  
**Board Opinion:**  
**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**  
**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**  
**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:**  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**S - Prevention and Intervention Demonstration Project**

**Section VIII**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**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:**  
**Sample:** N/A  
**Point Value:** 0  
**Total Points Possible:** 0  
**Scoring Methodology:** N/A  
**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL**

**Recommended Best Practices:**

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

**Citation(s):**  
 Grant S - Prevention and Intervention Demonstration Project Article VIII Section H

**Texas Register Publication Citation:**  
 N/A

**Cross Reference(s):**  
 Texas Human Resources Code Section 203.0065

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

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**  
**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

**S - Prevention and Intervention Demonstration Project****Section IX**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**TEXT OF STANDARD****Subchapter:** IX. Financial Reporting

## A. Annual Reports.

1. Budget Application. The Grantee shall submit a completed Annual Budget Application concurrent with the submission of the executed State Financial Assistance Contract for the Department's approval. The Annual Budget Application is found on the Department's website and shall be submitted electronically as specified by the Department per fiscal year for the current grant period.

B. Quarterly Reports. The Grantee shall report the expenditure of all funds received through this grant on the Quarterly Expenditure Report and the Program Expenditure Report. Reports shall be received by the Department 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 Expenditure Reports are not received by the due date.

## C. Monthly Reports. None.

## D. Other Periodic Reports.

1. Budget Adjustments. The Grantee shall submit the Budget Adjustment Request [TJPC-FIS-03-04] to the Department for any adjustment to the original budget. The Grantee shall receive written approval from the Department prior to expending the funds.

**COMMENTARY****Discussion and Interpretation:**

The Grantee shall enter the Annual Budget Application on Grant Manager, the Texas Juvenile Justice Department's web-based system. Grant Manager requires a user name and password provided by the Texas Juvenile Justice Department's MIS division to gain entry to the system. The Grantee shall enter the budget for each grant separately by category. Once all grant budgets have been entered and Grant Manager declares the budget complete, the grantee shall submit to the Texas Juvenile Justice Department by clicking SUBMIT. Upon approval of the Grantee's budget on Grant Manager, the Grantee will receive an email affirming finalization. Payment to the Grantee will then fall into the regular disbursement cycle.

Username and password for Grant Manger may be acquired by contacting the Texas Juvenile Justice Department's MIS unit at 512-424-6700.

**Reviewer Guidelines:**

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

1. Upon receipt of the State Financial Assistance Contract, verify the presence of the required original signatures on the signature page of the State Financial Assistance Contract and the accompanying juvenile board resolution evidencing authority to contract;
2. Sign the signature page of the State Financial Assistance Contract, scan and email to the Chief Juvenile Probation Officer for the department's contract file;
3. Compare and verify grant totals identified in the State Financial Assistance Contract to the budget summary from Grant Manager for consistency;
4. Finalized the department's budget on Grant Manager;
5. Scan contract for the agency electronic file;
6. Make partial disbursement to department if necessary; and
7. File State Financial Assistance Contract for future audit purposes.

**Verification Documents:**

1. Annual Budget Application
2. Juvenile Board Resolution
3. State Financial Assistance Contract
4. Quarterly Expenditure Report

**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 S - Prevention and Intervention Demonstration Project Article IX Section A-D

**Texas Register Publication Citation:****Cross Reference(s):**

Texas Human Resources Code Section 203.0065

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2011 - 8/31/2013**CRM Last Modified On:** 1/14/2011**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

**S - Prevention and Intervention Demonstration Project**

Reviewer Preparation Checklist:

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

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

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**S - Prevention and Intervention Demonstration Project**

**Section X**

Effective Date 9/1/2011 - 8/31/2013

Latest Revision 05/01/2012

**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 Texas Juvenile Justice Department 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 S - Prevention and Intervention Demonstration Project Article X Section A-B  
**Texas Register Publication Citation:**  
**Cross Reference(s):**  
 Texas Human Resources Code Section 203.0065  
**Board Opinion:**  
**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2011 - 8/31/2013  
**CRM Last Modified On:** 1/14/2011

**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:**  
**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**  
**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:**  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False