

AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 2011 by and between the County of Cuyahoga, Ohio (hereinafter called the "COUNTY"), the Cuyahoga County Juvenile Court (hereinafter called the "COURT") and **Berea Children's Home**, a corporation not-for-profit, with principal offices located at 202 East Bagley Road, Berea Ohio 44107, Federal ID #34-0720558 (hereinafter called the "VENDOR").

WITNESSETH THAT:

WHEREAS, the COURT desires to engage the VENDOR'S professional and technical services to manage the **Community-based Treatment Center (CBTC)** for juvenile offenders. The CBTC program is to be housed in a secure residential facility provided the VENDOR, and strictly based on the CBTC model addressing criminogenic risk factors through cognitive restructuring and skill acquisition that has been developed by University of Cincinnati (UC). The VENDOR shall provide these services from January 1, 2011 to June 30, 2011.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. TARGET POPULATION - All referred youth shall be residents of Cuyahoga County referred by the COURT'S Placement Expeditor and shall be male, Court involved youth, (hereinafter called the "YOUTH"), ages 14-17 and have been adjudicated delinquent on a felony level offense and shall score in the moderate to high range on the Ohio Youth Assessment System (OYAS). The VENDOR will accept from the COURT the YOUTH who have been COURT ordered/referred to the program, on a "no reject, no eject" basis, meaning that all YOUTH referred by the COURT shall be accepted, and that all efforts will be made to maximize involvement with families and YOUTH receiving treatment

II DESCRIPTION OF SERVICES -

A. **INTAKE and ADMISSION:** The intake and assessment protocol consists of three assessment phases. Only the first two assessment phases are considered as part of intake and admission.

1. Phase one is the preliminary screening wherein youth are administered the general risk/need tool to determine their appropriateness for the program prior to admission. This phase will be completed by the COURT and will result in a Referral Package that will be forwarded to the VENDOR. The referral package shall include a history of the COURT'S experience with the referred YOUTH and family, including available clinical assessment material and other pertinent written information (such as IQ testing, a psychological assessment, or educational testing) as well as a completed Ohio Youth Assessment System (OYAS) indicating the criminogenic needs of the YOUTH.
2. Phase two is the initial assessment where youth are administered a series of need specific assessments, including all primary assessment tools listed. The results of the general risk/need assessment tools will guide the use of optional tools as listed. In addition, YOUTH who score moderate and/or high risk (OYAS score) in a specific need domain will be further tested in that area. Collateral information and observed behavior will also

determine the administration of any of the additional optional assessment tools. The VENDOR will complete the following primary assessment tools within five (5) days of receiving the youth information and referral packet. Minimally, areas of assessment shall entail major criminogenic need domains, including a general risk/need assessment, a substance abuse tool, a family assessment, and a tool(s) to measure criminal attitude. The assessment protocol also includes a series of responsivity assessments to evaluate such areas as mental health, motivation, and personality. Select assessments will be administered on each program participant while others will be reserved for youth identified as needing more in-depth testing. The VENDOR may be required to send staff to the county detention center or another outside location to screen the youth to determine eligibility for the program. The list of assessments used to evaluate each youth MUST include all primary tools, including:

- a. Primary Criminogenic Need Tools
 - i. Ohio Youth Assessment System (Residential Tool)--general risk/need
 - ii. Family Adaptability and Cohesion Evaluation Scales-II (FACES-II)—family
 - iii. How I think—criminal thinking
 - iv. Pride in Delinquency—criminal thinking
 - v. Anger Questionnaire—aggression
- b. Primary Responsivity Tools
 - i. Massachusetts Youth Screening Instrument (MAYSI-2)—mental health screener
 - ii. University of Rhode Island Change Assessment—treatment version (URICA)
 - iii. Psychosocial History Assessment
 - iv. Ohio Scales
- c. Optional Criminogenic Need Tools
 - i. Juvenile Automated Substance Abuse Evaluation (JASAE)—Substance Use (to be used when youth score in the moderate to high need substance abuse domain on the OYAS)
 - ii. TCU Criminal Thinking Scale—criminal thinking
- d. Optional Responsivity Tools
 - i. Suicide Ideation Questionnaire (SIQ)—mental health/lethality
 - ii. Symptom Checklist-90 R (SCL-90-R)—mental health
 - iii. Revised Behavior Problem Checklist—behavioral health
 - iv. Jesness Inventory (JI)—Personality/Clinical Assessment
 - v. Texas Christian University (TCU) CEST
 - vi. TCU Client Intake Form for Youth—social history
 - vii. TCU Scales on Family, Friends and Self—social history
 - viii. Kaufman Brief Intelligence Test (K-BIT 2)—cognitive ability
 - ix. Kaufman Functional Academic Skills Test (KFAST)—educational functioning (15+)
 - x. Wide Range Achievement Test (WRAT 4)—educational functioning
3. Prior to admission to the program, each YOUTH will have a comprehensive assessment and case plan, to be conducted collaboratively by the VENDOR and the COURT assigned staff. Once admitted, each YOUTH will be expected to meet defined behavioral goals as s/he progresses through the program.

4. Phase three is the reassessment phase where YOUTH are re-administered the risk/need tool, the criminal thinking tools, as well as the anger management tool. Other tools may be re-administered as needed. All phase three assessments are completed by the VENDOR, with assistance by the COURT assigned staff.

B. **TREATMENT PROGRAM DETAILS:** All YOUTH will receive the treatment protocol as outlined by University of Cincinnati for the CBTC with a focus on targeting criminogenic risk factors through cognitive restructuring and skill acquisition. YOUTH will participate in approximately 18 hours per week of structured Cognitive-Behavioral Therapy model treatment including group treatment, individual sessions, case management, and family intervention. VENDOR staff, including all unit staff, shall be expected to provide treatment during non-traditional evening and weekend hours. The CBTC program includes a five phase system wherein youth progress through the program from orientation to reentry. Phase advancement results in increased program privileges and is based upon meeting the identified phase goals, behavior on and off the unit, and measured skill acquisition. Treatment hours, community passes, and the reinforcement structure are contingent upon the phase of the youth. In addition VENDOR staff goals are identified for each phase, depicting areas of focus for VENDOR staff working with YOUTH based upon the YOUTH's phase.

1. General Therapeutic Treatment Targets:

- a. Teaching and practicing non-criminal alternative behavior for high-risk situations
 - b. Building problem-solving, self-management, anger management and coping skills
 - c. Reducing antisocial cognitions, recognition of risky thinking and feelings, and developing less risky alternative thinking and feelings
 - d. Reducing association with antisocial peers by teaching youth to recognize and avoid negative influences (people, places, things), practicing new skills (like being assertive), and how to maintain relationships without getting into trouble.
 - e. Reducing conflict, build nurturance and/or caring positive relationships, better communication, and problem solving skills with family members
 - f. Enhancing school performance, rewards, and satisfaction
 - g. Enhancement of involvement and satisfaction in prosocial leisure activities
 - h. Reducing the personal and interpersonal supports for substance abusing behavior, and enhance alternatives to substance abuse
 - i. Relapse prevention with an emphasis on identifying individualized high risk situations and coping responses and building self-efficacy.
2. Group Treatment: Group treatment will continue throughout the four residential phases and aftercare phase of the program. Youth shall receive 15-20 hours of group treatment per week while in the residential facility. YOUTH shall be rated and will receive credit only for sessions where participation and behavior were at appropriate levels. YOUTH are also required to complete homework with each group.
 3. Individual Sessions: Youth shall participate in individual treatment for one hour per week. Individual sessions are structured with emphasis on the teaching and practicing of prosocial attitudes and skills necessary for a crime-free lifestyle. In addition, VENDOR staff shall use individual session time to develop treatment plans.
 4. Family Intervention: Family participation begins at the intake meeting and lasts throughout aftercare. Participation involves use of the evidence-based Strengthening Families Program

(SFP) curriculum which is a 2-hour weekly group sessions. In addition, the Parenting Wisely program can be supplemented for families that need more assistance with parenting skills

5. Aftercare/Re-Entry: While the primary staff overseeing the YOUTH's progress once release from the residential program is a COURT staff, an aftercare group shall be co-facilitated by the COURT staff and the VENDOR's social worker. The aftercare group is minimally an 8-week, 1.5 hour weekly group, although additional sessions can be assigned.
6. Service Brokerage and Collaboration: Both the COURT staff and the VENDOR's staff will refer YOUTH and their families to additional community services such as mental health, employment, education, independent living, and family therapy, as needed. COURT staff, in conjunction with the VENDOR's staff shall determine needs requiring continued intervention past residential and in the community. The VENDOR shall participate with other community providers who will work with youth and family. This collaboration shall include:
 - a. Collaboration with local schools so that the YOUTH's transition back to his home school (where appropriate) is seamless.
 - b. A monthly aftercare coordination meeting will be held between VENDOR staff, COURT staff and identified community providers to coordinate the process for transition to the community.
 - c. The VENDOR's staff and COURT staff shall create a comprehensive aftercare plan prior to release from residential treatment. Aftercare plans shall include treatment progress, goals, unmet needs, goals and objectives around meeting unmet needs, reassessment results and referrals for community services as needed.
7. Educational component: YOUTH shall be required to participate 27.5 hours per week in educational programming provided by a bona fide educational entity using highly qualified and certified teachers with curriculum based upon Ohio Academic Content Standards. Educational programming may be individualized and/or alternative services (e.g. GED preparation) that address the needs of youth outside the educational mainstream. VENDOR partnerships and historic relationship with a career tech entity or an entity with a background in providing:
 - a) career technical education;
 - b) tech prep;
 - c) post-secondary educational options; and,
 - d) apprenticeships are encouraged for these YOUTH. The educational component shall:
 - a. Be designed as a seamless system of education from intake through aftercare;
 - b. Integrate treatment and the education prescription that is tailored for each YOUTH through a personalized learning plan or IEP, preferably co-developed with a representative from the youths' district of residence;
 - c. Monitoring each student's progress be during confinement and aftercare through periodic meetings between the youth and a representative from the district of residence
 - d. Include all educational staff in training that is fundamental to integrating the treatment and education prescription of YOUTH
 - e. Establish outcomes for each YOUTH to measure educational growth toward passing the next level of achievement tests. In the case of a disengaged student, outcomes should measure growth toward passing the GED, or acquiring basic skills to enter a vocational training program.
8. Other specific services that the VENDOR shall ensure include:
 - a. Completion of all intake assessments and treatment plans within thirty (30) days of admittance to the VENDOR's facility. Treatment plans must allow for input by UC and

COURT staff and provide a timeline to be utilized as a framework for treatment services for each youth

- b. Upkeep of regular progress notes for group, individual, case management and family intervention.
- c. Overseeing the YOUTH grievance process. This includes developing a facility policy/procedure for youth grievances with attention to due process and youth rights issues.
- d. Submission of a written termination report within ten (10) days of the termination.
- e. Facilitation of YOUTH's academic and/or employment needs, including transitional academic programming, GED preparation, employment/job skills development or other vocational skills deemed necessary
- f. Transportation of YOUTH to and from all medical appointments, counseling sessions, COURT appearances and other necessary appointments.
- g. Filing of charges on any YOUTH that becomes assaultive or involved in other illegal activity. The COURT requires this in order to hold YOUTH accountable for their behavior.
- h. Immediate notification of all significant incidents, including absconders, to the COURT. On evenings and weekends, the VENDOR shall utilize an emergency pager number
- i. Compilation and submission of monthly attendance sheets noting YOUTH in placement. These must be submitted by the fifth day of each month.
- j. When applicable, reimbursement from federally funded programs (e.g. Medicaid, Title IV-E) may be pursued and the VENDOR will submit upon request Title IV-E and other cost reports in a manner and format prescribed by COURT
- k. Building maintenance and cleaning that provides a clean and healthy physical environment at all times.
- l. Twenty-four hour awake supervision, 365 days per year.
- m. Meeting all zoning, state and local licensing, health and safety requirements and codes.
- n. Providing appropriate clothing for YOUTH.
- o. At a minimum, providing three nutritional, well-balanced meals and one snack per day to meet the guidelines of a registered dietitian and the National School Lunch Act (NSLA) as evidenced by a rotation menu.
- p. Program procedures approved by the vendor and reviewed by ODYS prior to admission of YOUTH. These procedures must address YOUTH behavioral expectations and behavior management, including consequences for positive and negative behavior.

C GENERAL REQUIREMENTS

- 1. The COURT staff, parent/guardian, and the physician who prescribed any medication for the YOUTH shall be notified of any modifications in medication for the YOUTH, including a rationale for such changes. Parents or guardians are notified for authorization, prior to any medical treatment, except in an emergency situation.
- 2. The VENDOR shall be responsible for the transportation of YOUTH to emergency medical care, including the YOUTH'S return to the program. The VENDOR shall notify the COURT staff as well as the parents before the YOUTH is transported or as soon as possible after the incident. Primary health care and medical treatment is provided through the VENDOR by the licensed medical staff. An attending physician monitors all medical care provided to YOUTH. The VENDOR will facilitate the provision of medically necessary laboratory and psychiatric services. In addition, all YOUTH will be

afforded the opportunity for HIV antibody testing. Such testing may be conducted only with the voluntary informed consent of the YOUTH. Pre- and post-test counseling is also provided to all YOUTH being tested. Medical records related to the HIV status of YOUTH will be maintained in accordance with the Confidentiality of HIV Related Information Act. Ongoing AIDS/HIV education and counseling, when indicated, is provided by the VENDOR. Psychotropic medications are only used when prescribed by the program's contracted Licensed Psychiatrist and are administered by qualified and appropriately trained personnel. The VENDOR shall comply with all applicable policies, procedures, and regulations as required by law, contract, licensure, and accreditation.

3. The VENDOR'S staff is expected to be present at COURT hearings and shall be provided with notice one (1) week prior to scheduled hearing.
4. The VENDOR shall provide the COURT Contracts Management Unit a copy of the program's current operating licenses, and copies of treatment facility licenses, including all renewal documentation as they occur.
5. The VENDOR shall provide appropriate staff to conduct all services as described. The selection and hiring policies of staff shall meet the State requirements. Staff providing direct service to YOUTH shall meet Medicaid standards for providing such services. Crisis mediation in-service training is provided to all direct care staff members via the following venues: Behavioral Intervention, Suicide Prevention and Recognition, Developmental, Fire Safety and Hazard Communication and First Aid/CPR and Bloodborne Pathogen Training sessions. The VENDOR shall also ensure that all staff are trained in identification of crises, de-escalation techniques, follow-up counseling, use of referrals when necessary, and special safe physical restraint techniques.
6. The VENDOR will maintain all records and forms utilized, in adherence with State standards, in accordance with Medicaid eligible services, whether or not services provided meet this eligibility.
7. It is anticipated that the length of stay at the facility shall be approximately one hundred and twenty (120) days. Longer stays are allowed and can be considered by the COURT as well as recommended by the VENDOR. YOUTH who need to be removed from the program (unsuccessfully terminated) shall require at least thirty (30) days written notice in advance to the COURT of YOUTH'S removal from the program.
8. The following written documentation must be completed at the time of notification (both successful and unsuccessful terminations) and will validate the YOUTH'S progress while in the program:
 - a. The YOUTH'S most recent individualized education program results including school transcripts and credits.
 - b. A complete medical report including immunizations, medications, and any special medical care that has been provided to the YOUTH while in the VENDOR'S care.
9. The VENDOR assures the COURT that all placement sites meet the following provisions and requirements:
 - a. Are approved Title IV-E facilities;
 - b. Cooperate with the COURT, the University of Cincinnati and the Ohio Department of Youth Services, and any assigned care coordination agency, including working with

families to ensure that eligible youth are enrolled in Medicaid so that all Medicaid-eligible services are billed.

- c. Cooperate with the County authorized evaluation of the effectiveness of diverting youth from YDC to residential and community-based alternatives as conducted by Kent State University's Institute for the Study and Prevention of Violence.

III. OPERATIONAL DETAILS

- A. **SERVICE SITE:** All other services are provided at the VENDOR's location. Intake Services are typically provided at:

9300 Quincy Avenue
Cleveland, Ohio 44106

- B. **CONTACT PERSON:**

VENDOR

Donna Keegan
Berea Children's Home
202 East Bagley Road
Berea Ohio 44107
Phone: 440-234-2006

COURT

Karen Lippmann
Juvenile Court
2163 East 22nd Street
Cleveland, Ohio 44115
Phone: 216-698-4791

- IV. **OBJECTIVES** - The VENDOR shall ensure that the following Objectives and Performance Indicators are met:

Objectives

1. 85% of adjudicated YOUTH admitted to the program during the contract period will successfully complete the program.
2. 75% of adjudicated YOUTH admitted to the program will not recidivate within 6 months of successful release from the program.
3. 75% of adjudicated YOUTH admitted to the program will not recidivate within 12 months of successful release from the program.
4. 100% of YOUTH will demonstrate a drop in criminogenic risk factors at time of discharge from the VENDOR'S residential facility.

Performance Indicators

1. Number of adjudicated YOUTH admitted to the program during the contract period.
2. Number of adjudicated YOUTH who do not recidivate within 6 months of release from the program.
3. Number of adjudicated YOUTH who do not recidivate within 12 months of release from the program.
4. Number of YOUTH whose targeted criminogenic risk factors are lower at the time of discharge from the VENDOR'S facility, as measured by the OYAS.

- V. **BUDGET** - Funding for this AGREEMENT is contingent upon the availability of these funds. Funding for this AGREEMENT shall not exceed \$507,600.00 for the term of the AGREEMENT.

- A. **Unit Rate:** A per unit rate (hereinafter called the "UNIT RATE") of **\$267.09 per day** for each YOUTH shall be paid by the COURT to the VENDOR for each YOUTH receiving residential program services, as detailed in the Description of Services section.

- B. Incurring Costs: The COURT shall not be responsible for any cost incurred by the VENDOR prior to commencement and subsequent to the termination of this AGREEMENT.
- C. Monthly Fiscal Report: The VENDOR shall, within ten (10) days following the last day of each month, submit both a paper and an electronic invoice covering services rendered to the YOUTH by the VENDOR at each facility during such month (see Attachment A) and the Current Youth Population form (see Attachment B) to the COURT. All invoices shall include the VENDOR'S name, program name, address, phone, invoice number, and month on it. No invoices will be processed without an accompanying Current Youth Population form. All invoices must be signed and dated for verification by the VENDOR. All invoices must be submitted in the format that splits the entire UNIT RATE, as described above, into the Title IV-E maintenance costs, administrative costs, and any other costs, as determined by the Ohio Department of Jobs and Family Services, in conjunction with the VENDOR. Any invoice that is not submitted in this format, or in which the maintenance, administrative costs, and other costs together do not total the UNIT RATE, will not be paid and be returned to the VENDOR for re-submission. Failure to comply with submission of the invoice within the ten (10) day submission rule may result in the COURT not processing the invoice for payment. Additional or corrected invoicing for services beyond the previous month must be requested separately in writing describing the reasons for the additional billing along with specific supporting documentation to substantiate the requested claim. Under no circumstance will the COURT accept or process any initial invoices received after sixty (60) days following the end of the month that the service was provided in. For example, if the service was provided within January, then the 60 day period expires on March 31.
- D. Payment: The COURT shall review statistics for completeness before making payment. The invoices submitted are subject to audit by the COURT.
- VI. RETENTION OF ACCOUNTING AND REPORTING PROCEDURES - The VENDOR shall maintain and preserve all fiscal and programmatic records, books, documents and papers that pertain to the performance of this AGREEMENT. Such records shall be subject to inspection, review and audit by COURT personnel. The VENDOR shall maintain the aforementioned records for at least five (5) years following the termination of this AGREEMENT.
- VII. PROFESSIONALLY WRITTEN RECORDS - All correspondence and reports to the COURT shall be computer-generated and shall appear professional, with the VENDOR'S name, address, and contact information included.
- VIII. ON SITE VISITS - The COURT and the State of Ohio shall be allowed to access, review and discuss activities and records and shall be allowed to interview individual youth, family, and/or VENDOR'S staff that are served or paid in whole or in part under this AGREEMENT.
- IX. INDEMNITY - The VENDOR agrees to indemnify and save harmless the COURT, Cuyahoga County and any and all officers, agents or employees thereof against any and all liability, loss, damages, cost or expense for damages sustained by virtue of any act of

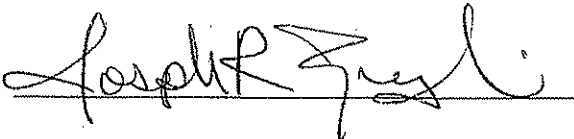
the VENDOR, its officers or employees in the performance of the project under this AGREEMENT.

- X. INSURANCE - The VENDOR shall carry any necessary or required insurance (i.e.; public liability, property damage, worker's compensation, malpractice insurance), to insure against any and all claims which may arise out of VENDOR's operations under the terms of this AGREEMENT. Such coverage may be through insurance policies or self-insurance programs maintained by the VENDOR.
- XI. ANTI-DISCRIMINATION - The VENDOR hereby agrees that in all matters pertaining to the employment of labor, skilled or unskilled, in the performance of this AGREEMENT, the VENDOR shall at all times conduct its business in a manner that assures there shall be no discrimination exercised against any person because of race, color, national origin, religion, age, handicap, veteran status or any factor as specified in the Civil Rights Act of 1964 and subsequent amendments. It is further agreed that the VENDOR shall fully comply with all appropriate Federal and State laws regarding such regulations including the Americans with Disabilities Act.
- XII. ASSIGNABILITY - None of the work or services covered by this AGREEMENT shall be subcontracted without the prior written approval of the COURT.
- XIII. CONFIDENTIALITY - Products of mediation, mediators' notes, mediation records and mediation communications are confidential and subject to the restrictions set forth in O.R.C. 2317.02, O.R.C. 2317.023, and O.R.C. 3109.052. Authorized COURT and State of Ohio representatives shall be allowed reasonable access to VENDOR'S records for review of activities that pertain to the performance of this AGREEMENT, and to interview individual participants served and/or VENDOR staff paid under this AGREEMENT only after permission is obtained from the affected mediation participants and suitable written assurances of confidentiality are given to the VENDOR. This does not authorize a jurist, public defender, prosecutor, COURT employee, or State of Ohio employee to obtain information about a specific mediation in contravention of the specified statutes.
- XIV. AMENDMENT - This AGREEMENT constitutes the entire agreement of the parties in the subject matter hereof and may not be changed, modified, discharged or extended except by written agreement executed by the COURT and the VENDOR. The VENDOR agrees that no representation or warranties shall be binding upon the COURT unless expressed in writing herein or in a duly executed amendment hereof.
- XV. TERMINATION - This AGREEMENT may be terminated by the COURT or the VENDOR upon thirty (30) days prior written notice to the VENDOR. Termination pursuant to this paragraph shall not affect the COURT'S obligation to pay the VENDOR pursuant to the Budget Section of this AGREEMENT for services performed and expenses incurred prior to termination.

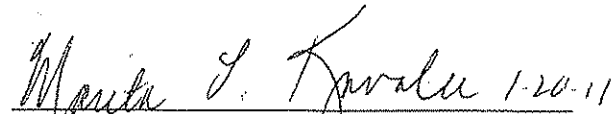
- XVI. SERVICE CONTINUITY - In the event that the funding for the PROGRAM is not renewed, the VENDOR shall develop a plan for cases still receiving mediation services at the end of the AGREEMENT period and submit to the COURT.
- XVII. STATE OF OHIO ETHICS REQUIREMENTS - The VENDOR shall comply with the provisions set forth in State of Ohio, Office of the Governor, Executive Order 2007-01S which establishes new ethics requirements. The electronic version of the executive order is found on the web address: <http://governor2.ohio.gov/Portals/0/ExecutiveOrder2007-01S.pdf>
- XXI. ELECTRONIC SIGNATURES - By entering into this AGREEMENT, the VENDOR agrees on behalf of the contracting business entity, its officers, employees, subcontractors, subgrantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring county signatures may be executed by electronic means and that the electronic signatures affixed by the COUNTY to said documents shall have the same legal effect as if the signature was manually affixed to a paper version of the document. The VENDOR also agrees on behalf of the aforementioned entities and persons to be bound by the provisions of chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

IN WITNESS WHEREOF, the COUNTY, the COURT and the VENDOR have executed this AGREEMENT as of the date first above written.

Berea Children's Home

By: 

Cuyahoga County Juvenile Court

By:  1-20-11
Marita Kavalec, Court Administrator

Cuyahoga County, Ohio

By:  X
Edward FitzGerald, County Executive

ATTACHMENT A

ATTACHMENT B



**CURRENT YOUTH POPULATION
CUYAHOGA COUNTY JUVENILE COURT**



MONTH _____ YEAR _____

AGENCY _____ PROGRAM _____

Please list all **ACTIVE** youth that received services within the month, regardless if the Court is not the primary payor. Any youth not listed here AND the invoice will be disallowed for reimbursement. This list **MUST** accompany the invoice each month. Please list youth alphabetically. Use additional sheets as necessary.

COUNT	YOUTH NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	FIRST DATE OF SERVICE	TERMINATION DATE	TERMINATION REASON *
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CONTACT PERSON: _____

PHONE #: _____ EMAIL _____

*** TERMINATION CODES:**

S - Successful completion
U - Unsuccessful completion
O - Youth moved or died