

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL  
CHAPTER SEVEN: COURT SERVICES - NON-RESIDENTIAL PROGRAMS  
POLICY 7.4-1: STANDARDS FOR YOUTH PROGRAMS, REFERRALS, AND  
SERVICE PROVIDERS** **PAGE 1 OF 6**

**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) provides a variety of non-residential community programs and services for youth and related services for their parents both directly and through the use of service agreements **(2-7101)**.

Although the OCJB is not the placing or licensing authority, it has established standards for all youth programs to ensure the use of quality services that employ evidenced based approaches proven to demonstrate measurable reduction in anti-social behavior and criminal risk. Programs meeting these standards provide necessary services to youth and their families while protecting the public **(2-7102) (2-7103) (2-7125)**.

A continuous process of case reviews works to identify the individual needs of the youth supervised by the OCJB so that programs and services can be made available to meet those needs **(2-7146)**. Programs and services are evaluated on an ongoing basis to ensure that the standards set forth are initially met and sustained over time **(2-7080)**.

The Program Coordinator shall be primarily responsible for upholding these standards.

**II. PROCEDURE:**

**A. OCJB In-House Programs **(2-7102):****

1. Proposals for in-house programs may be submitted by OCJB employees, approved student interns/volunteers, and community service providers.
2. Proposals shall be submitted to the OCJB Program Coordinator and shall contain the following:
  - a. The program purpose statement;
  - b. The lesson plan and program objectives, curriculum, and/or sample program manual;
  - c. A description of how the program adheres to correctional best practices and utilizes evidenced based approaches to achieve its purpose;
  - d. Criteria for participation to include:
    - i. Attendance requirements,

- ii. Program participation rules and regulations, and
  - iii. Established incentives and sanctions to be administered to increase and maintain the youth's motivation for positive program participation, if applicable;
  - e. Criteria for completion to include:
    - i. The length of time/sessions to be included, and
    - ii. The method for measuring completion through demonstration of skill level attainment, positive behavior change, and/or specific lessons learned;
  - f. The presenter's name(s) and qualifications;
  - g. The projected cost to the OCJB, if any;
  - h. The proposed physical location;
  - i. The type of reports that will be provided to the OCJB and the frequency of when those reports will be provided; and
  - j. The estimated implementation date.
3. The Program Coordinator shall approve or deny the proposal.
  4. The Program Coordinator shall inform all intake and probation officers of approved programs.
  5. The Program Coordinator shall assist the presenter with scheduling, supervising, and carrying out the program.
  6. Officers shall submit referrals for in-house programs to the Program Coordinator, who shall communicate the new referral to the presenter and maintain the referrals for OCJB records.
- B. Non-Residential Community Service Providers (2-7102):**
1. Outside agencies who wish to provide services to youth supervised by the OCJB shall make inquiries to the Program Coordinator.
  2. The Program Coordinator shall provide the agency with a description of the standards for youth programs and information to assist them in initiating a service agreement in an orientation session by telephone, e-mail, fax, and/or postal mail using the "Service Provider Notice of Orientation," Attachment B. The Program Coordinator shall provide the service provider with:
    - a. A copy of Policy 7.4-1, "Standards for Youth Programs, Referrals, and Service Providers;"
    - b. A copy of Policy 3.21 "Code of Ethics/Employee Conduct;"
    - c. The "Service Agreement for Non-Residential Services between OCJB and Service Provider," Attachment A;
    - d. The "Acknowledgement of Overview and Receipt of OCJB Policy 7.4-1," Attachment E;
    - e. The "Memorandum of Understanding and Confidentiality Statement," Attachment F;
    - f. The "Acknowledgement of Overview and Receipt of OCJB Policy 3.21," Attachment G; and
    - g. The "Service Provider Proposal Checklist," Attachment D.

3. The Program Coordinator may schedule an orientation session with multiple providers or meet with a single Service Provider upon request. He/she shall answer all questions the Service Provider may have and assist in the completion of the proposal.
4. The proposal shall include the following documentation and be submitted to the Program Coordinator:
  - a. Signed "Service Agreement for Non-Residential Services between OCJB and Service Provider," Attachment A;
  - b. Signed "Acknowledgement of Overview and Receipt of OCJB Policy 7.4-1," Attachment E;
  - c. Signed "Memorandum of Understanding and Confidentiality Statement," Attachment F (2-7044);
  - d. Signed "Acknowledgement of Overview and Receipt of OCJB Policy 3.21," Attachment G;
  - e. A copy of the building certification of occupancy for the building where services will be provided;
  - f. A copy of most recent fire safety inspection for the building where services will be provided;
  - g. A copy of most recent health inspection for the building where services will be provided (if applicable);
  - h. The photo identification of the person who will sign the "Service Agreement for Non-Residential Services between OCJB and Service Provider," Attachment A;
  - i. Copies of education and/or licensure certifications for all personnel/contractors who will be providing services under the service agreement and/or under the supervision of a licensed contractor **(2-7228)**;
  - j. Copies or sufficient evidence of criminal record checks conducted within the last six (6) months for all personnel/contractors who will be providing services under the service agreement;
    - i. Evidence of an ongoing process to ensure clear criminal record and appropriate background checks are being conducted may satisfy this requirement.
  - k. A program proposal summary including a synopsis of the program objectives, outcome measures, and/or services that will be provided;
  - l. A written cost schedule, if any, which describes each service and the cost to the client; and
  - m. A list of health insurance(s) accepted for services.
5. The Program Coordinator shall accept and review all program proposals to ensure they meet the standards set forth and forward program proposals that meet all standards to the Chief of Court Services.

- a. The Chief of Court Services will make a determination regarding the OCJB's need for the program and approve or deny the proposal.
  - b. If approved, the Chief of Court Services will forward the proposal to the Director, who will approve or deny the proposal.
  - c. Upon approval of the proposal by the Chief of Court Services and Director, the Program Coordinator shall make a copy of the signed "Service Agreement for Non-Residential Services between OCJB and Service Provider," Attachment A, and mail it to the Service Provider along with the "Letter of Approval," Attachment C.
  - d. If a proposal is denied by the Chief of Court Services or the Director, the Program Coordinator shall return the proposal to the Service Provider, indicating the reason(s) for denial.
6. The Program Coordinator shall inform all intake and probation officers of the approved Service Provider and update the resource manual to contain the provider's name, address, contact person, phone number, fax number, services provided, and payment/insurance accepted **(2-7018)**.
  7. The Program Coordinator shall maintain all documentation submitted by the Service Provider in an organized manner.
  8. The Program Coordinator shall act as the point of contact and maintain necessary communication with the Service Provider over the term of the agreement.
- C. All consultants and contract personnel who work with clients shall abide by 10A. O.S. § 2-6-102, 10A. O.S. § 2-6-105, and all OCJB policies regarding confidentiality of information **(2-7044)**.
- D. Types of Referrals and Procedures for Making Referrals:
1. Youth may be referred for services by:
    - a. Court order: the court orders the youth to services;
    - b. Needs assessment identified need(s): the officer identifies programmatic needs and recommends to the court the youth be referred to services; and/or
    - c. Voluntary: the youth, his/her parent/guardian/custodian, and/or the officer identify programmatic needs that the court did not order and the youth wishes to participate voluntarily.
  2. Officers shall refer youth for services to Service Providers who have valid service agreement with the OCJB when they make referrals based on identified needs.
  3. Officers shall facilitate specific orders of the court and voluntary requests made by the youth.
- E. Procedure for the Discontinuation of In-House Program and/or Cancellation of Service Agreement:
1. Authorization to deliver in-house programs or approved service agreements for OCJB youth programs and services are subject to cancellation for the following reasons:
    - a. Failure to maintain standards set forth;

- b. Failure to maintain the terms of the "Service Agreement for Non-Residential Services between OCJB and Service Provider," Attachment A;
  - c. Cost effectiveness and/or lack of resources;
  - d. Lack of community/agency support;
  - e. Evaluation results reflect outcome measures are not being met, and/or;
  - f. Evaluation results reflect program is not addressing treatment plan objectives.
- F. Service Agreement Compliance Checks **(2-7080)**:
- 1. Periodic and random site visits will be conducted for all Service Providers offering services to the OCJB youth to ensure that the providers continue to comply with the standards set forth.
  - 2. Periodic and random questionnaires will be administered to the OCJB referring employees and to the youth participating in services to assess the degree of satisfaction and positive behavior change that is occurring as a result of the services being provided.
  - 3. Observations of programs during their delivery shall be made periodically.
- G. Population demographics are collected and reviewed by the Chief of Court Services on a monthly basis to **(2-7146)**:
- 1. Identify additional services needed or services to discontinue due to those services no longer demonstrating they are addressing the needs; and
  - 2. Assist in the formulation of Court Services annual goals and objectives.
- H. Additional Responsibilities of the Program Coordinator:
- 1. Schedule program provider presentations and distribute information to supervising officers regarding program resources **(2-7018)**;
  - 2. Develop and maintain a current resource manual for supervising officers which identifies a variety of community resources **(2-7018)**;
  - 3. Develop and maintain cooperative and collaborative relationships with other juvenile justice organizations, the courts, law enforcement, and public and private service agencies **(2-7147)**;
  - 4. Ensure that programs and resources are equally accessible to males, females, and all ethnic origins of OCJB youth **(2-7149)**;
  - 5. Identify resources to assist employable youth in finding suitable employment **(2-7148)**;
  - 6. Identify resources that support youth in participation in educational and vocational programs **(2-7150)**; and
  - 7. Identify resources that provide guidance to youth on leisure-time programs and activities available in the community **(2-7151)**.

Approved:

  
J'me Overstreet, Chief of Court Services

11/5/15  
Date

Attachments:

Attachment A, "OCJB Service Agreement for Non-Residential Services between OCJB and Service Provider"

Attachment B, "Service Provider Notice of Orientation"

Attachment C, "Letter of Approval"

Attachment D, "Service Provider Proposal Checklist"

Attachment E, "Acknowledgement of Overview and Receipt of OCJB Policy 7.4-1"

Attachment F, "Memorandum of Understanding and Confidentiality Statement"

Attachment G, "Acknowledgement of Overview and Receipt of OCJB Policy 3.21"

**OKLAHOMA COUNTY JUVENILE BUREAU (OCJB)**  
**SERVICE AGREEMENT FOR NON-RESIDENTIAL SERVICES**  
**BETWEEN OCJB AND SERVICE PROVIDER**

**1.0 PURPOSE:**

1.1 This Service Agreement is entered into by and between the OKLAHOMA COUNTY JUVENILE BUREAU (OCJB) and the SERVICE PROVIDER (SP), for the purpose of providing non-residential services to non-adjudicated and adjudicated juvenile offenders in a comprehensive program designed to meet the identified needs of the youth in accordance with Oklahoma State Law and as outlined in the Disposition Order.

**2.0 DEFINITIONS:**

2.1 Oklahoma County Juvenile Bureau also referred to as OCJB.

2.2 Service Provider also referred to as SP and:

**[Service Provider Name]**

**[Address Line 1]**

**[Address Line 2]**

**[Phone #] [Fax #]**

**[Contact Person]**

**[Email]**

**[Website]**

**3.0 TERM:**

3.1 The term of this Service Agreement will be from **[Month, Year (2016)]** or date of final execution through **[Month, Year (2017) (term of one year)]**.

3.2 This Service Agreement will be automatically renewed for three additional twelve (12) month periods, under the same terms and conditions unless either or both of the parties hereto declines to renew this Service Agreement by providing written notice to all other parties hereto at least thirty (30) days prior to the expiration of the initial term, or the Service Agreement is terminated sooner pursuant to the terms of this agreement. Under no circumstances shall this Service Agreement extend beyond **(Month, Year (2020) (term of three additional years)**.

#### **4.0. RELATIONSHIP OF PARTIES:**

- 4.1 A SP is an independent provider and not an agent, servant, joint enterprise or employee of Oklahoma County or of the OCJB. The SP represents that it has, or will secure at its own expense, all personnel and consultants required in performing the services herein. Such personnel and consultants shall not be employees of or have any contractual relationship with Oklahoma County or the OCJB.

#### **5.0 SCOPE OF WORK:**

- 5.1 The SP shall provide evidence-based services or promising practices designed for youth.
- 5.2 The SP shall provide services specific to youth issues, as evidenced by program curriculum.
- 5.3 The SP shall provide services that involve the multiple systems impacting youth including, but not limited to, family, school, welfare, and criminal justice, as evidenced by Monthly Status Reports (MSR) as outlined in Section 7.4 of this Service Agreement.
- 5.4 The SP shall conduct assessments to aid in determining need for treatment.
- 5.5 The SP shall provide services that are culturally responsive to the youth's needs and their family environments.

#### **6.0 OBLIGATIONS OF THE SERVICE PROVIDER:**

- 6.1 The SP shall complete an orientation session that is conducted by an OCJB employee outlining expectations and confirming SP understanding of OCJB Policy 7.4-1, "Standards for Youth Program, Referrals and Services Providers," "Service Agreement for Non-Residential Services between OCJB and SP," "Memorandum of Understanding and Confidentiality Statement," and Policy 3.21, "Code of Ethics/Employee Conduct" prior to services being rendered.
- 6.2 The SP shall provide, at no additional cost to the OCJB, the facility where program services will take place. The facility shall, at all times, comply with all applicable City, County, State, and Federal codes and ordinances.
- 6.3 The SP shall notify the OCJB, in writing, when relocating the program from one designated location to a new facility and provide all documentation showing the new facility complies with all applicable City, County, State, and Federal codes and ordinances.
- 6.4 The SP shall provide, at no additional cost to the OCJB, all materials, equipment and durable goods necessary to fulfill the obligations of this Service Agreement.
- 6.5 The SP shall conduct criminal background checks on each individual working on behalf of the SP who will have direct contact with OCJB program participants. This includes, but is not limited to, full-time and part-time employees, interns, volunteers, guest speakers, and presenters.

- 6.6 The criminal background checks shall be conducted through the Oklahoma State Bureau of Investigations (OSBI) or other approved company approved to conduct such checks.
- 6.7 As mandated by the OCJB, individuals working or volunteering under this Service Agreement in any capacity described above shall not:
  - A. Have been convicted of and/or placed on deferred sentencing for a felony against the laws of this state, another state, or the United States within the past ten (10) years, and not currently be on probation or parole.
  - B. Have been convicted of and/or placed on deferred sentencing for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years, and not currently be on probation or parole.
  - C. Be registered as a sex offender under Title 57, Section 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statutes.
- 6.8 The SP shall maintain records documenting that these checks have been conducted and provide evidence of such to the OCJB upon request.
- 6.9 The SP shall ensure that any individual working on behalf of the SP, involved in the programs and services provided for OCJB youth, receive in-service training annually, as appropriate, for the programs and services provided.
- 6.10 The SP shall maintain personnel files for all personnel providing services for OCJB youth which shall include the following documentation:
  - A. Employment Application;
  - B. Job Description;
  - C. Evidences of Criminal Background checks;
  - D. Copy of Active Licenses and/or Certifications (and/or under supervision) required to deliver services;
  - E. Copy of Education Credentials required to deliver services;
  - F. Personnel Training Records; and
  - G. Disciplinary Action taken on any personnel providing services to OCJB referrals.
- 6.11 The SP shall have established written policy and procedures which ensure the following:  
Non-Discrimination Policy for Employees and Youth
- 6.12 The SP shall notify the OCJB of any unscheduled program closings or cancellations.
- 6.13 The SP shall maintain a file for each youth from the time of enrollment/intake. The youth's file shall include, at a minimum, the following documentation:
  - A. Enrollment and Intake Assessment Form;
  - B. Individual Program Plan;
  - C. Attendance Sheet(s);
  - D. Monthly Status/Progress Report(s);

- E. Incident Report(s), if applicable; and
- F. Discharge, Termination, and/or Completion Summaries, as applicable.

6.14 The SP shall cooperate with the OCJB in the on-going operation of the program. This cooperation shall include, but is not limited to, maintaining contact, promptly furnishing requested and required information to all OCJB personnel assigned to the program, and granting access to OCJB youth records and program documentation upon request.

## **7.0 REPORTING AND ACCOUNTABILITY:**

- 7.1 Each individual OCJB youth enrolled in the program shall have an Enrollment/Intake Assessment scheduled or completed by the SP staff within three (3) working days of receiving the referral from the OCJB.
- 7.2 The SP shall ensure an Individual Program Plan (IPP) is developed on each individual OCJB youth enrolled in the program and ensure the IPP is based on input from the assigned OCJB personnel. The IPP shall utilize the background information contained in the OCJB referral packet, and information obtained during the SP's enrollment/intake assessment process.
- 7.3 The IPP shall identify specific problems to be addressed, the program's objectives, the method of intervention, and how parent(s), guardian(s), custodian(s), or other extended family members will be involved in the IPP to assist in preventing or controlling the OCJB youth's alleged delinquent behavior or alleged conduct indicating a need for supervision. The IPP shall be received by the assigned OCJB personnel within ten (10) working days of the OCJB youth's enrollment into the program.
- 7.4 The SP shall ensure a Monthly Status Report (MSR) is completed each month on each individual OCJB youth enrolled in the program. The MSR shall include an overview of the OCJB youth's status, progress of the OCJB youth in the areas described in the IPP, and monthly attendance at program activities. The MSR shall be submitted to the assigned OCJB personnel on the fifth (5<sup>th</sup>) working day of the month following the month in which services are provided, or as agreed upon by the SP and OCJB.
- 7.5 The SP shall ensure a Discharge Report is completed upon discharge of each OCJB youth from the program. The discharge report will include enrollment/intake date, discharge date, status and/or progress of youth in each area outlined in the IPP, and reason for discharge. A Discharge Report is due to the assigned OCJB personnel within seven (7) working days of the discharge date, or as agreed upon by the SP and OCJB.
- 7.6 The SP shall ensure that if an OCJB youth, enrolled in the program, makes an unauthorized departure, becomes seriously injured or ill, commits a penal code violation, or is involved in an incident that the SP determines has seriously jeopardized his/her continued participation, the SP shall provide verbal notification immediately to the OCJB youth's assigned personnel. The SP shall also notify the youth's parent, guardian, custodian(s), and, when appropriate, other authorities, including local law enforcement officials. The SP shall forward a written incident report regarding the matter within two (2) working days of the incident to the assigned OCJB personnel.

- 7.7 The SP shall ensure that Attendance Sheets are completed by each OCJB youth and maintained at the facility with the correct date of services rendered.
- 7.8 The SP shall provide written notification within seven (7) working days to the assigned OCJB personnel when the SP is unable to provide services to any OCJB youth referred to the program.

## **8.0 LICENSING:**

- 8.1 The SP shall ensure that all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials are complied with by the SP.

## **9.0 EXAMINATION OF PROGRAM AND RECORDS:**

- 9.1 The SP shall permit OCJB to examine and evaluate its program of services provided under the terms of this Service Agreement and to review OCJB youth records. This examination and evaluation of the program may include unscheduled site visits, fiscal audits, observation of program in operation, interviews, and administration of questionnaires to the SP program personnel and OCJB youth.

## **10.0 HEALTH AND SAFETY STANDARDS:**

- 10.1 The SP shall ensure that the successful completion of a fire inspection performed by the appropriate agency on an annual basis and one time issuance of a Building Certificate of Occupancy are satisfied prior to the date of signature of this Service Agreement, unless a written statement is presented from the appropriate agency indicating the facility is generally safe for the population served and the use intended.

## **11.0 ASSURANCES:**

- 11.1 The SP shall establish safeguards to prohibit their personnel, contractors, and agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- 11.2 The SP shall assure that no person will, on the grounds of race, creed, ethnicity, disability, national origin, gender, religion, sexual orientation, political affiliation or beliefs, be excluded from, be denied the benefit of or be subjected to discrimination under any program under this Service Agreement.

## **12.0 NO OBLIGATION:**

- 12.1 In no event shall this Service Agreement be construed to obligate the OCJB to place alleged or adjudicated juvenile offenders in SP program.

### **13.0 SUBCONTRACTING:**

- 13.1 The SP shall not enter into agreements with Subcontractor Providers for delivery of the designated services outlined in this Service Agreement without prior written consent of the OCJB.

### **14.0 NOTICES:**

- 14.1 Any notice to be given under this Service Agreement shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or registered mail, postage pre-paid, to the party who is to receive such notice, demand, or request at the addresses set forth below. Such notice, demand, or request shall be deemed to have been given three (3) working days subsequent to the date it was so delivered or mailed.

### **15.0 TERMINATION OF AGREEMENT:**

- 15.1 This Service Agreement may be terminated by either party by giving thirty (30) calendar days written notice to the other party hereto of the intent to terminate.
- 15.2 This Service Agreement may be terminated by the OCJB immediately and without notice with good cause, which includes, but is not limited to, failure of SP to protect the safety and well-being of the youth referred by OCJB.
- 15.3 Failure to comply with any of these clauses or any other requirements specified herein may cause SP to be in default of this Service Agreement and may result, at the sole discretion of the OCJB, in the interruption of service delivery up to and including termination of service agreement.

### **16.0 INSURANCE AND INDEMNIFICATION:**

- 16.1 The SP hereby forever waives and releases the Oklahoma County, the OCJB, the Oklahoma County Commissioners, the Oklahoma County Administrative Judge(s) Juvenile Division, and their respective officers, agents, employees, and representatives (referred to collectively as "County") from any and all claims for damages, known or unknown, which may arise as a result, directly or indirectly, of SP's involvement in the program and underlying Service Agreement, including, but not limited to, any premises or special defects known or unknown to the County, any injury to an OCJB youth and/or personnel, and any injury to other individuals present during the SP's involvement under the terms and conditions of the Service Agreement.

**17.0 SIGNATORY WARRANTY:**

17.1 Signing and executing this Service Agreement on behalf of the SP, or representing themselves as signing and executing this Service Agreement on behalf of the SP, does hereby warrant and guarantee that they have been duly authorized by SP to execute this Service Agreement and to validly and legally bind SP to all terms, performances, and provisions herein set forth.

**Service Provider Name:**

**Business Address:**

**City, State, Zip:**

\_\_\_\_\_  
(Print) Service Provider Name/Title/Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature) Service Provider Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
J'me Overstreet, Chief of Court Services  
Oklahoma County Juvenile Bureau

\_\_\_\_\_  
Date

\_\_\_\_\_  
James L. Saffle, Director  
Oklahoma County Juvenile Bureau

\_\_\_\_\_  
Date

**Oklahoma County Juvenile Bureau  
"Service Provider Notice of Orientation"**

[Service Provider Name]  
[Representative Name, Title]  
[Street Address]  
[City, State, Zip]

Dear [Representative Name],

The Oklahoma County Juvenile Bureau (OCJB) requires that each provider whom we enter into service agreements with meets a set of mandatory standards. You are receiving this letter because you have inquired about providing services to the youth under the supervision of the OCJB and we are interested in initiating a service agreement with your agency.

Your agency has been scheduled to attend an orientation session on [Date] at the Oklahoma County Juvenile Justice Center, which is located at 5905 N. Classen Court in Oklahoma City, Oklahoma 73118. Please contact [Program Coordinator's Name] at [Program Coordinator's Phone Number] no later than [Date] to indicate whether you or a representative plan to attend.

I have enclosed a copy of OCJB Policy 7.4-1, "Standards for Youth Program, Referrals and Service Providers," the "Service Agreement for Non-Residential Services between OCJB and Service Provider," and the "Service Provider Orientation Checklist." These documents will explain our expectations of the providers that serve our youth. I have also attached OCJB Policy 3.21, "Code of Ethics/Employee Conduct." While we understand that you are not employed by the OCJB, we expect our providers to adhere to the same code of ethics and conduct that we expect of our staff. Furthermore, I have attached the "Memorandum of Understanding and Confidentiality Statement." Please take advantage of the opportunity to review these documents prior to the orientation session.

Please do not hesitate to contact me with any questions. I hope to see you on [Date].

Sincerely,

[Program Coordinator Name]  
Program Coordinator  
Oklahoma County Juvenile Bureau  
[Phone]  
[Fax]

**Honorable Lisa Tipping Davis**  
**District Judge**  
**Juvenile Division**



**James L. Saffle**  
**Director**

**OKLAHOMA COUNTY JUVENILE BUREAU**  
*"Providing Opportunities for Success"*

[Date]

[Service Provider Agency Name]  
[Representative Name]  
[Address Line 1]  
[Address Line 2]

Dear Mr./Ms. [Representative Name],

Thank you for your interest in providing services for our youth. Your Service Agreement has been approved by our Chief of Court Services, Mrs. J'me Overstreet, and our Director, Mr. James Saffle. A copy of this signed agreement is enclosed for your records.

Please e-mail me a copy of your agency's referral form at [Program Coordinator's E-mail Address]. Our officers will be provided with your agency's information and will be authorized to refer clients immediately. If you would like to schedule a time to present your services personally, please do not hesitate to contact me. We look forward to working with you.

Sincerely,

[Program Coordinator Name]  
Program Coordinator  
Oklahoma County Juvenile Bureau  
[Phone]  
[Fax]

**OKLAHOMA COUNTY JUVENILE BUREAU  
Service Provider Proposal Checklist**

- I. Receive copy of OCJB Policy 7.4-1, "Standards for Youth Programs, Referrals, and Service Providers"
  - A. Submit signed "Service Agreement for Non-Residential Services between OCJB and Service Provider", Attachment A;
  - B. Submit signed "Acknowledgement of Overview and Receipt OCJB Policy 7.4-1, "Standards for Youth Programs, Referrals and Service Providers," Attachment E; and
  - C. Submit signed "Memorandum of Understanding and Confidentiality Statement," Attachment F.
- II. Receive copy of OCJB Policy 3.21, "Code of Ethics/Employee Conduct"
  - A. Submit signed "Acknowledgement of Overview and Receipt of OCJB Policy 3.21, Attachment G.
- III. Health and Safety Compliance Verification:
  - A. Copy of Building Certification of Occupancy for the building where services will be provided (if applicable);
  - B. Copy of most recent Fire Safety Inspection for the building services will be provided (if applicable); and
  - C. Copy of most recent Health Inspection for the building where services will be provided (if applicable).
- IV. Credentials and Identification:
  - A. Photo I.D. of Service Provider(s) who will sign the Service Agreement;
  - B. Copies of Education and/or Licensure certifications for all personnel/contractors who will be providing services under the Service Agreement and/or under the supervision of a licensed contractor; and
  - C. Copies or Sufficient evidence of Criminal Record Checks within the last six (6) months for all personnel/contractors who will be providing services under the Service Agreement. Evidence of an on-going process to ensure clear criminal record and appropriate background checks are being conducted may satisfy this requirement.
- V. Program Proposal:
  - A. A synopsis of the program objectives and outcome measures and/or services the agency will be providing.
- VI. Cost and Insurance Acceptance:
  - A. A written cost schedule, if any, which describes each service and the cost to the client; and
  - B. A list of the health insurance(s) accepted for client service fees.



## OKLAHOMA COUNTY JUVENILE BUREAU

### Memorandum of Understanding and Confidentiality Statement

I have completed an orientation session as a service provider for the Oklahoma County Juvenile Bureau (OCJB) and understand the terms of the service agreement.

I understand that my time and service does not represent employment or promise of employment with the OCJB. However, I understand that I am to adhere to the same level of ethics and conduct that are required of OCJB employees. I agree to hold harmless the OCJB for any and all damages/injuries should I sustain any damages/injuries arising out of any activities in the scope of providing my services to the youth supervised by the OCJB.

I understand that pursuant to Oklahoma State Statute Title 10A, O.S. § 2-6-105, I am to protect and hold private the records associated with the OCJB youth I provide services to. I understand that pursuant to the Health Insurance Portability and Accountability Act (HIPAA), and the "Authorization to Release Confidential Youth Information" form the OCJB youth supervised by the OCJB and his/her parent/legal guardian/custodian, have signed, I am authorized to provide OCJB personnel, serving as officers of the court, both verbal and written information as it pertains to the youth's participation and progress with his/her services.

I acknowledge that I have been provided an explanation and copy of the following during my orientation session:

1. OCJB Policy 7.4-1, "Standards for Youth Program, Referrals, and Service Providers,"
2. "Service Agreement for Non-Residential Services between OCJB and Service Provider,"
3. OCJB Policy 3.21, "Code of Ethics/Employee Conduct."

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Service Provider Representative Name/Title/Agency Name Date

---

Service Provider Representative Signature Date

---

Program Coordinator Signature Date

**OKLAHOMA COUNTY JUVENILE BUREAU**

**Acknowledgement of Overview and Receipt  
Oklahoma County Juvenile Bureau (OCJB) Policy 3.21, "Code of  
Ethics/Employee Conduct"**

My signature below acknowledges that I have received an overview and copy of the above titled OCJB Policy, 3.21, "Code of Ethics/Employee Conduct". I have had an opportunity to ask questions and understand that it is my responsibility to comply with the instructions and directives contained therein which are applicable to Service Providers.

---

(Print) Service Provider Representative Name/Title/Agency Name Date

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Service Provider Representative Signature Date

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(Print) OCJB Program Coordinator Name Date

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OCJB Program Coordinator Signature Date