Texas Juvenile Justice Department

Service Provider's Program Components & Narrative Documents FY'18

Attachment A

TEXAS JUVENILE JUSTICE DEPARTMENT

CONTRACT PROVIDER INFORMATION

Name of Contract Provider: Byrd's	Address: 5708 Hardy St Hou 77009	
Name of Operating Entity: Byrd's	Address: 5708 Hardy St Hou 77009	
Phone: 713-699-3284	Fax: 713-699-8843	Website:
Service Provider: (Non-Profit) For Profit Government Entity		
Hub ☐ Yes ☒ No	If yes, attach copy of HUB certification	

Contract Provider Owner or President: Laverne Byrd		
Organization Type: Foster Group Home		
Program Administrator: Annie Derry / Laverne Byrd		
Program Administrator Phone Number: 281 673-7014 713 699-3284	Program Administrator Cell #: 832 867 9626	Program Administrator Email Address: byrdsnestll@prodigy.net

NOTE: Contract Owner or President must complete the Fingerprint and Background Check requirements outlined in the contract agreement even if he/she will not be working directly with TJJD youth and/or reviewing their records

Facility Capacity: 13	Gender(s): Male/Female	Age Range: 10 - 17
Video Monitoring System ☐ Yes ☒ No If yes, # of cameras surveillance footage will be stored		Length of time

Rehabilitative/Specialized Treatment Provided:

*name of curriculum for specialized treatment, specialized treatment type (e.g. drug treatment, mental health, anger management) category of service (i.e. individual, group, family) and duration of service (e.g. 1 session/week for 1 hour for 10 weeks) must be documented in Statement of Work (SOW) Narrative/Program Components Document OR on the attached supplemental specialized treatment form

☐ On-Site Education	☐ Vocational
☐ GED Preparation and Testing	☐ Independent Living Preparation
☐ Aggression Replacement Training ☐ Anger Management Program*	☐ Alcohol & Other Drugs Treatment*
☐ Independent Living Preparation	☐ Sex Offender Treatment*
☐ Mental Health Treatment*	☐ Gang Intervention Services**
☐ Individual Counseling	☐ Family Counseling
☒ Other Services [specify here]: * Social Skills, Skills Building	

Attachment E

TEXAS JUVENILE JUSTICE DEPARTMENT

ACKNOWLEDGMENTS

I, Laverne Byrd acknowledge that all items listed below are current and/or in place at Byrd's If TJJD has any questions related to these matters, I can be reached via phone at .

1)	staff, contractors (to include teachers) and volunteers have completed the TJJD fingerprint and background check process, and have been fingerprinted prior to working with the TJJD youth population and/or reviewing their records ☑ Yes
2)	staff, contractors and volunteers working with TJJD youth have received initial, annual, and/or refresher training as per the licensing/certification entity standards ☑ Yes
3)	participates in the federal school lunch program ☐ Yes ☑ N/A Clients eat breakfast and lunch at school
4)	has completed a Prison Rape Elimination Act (PREA) audit by August 31, 2016 and will make every effort to maintain compliance with the PREA standards in fiscal year 2018 ☐ Yes ☑ N/A-Foster Care Program
5)	allows TJJD youth at least one free phone call per week to his/her parent/guardian ☑ Yes
6)	has provided the TJJD Youth Services Contracts Manager with all audit, monitoring, and investigation reports conducted by non-TJJD entities in FY'17 [9/1/16-8/31/17] ☑ Yes

Signature	Date	Title
[signature]	6/12/17	Executive Director

BYRD'S FOSTER GROUP HOME, INC.
2016 STATEMENT OF WORK NARRATIVE
(Revised June, 2016)

1. LICENSE AND CERTIFICATION REQUIREMENTS

Byrd's Foster Group Home, Inc. operates two therapeutic group homes, one of which admits TJJD youth. Both homes are licensed as Therapeutic Foster Group Homes. The licensing agency is the Texas Department of Family and Protective Services. In this elaboration, the home will be referred to as the "residence" and the organization as the "agency".

2. STAFF RATIOS AND TRAINING

A. Basic Requirements:

Staff to student ratios

In discussing this section, it is of benefit to the reader to know something about the size of the group home and the staffing pattern. The residence has a licensed capacity of 10 and supplies around the clock awake and alert staff.

The agency maintains a minimum staff to student ratio of 1 staff to 8 residents. If there are more than 8 residents in care, the second staff person is added with the 9th resident, thereby increasing the ratio to well above the minimum. The staff ratio of awake staff during sleep hours never exceeds 1:10.

Reference is made to the staffing schedules for weekdays and weekends.

Case load size

The agency employs a Licensed Clinical Social Worker (LCSW) to provide casework. The LCSW is on duty for 20 hours per week, thus, the caseworker to client caseload will never exceed 1:10.

Staff training

Staff training regularly exceeds 60 hours of training per year. All are trained in CPR, Suicide Screening and Prevention, First Aid, Basic Youth Rights, PREA, Preventing Sexual Misconduct and Inappropriate Relationships and Medication Administration. The restraint training and the restraint techniques used by staff have been approved by TJJD.

A copy of the certification is attached.

B. Additional Requirements:

1. The agency provides child-care supervision 24 hours per day with awake night staff at a minimum ratio of 1:10 when operating at full capacity.

2. The agency provides 1:1 supervision of a resident when indicated. Staff members are on-call to provide 1:1 supervision if a resident is judged to be suicidal, or for other indicated reasons.

3. The caseworker to youth never exceeds 1:10.

4. Staff who have the primary administrative and clinical responsibility to manage the behavioral programs and therapeutic interventions meet the following additional requirements.

BFGH meets the Therapeutic Foster Group Home license requirement of a "Therapeutic Team", consisting of a Psychiatrist, Psychologist, and Licensed Clinical Social Worker.

A licensed Child Care Administrator is employed according to the licensing standards. Professionals employed in excess of the applicable licensing standards include:

a. A Licensed Chemical Dependency Counselor is contracted to provide chemical substance abuse assessment, counseling and education which is not required by license. The curriculum utilized is the Motivational Enhancement therapy and Cognitive Behavioral Therapy for Adolescent Cannabis Users. Completion in 90 days.

b. A Licensed Professional Counselor is contracted to provide anger management training (Anger Management for Substance Abuse and Mental Health Clients) as well as Trauma Focused-Cognitive Behavior Therapy. Completion in 90 days with recommendations for ongoing aftercare.

c. Responsibility for Educational liaison is assigned by job description and in the agency's educational policy.

d. Caseworkers are available for each resident at school through Communities In Schools at Jefferson Davis High School.

3. MEDICAL, DENTAL, AND PSYCHOLOGICAL SERVICES

A. Basic Requirements:

The agency has an established system for provision of medical, dental, mental health, and other health care services through contracts with licensed private practitioners and health care facilities. The agency will apply for Medicaid for all youth who are admitted to the program within 24 hours of admission. BFGH will also work with TJJD to identify vendors who use the MAPS system for those youth whose Medicaid is denied or who become ill and Medicaid has not yet become activated.

The agency provides transportation for medical, dental, mental health, and other health care services. The staff will take a medical examination form to each doctor's

visit, have the doctor complete the form and return the form to the facility to be filed in the client's medical file. The agency will also continue to be responsible for over-the-counter drugs and medical supplies as defined in the Statement of Work Outline.

Although, Medicaid will be the primary source used to secure medical, dental, mental health and other health care services, it is understood that the basic requirement is for TJJD to continue the current system of paying health services providers directly when Medicaid is not active. The agency will contact TJJD CMS for an encumbrance approval prior to transporting youth to the doctor in cases where Medicaid is not available and youth requires medical attention. BFGH will continue its practice of obtaining prior approval from a parent and TJJD for health care services, except in cases of medical or dental emergency. Provider will continue to submit requests for payment to TJJD. BFGH does not want to be in a position of collecting funds from TJJD to pay the health care provider.

BFGH will continue to submit a monthly psychotropic drug report to TJJD whether or not there are youth on psychotropic medications. The report will be submitted by the 5th day of each month to the Case Manager Specialist Supervisor. Those youth on psychotropic medications will receive a thirty day review at the onset of psychotropic regime and a sixty day review thereafter by the agency's psychiatrist.

Staff will continue to receive training from a Registered Nurse or pharmacist regarding administration, monitoring, uses, side effects and reporting in the use of psychotropic medication.

B. Additional Requirements:

Although the agency does not have on-call nursing services, it does have agreements for on-call medical and psychiatric services on a 24- hour basis. The agency also has a LCSW and Psychologist on-call on a 24-hour basis. There are formal agreements with a hospital and a 24-hour medical emergency clinic for hospitalization or outpatient treatment of residents 24 hours a day.

4. PSYCHIATRIC, PSYCHOLOGICAL AND TREATMENT SERVICES

A. Basic Requirements:

Provide approved Cognitive Behavioral Management System

BFGH continues to utilize a multi-level behavior management system previously submitted and approved by TJJD. The levels system is a major component in maintaining a structured group environment as the core therapeutic and corrective learning experience of the agency. While Byrd's does not provide for CoNextions, it does recognize the need for the client to have continuity of care and treatment. Therefore, Byrd's will work in coordination with the Case Manager Specialist to ensure that each client is making every effort to work through the goals of the CoNextions program. As each client received a workbook at the orientation unit, Byrd's staff will work with the client to complete all workbook assignments. Each client will be responsible for his own workbook and will also be responsible for the replacement of

any lost or destroyed workbooks. Therapeutic activities are planned and conducted so that the students are positively engaged and not at risk of running away or being threatened by outsiders.

The therapy component is designed to assist the clients in gaining insight into personal, family and social environmental factors which impacts their delinquent or behavioral problems and to develop motivation and skills which will lessen antisocial and self-defeating behavior. Emphasis is devoted to current issues in the residential group living experience and generalized to other aspects of life, including peer group relations at school and in the community and family adjustment and relationship concerns.

The BFGH behavior management system is used in lieu of the TJJD CoNextions treatment program. In order to appreciate the prior corrective experiences of the TJJD residents, all staff members are trained to implement the TJJD system.

Family Involvement

Byrd's Foster Group Home, Inc. encourages the client to maintain contact and strengthen the family bond by phone, mail, visits, passes when eligible and furloughs when indicated. The family receives an introduction letter and phone call as well as invitations to all Individual Case Plan meetings and social activities involving their child. **(Please See Attach Family Involvement Policy)**

Suicide Prevention/Intervention

The admission policy at Byrd's Foster Group Home, Inc. prohibits the admission of clients who are psychotic/suicidal. Should the client become suicidal post admission the facility has policy/procedure in place which will insure the identification, assessment, protection and safety of the client and others. The facility has access to a secure setting if the client deteriorates to the point of requiring a secure setting. **(Please See Attached Suicide Intervention and Prevention Policy)**

Treatment Services

Individual counseling is provided to youth. A description of the individual counseling services follows.

Group counseling is provided a minimum of once per week. Individual therapeutic treatment is provided consistent with the diagnostic plan of service at a minimum of two times per month. The counseling may be provided by the staff social worker or by a consulting licensed mental health specialist.

Qualifications of Treatment Team

A Licensed Clinical Social Worker (LCSW) as well as a Licensed Professional Counselor is contracted to provide mental health services. In addition, the agency contracts for the services of qualified clinical specialists who constitute the "Treatment Team". At present, the agency has contracts with licensed specialists in psychiatry,

psychology, and social work.

In addition, the agency has a Licensed Master Social Worker available on call to: 1) develop and review client plans of services (POS); 2) to conduct an independent review of incident reports; 3) to provide consultation to staff on clients failing to make progress; and 4) to provide liaison with external service providers and referral assistance.

Diagnostic and individual treatment services are available whenever needed from any of the licensed specialists. Specific services available are:

1) Psychiatric assessment and case consultation,
2) Psychological testing and case consultation,
3) Individual and group psychotherapy and chemical dependency counseling and education.

An assessment is performed to assist staff and consultants in determining individual client and group needs and to facilitate referrals to external services where indicated. Monthly or more frequent case conferences and staff planning sessions are utilized to determine the continuing needs and progress of residents.

Each youth will participate in formulating and reviewing their individual case plan with the caseworker. The case plan is utilized in case management and is a major vehicle for developing "behavioral contracts".

Consultation and training are provided to child-care personnel in behavioral management of each client within the context of the milieu, based upon assessment findings.

5. TARGET POPULATION

A. Basic Requirements:

The agency admits females/males, age 10-17 years of age.

6. DAILY LIVING SERVICES

A. Basic Requirements:

Provide and document youth orientation to services

The agency has a Student Handbook that provides orientation to program services for residents. Upon admission, the student is provided a copy of the Handbook. After he has read the book, a staff member goes through the book with the student, asks questions to insure student has comprehended the information and answers any questions the student has regarding content of the book. The student then signs a statement that they have completed the orientation process, received a copy of the handbook, have read and understand it. The parent receives a copy of the visitation policy, letter of introduction to the facility and resident's rights within 24 hours of the client's arrival. Parent is oriented to the policy via phone contact during Individual

Assessment. **Please see attachment (Visitation Policy, Residents Rights)**

Provide safe supervised setting

The agency has two locations one is located at 5708 Hardy, which is on the North side of Houston, just inside the 610 Loop near the entrance to the Hardy Toll Road. The facility is a single family, wood frame residence, built in the 1920's and converted into a group home in the early 1980s. Youth sleep two to a bedroom. There is a group activities room, reception area, kitchen and dining area and a large, fenced yard with recreational equipment. The other facility is located at 882 Marcolin Street, which is on the far North side of Houston, just off of I45 N. The facility is a brick structure built in the 1980s and converted into a group home in the mid 1990's. Youth sleep 2-4 to a bedroom. There is a group room, dining room, kitchen and small fenced yard. There is also a separate office area. The youth are taken to the park for recreational activities. Staff on duty conducts at least one head count per eight hour shift and documents head count on shift assignment sheet. **(See Attachment "Shift Assignment Sheet").** Administrator conducts one head count a day and documents count in roll book.

The agency has policies and procedures for direct, continuous observation of youth who present a moderate risk of suicide or physical injury.

Provide structured and supervised activities

Reference is made to the following **"Activity Schedule, June, 2016"** for the schedule of structured and supervised activities for school days, weekends, and summer. The schedule covers a seven-day week, 16 hour per day period of time. Recreational activities are included in the schedule.

Youth in residence at BFGH are enrolled in the City of Houston Summer Youth Program and/or the Boys and Girls Club of Greater Houston which provides academic, recreation, and social enrichment activities during the summer break from school. Staff assist eligible clients in job search efforts.

Provide nutritious meals

Reference is made to the attached sample one-week menu. Meals are provided which meet or exceed applicable licensing standards. At least one snack is provided on a daily basis. Educational services are provided by Houston Independent School District through public school system; hence, the agency cannot participate in the federal school lunch program at the residential facility. **(See Attachment "Menu")**

7. EDUCATION REQUIREMENTS

A. Basic Requirements:

Students who are admitted must attend public education or a charter school setting. Letters from the middle and high school where the students may attend are attached.

Annie Derry, Licensed Administrator, serves as the Educational Liaison and coordinates services with the TJJD Educational Liaison staff persons in the TJJD East Region Office.

B. **Additional Requirements:**

Residents who are behind in school are able to participate in the school's virtual classroom. The resident is able to work at his own pace and thereby achieve grade level and/or his high school diploma while at Byrd's. Houston Community College provides GED classes during the evening hours at the local library. Texas Southern University and Houston Community College have been identified as approved GED testing sites for those residents who are ready to test for their GED. The agency provides all necessary supplies (to include paper, pens, pencils, calculators, use of computers, dictionaries, thesauruses, etc.) for the successful completion of class and home work.

8. CLOTHING REQUIREMENTS

A. **Basic Requirements:**

BFGH will provide adequate clothing which is properly fitted and seasonally appropriate. Clean underwear and socks are provided daily. Laundry is washed on a daily basis by the staff on duty. **Please see the attached laundry schedule.** Reference is made to the clothing list. BFGH has a store room with clothing and a linen supply closet to replenish clothing and linen on an as needed basis.

9. TRANSPORTATION REQUIREMENTS

A. **Basic Requirements:**

BFGH will be responsible for transportation of youth for services and arrange for overnight visits away from the facility, where this is consistent with the SOW. Overnight visits will be scheduled with the family, where there is a TJJD approved home. Where overnight visits are indicated, BFGH will make arrangements including paying for the visit if necessary. BFGH will provide transportation and staff supervision for any overnight activities the agency plans after securing TJJD's approval.

10. SECURITY MEASURES/PUBLIC SAFETY

A. **Basic Requirements:**

Because the agency is located in a built up residential neighborhood, it is particularly aware of the need for security for residents and for the community. Numerous precautions and positive measures have been taken to assure security. Facility keys are passed from staff to staff at shift change. BFGH has a maintenance person on staff who responds to all repair needs. There is a monthly fire drill and clients are made aware of escape routes and standard meeting place. There is an integrated

alarm system which allows the staff to push one button to summon the police, fire or emergency medical responders. The system also has a built in terrorist alert.

As indicated previously, the agency staffing pattern requires awake staff at all times. The staffing ratio generally exceeds the licensed standards since at least two staff with direct resident supervision responsibilities are generally on duty.

A. Additional Requested Requirements:

Although not required by license, the facility is bounded by a six-foot fence. The fence is of wood construction on the back and cyclone wire on the sides and front.

The residential facility has an electronic security system which is monitored by a licensed security agency.

The Houston Police Department comes to the facility promptly on request and will take into custody a child who is out of control or who has violated laws or conditions of parole.

The agency has access to a secure juvenile detention facility when a resident becomes out of control. This facility is used only with prior permission by TJJD.

11. YOUTH COMPLAINT AND RESOLUTION SYSTEM

A. Basic Requirements:

The agency has a youth complaint and resolution system. This system is described in the Student Handbook and in the agency's policies and procedures. Relevant sections of agency policies and procedures are attached. Reference is made to the attached "Residents Rights", "Policy and Procedure for Filing/Handling Complaints and Grievances", and the "Complaint Resolution Log" which are most relevant. When a grievance or complaint is made, it has a pre-numbered form which is put into the automated system by TJJD personnel, logged into BFGH's grievance resolution book, tracked and reviewed by the Director periodically. The administrator will investigate allegations assigned to the facility unless the allegation is against the administrator, then the Director will conduct the investigation. The monthly youth rights report will be submitted to TJJD by the 8th of each month.

Residents are encouraged to use the system to assure quality services and reveal any deficiencies.

12. YOUTH RIGHTS AND PRIVILEGES

A. Basic Requirements:

The resident handbook has a statement that clearly states resident rights and distinguishes between youth rights and earned privileges. Youth are engaged in the planning and review of the plan service. The behavior shaping level system,

previously described provides for increasing privileges based upon satisfactory progress at each progressive level.

Religious preference is obtained from each resident upon admission. All efforts are made to insure that resident is able to worship according to his preference. Residents have access to church, brotherhood, youth group, praise dancing, bible study and choir.

13. TRUST FUND

A. Basic Requirements:

The agency policies and procedures define the system for accounting for residents' funds and for developing and encouraging student money management. A copy of this **"Policy and Procedure for Trust Funds"** is attached. Briefly, the agency protects the assets of each client. Client funds are available to the resident according to policy and procedures. The policy is a larger part of program activities which teach responsible handling and use of money.

Attachment C

TEXAS JUVENILE JUSTICE DEPARTMENT

Statement of Work Narrative/Program Components

Service Provider certifies by his/her signature that all information in the SOW is complete and accurate and that the services described will be adhered to for the extent of the contract, unless amended with the agreement of both parties; and that he/she has full authority to sign and submit the Statement of Work Narrative/Program Components and Budget.

Service Provider:

6/12/17

Signature and Date

Approved by Youth Services Contracts Manager:

7/28/17

Signature and Date