



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1566) – Juvenile Diversion Program in Washington County, Maryland

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Brandi Naugle, CPPB –Buyer and Rachel Souders, Senior Grant Manager – Washington County Office of Grant Management (OGM)

RECOMMENDED MOTION: Move to award the contract for the Juvenile Diversion Program in Washington County, Maryland to the responsible proposer with the responsive proposal, Potomac Case Management Services, Inc. of Hagerstown, MD in the amount of \$111,819.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of the County’s Community Partnership Agreement (CPA) for fiscal year 2023 with the Governor’s Office of Crime Control and Prevention, Youth and Victim Services (GOCPYVS). The services are to be performed during the contract period that commences upon contract execution and end on June 30, 2023 with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2025.

The Coordinating Committee was comprised of the following members: County Buyer of Purchasing, OGM Director or designee, OGM Grant Manager (Chairman Designee), LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace Advantage” (eMMA) web site. Notice of the RFP was e-mailed to those individuals/firms on the OGM’s e-mail list. Twenty-five (25) persons/firms accessed the RFP document from the web site. Four (4) firms were represented at the pre-proposal conference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor’s Office for Children in the amount of \$ 111,819.

CONCURRENCES: Award as unanimously recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: Scope of Work (excerpt from RFP document).

AUDIO/VISUAL NEEDS: N/A

PUR-1566
A JUVENILE DIVERSION PROGRAM IN WASHINGTON
COUNTY, MARYLAND

A. Overview of the Washington County, Maryland Juvenile Diversion Program:

1. The overall goal of the Washington County, Maryland Juvenile Diversion Program is to promote the Maryland Result for Child Well-Being, “Communities are Safe for Children, Youth and Families,” by streamlining the point of entry for services for delinquent youth. The program will provide case management services to youth in order to prevent at-risk youth from becoming negatively involved in the juvenile justice system. Specific objectives are as follows:
 - a. Reduce the number of first-time juvenile offenders in Washington County, Maryland entering the juvenile justice system
 - b. Reduce the recidivism rate for offenders previously diverted, and
 - c. Decrease the costs of court and juvenile system services in Washington County, Maryland by diverting/redirecting youth from the system.
2. Location of Services – The Program will be in a centralized location and will be in or near the City of Hagerstown where the largest concentration of the target population is. The location should be accessible via public transportation.
3. Collaborative Efforts – Services must include strong agency and community collaboration and involvement. It will be required that the vendor create and maintain collaborative relationships with all agencies throughout the juvenile justice system – specifically, the Department of Juvenile Services, the Washington County Sheriff’s Office, the Hagerstown Police Department, Washington County Public Schools, and other service providers.

B. Service Components:

The Local Management Board (LMB) is seeking proposals for a countywide Juvenile Diversion Program that provides case management services in order to prevent at-risk youth from becoming involved in the juvenile justice system. Case management services will focus on diverting juvenile offenders from the Department of Juvenile Services (DJS) to community-based programs. Service Providers will further assess the diversion eligibility of delinquent youth to

determine whether the youth can be diverted from DJS to community-based programs or should be referred to DJS. The Service Providers will provide assessment, service linkage and monitoring of youth's involvement in community-based diversion programs, as well as follow-up care. Proposed services should include:

1. The Juvenile Diversion Program will be accessible by all youth in the county, allowing referrals from all law enforcement agencies (via police reports, citations, arrests) and school systems (via school resource officer citations). All police reports and citations will be forwarded to DJS for initial review. The purpose of this review is to determine whether the youth meet basic eligibility criteria for the program. See Section III for a definition of the target population.

Following the initial eligibility review, DJS will forward police reports and citations to the Service Provider for further assessment and service linkage. Note: DJS can be contacted for a history report but will not enter youth into the DJS system.

2. Within seventy-two (72) hours of receiving a police report or citation, the Service Provider will send an intake appointment letter to the parent/guardian and youth, which specifies the alleged offense, date of alleged offense, intake appointment (date and time), and necessary documentation to bring to the intake appointment. If applicable, a letter is mailed to the victim of the alleged offense requesting any additional information they may have regarding the offense, other related circumstances and the cost of restitution, if any.
3. Conduct an intake interview with the youth and parent/guardian to determine the appropriate course of action for the alleged offense (consequences).
4. During the intake interview, assess each youth to identify substance abuse and mental health needs (using a validated screening tool). Where indicated, determine the appropriate course of action (intervention).
5. Establish a diversion contract, which addresses agreed-upon consequences and/or interventions as well as additional services/supports that may be deemed appropriate.
6. Establish and monitor all diversion placements.
7. Utilize established community-based diversion programs where appropriate and actively work to identify additional resources. Programs should include community service and well as counseling and educational sessions in the following: conflict resolution, violence prevention, mental health services, and substance abuse education/treatment.

8. Diversion should be based on a Restorative Justice philosophy which engages the eligible offender, offender's parents/guardians and the victim in the diversion process to restore the harm done and make the offender accountable for their actions, while generally avoiding formal court proceedings.
9. The services should emphasize juvenile accountability, community protection and competency development. The anticipated Length of Service (LOS) is three (3) months.

C. Program Data Collection:

The Service Provider shall collect and report indicator data and program outcome information as required by the Evaluation Contract executed with the Office of Grant Management. Data collection will be required throughout the duration of the program. The following data outcome measures are the minimum measures expected of the selected Service Provider:

1. Total number of eligible referrals to the program
2. Number of eligible referrals that agree to diversion services (must sign contract)
3. Number and percentage of youth with an identified need who are referred to mental health and/or substance abuse services and are successfully linked (successful linkage is defined as appointment scheduled or added to waitlist)
4. Number and percentage of families who report satisfaction with program services (per survey) at closure
5. Number and percentage of diverted youth that satisfy all obligations to successfully complete the diversion program
6. Number and percentage of diverted youth who avoid re-offending for one full year from completion date

These measures may be revised at the discretion of the OGM and GOCPYVS.

D. Parameters of the Award of Funds

1. The maximum award of \$111,819 for the Juvenile Diversion Program will tentatively commence on July 1, 2022 and end June 30, 2023 with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2025.
2. Renewal of this agreement is at the discretion of the Local Management Board and is contingent upon the following: 1) the continual award of funds from the

GOCPYVS, 2) the performance of the Service Provider, and 3) the goals/outcomes desired by the GOCPYVS and OGM.

III. POPULATION SERVED

The program is designed to serve youth ages 10 to 17 (at time of offense) who are first-time non-violent offenders. Types of first-time offenses that may be eligible for diversion from DJS to community-based services include (but are not limited to) possession of alcohol, possession of controlled dangerous substances, theft, minor assault, minor weapons violations, computer crimes, disorderly conduct, false reports, harassment, gambling violations, possession of fireworks, littering, telephone misuse, trespassing and driving violations. First-time violent offenders and low-level repeat offenders may be considered on a case-by-case basis at the discretion of the DJS.

The Children's Cabinet places special emphasis on addressing Racial and Ethnic disparities (R/EDs). Staff at the awarded agency will be required to have some form of R/ED training if they have not done so within the previous 12 months. R/ED data must be continuously monitored to ensure the Juvenile Diversion Program is succeeding in reducing disparities among the population. As Youth of Color are overrepresented among juvenile offenders, they will be given priority status in the Diversion Program if it encounters capacity issues.

The Children's Cabinet also places special emphasis on addressing Adverse Childhood Experiences (ACEs) and applying Trauma-Informed Practices (TIPs). All juveniles referred for the Diversion Program will be screened for potential mental health issues and those with an identified need will be referred for mental health services. Staff at the awarded agency will be required to have some form of trauma-informed training if they have not done so in the previous Twelve (12) months.