

PINE COUNTY COMMUNITY COACH-RFP

Purpose of the Request for Proposal (RFP)- Pine County Probation & Pine County Health & Human Services are collaborating to evaluate proposals for someone to provide culturally based Community Coaches, which will serve our native youth & families in the District 3 area of the Mille Lacs Band Indian Reservation. A coach will assist and support juveniles and their families to ensure that juveniles who are referred to this alternative attend scheduled court dates and do not commit additional offenses prior to scheduled court dates. Coaches will work with pre-adjudicated and post-adjudicated American Indian youth in the MLB District 3 area and surrounding Pine County schools.

A culturally based community coach means that the coach's life experiences and knowledge are rooted in and based on American Indian culture in relationship to working with juveniles and their cultural communities.

Culturally sensitive programming acknowledges the differences in cultures and works to make anyone comfortable in their program by creating a space that reflects different cultures, uses materials and activities that reflect different cultures, etc.

Culturally competent programming goes a little deeper and includes staff from different races so that program participants see themselves reflected in the staff, uses a wide range of programming from other cultural perspectives and works to consciously bring other cultural values and standards into the program.

Culturally based programming is developed and designed by and for a specific group of people. It is based in the culture of that group and would look and act differently from culturally sensitive and culturally competent programming because these first two are still rooted in the dominant culture's values and standards. Culturally based programming is rooted in that specific culture's values.

Individuals with culturally based and/or culturally competent programming will be considered in response to this RFP. ***AMERICAN INDIAN CANDIDATES, INCLUDING ELDERS PREFERRED. This is due July 15th, 2016 @ 4:30 p.m. to Pine County Human Resources: Attn Connie Mikrot***

Compensation and Hours of Availability

A Community coach will be an independent contractor.

Community coach hours are flexible with the expectation that service may need to be provided in the evenings and weekends, dependent upon the needs of their clients. Providers are expected to provide up to 20 hours of service per week. Compensation for a community coach is \$20.00 per hour, not to exceed \$12,800 for the duration of 2016. The position may be renewed on a year-to-year basis. The provider will bill Pine County HHS bimonthly detailing the clients served, number of hours, and services provided. Mileage reimbursement will also be allowable for the contractor. Mileage at IRS rate, not to exceed \$550/month.

Services for Pre-Adjudicated Youth

I. Primary Purpose of a Community Coach

Their primary purpose is to provide assistance and support to juveniles and their families to ensure that juveniles who are released to this alternative prior to their trial attend scheduled court dates and do not commit additional offenses prior to scheduled court dates.

II. Service Description

- Provide short-term contact (in custody timeframe), with youth and family to assist them in attending their scheduled court dates.
- Provide transportation to court if needed, and make reminder phone calls to family about hearing dates.
- Engage youth and minimize the chance of a new offense being committed before their scheduled court date and/or disposition.
- Connect or reconnect youth to educational opportunities such as mainstream schooling, alternative schooling, employment opportunities, IEP plans, Elders, mentoring, or tutoring.
- Provide access to a variety of cultural and recreational activities.
- Connect youth with pro-social culturally based leisure activities.
- Connect youth to their cultural communities, identifying and building strengths based on their culture.
- The Coach will remain with the youth during their court hearings. The Coach will provide the Probation Agent with a summary of the child's strengths and needs which will be incorporated into the Probation Agent's recommendation to the court.

III. Service and Responsibilities

- *Contact*- the Community Coach will have contact with the youth before the initial court date, with one face to face contact per week, or as outlined by P.A.S.S.
- After the initial court appearance, face-to-face visits may vary depending on the assessed level of supervision for the referred youth. These contacts can be completed in the home, school, or in the community based on the needs of the youth and the goals of the youth's case plan.
- *Activities/Outings*- the Community coach will participate in at least one activity/outing per week, consistent with the youth's needs.

IV. Referral and Completion Process

- Youth are referred to the Community coach by the Court, PPST, or P.A.S.S., or C-5, if they meet the criteria for community alternatives to detention.
- Youth and their parent(s) or responsible adult will be given a program description for Community Coaches which includes contact information. Youth and their responsible adult will be required to sign agreeing to the Community coach community alternative.
- During the initial contact with the juvenile and her/his family the coach will gather background information from the youth and family to help determine the appropriate level of support services in order to ensure success.
- Upon disposition of their case in Juvenile Court, the youth will also work with the Coach post-adjudication. (See post-adjudication details)

Services for Post-Adjudicated Youth

I. Primary Purpose of Community coach for Youth on Probation

Primary purpose is to work with youth and their family, connect them to their community, liaison between the juvenile, family, and the criminal justice system in bridging the gap often present in the current juvenile justice system.

Their goal is to engage the youth in culturally, strength based pro-social activities such as youth groups, school related activities and other positive pursuits.

II. Post-adjudicated Youth Served

American Indian children adjudicated delinquent with an open probation file.

III. Service Description

- Participate with post adjudication signing of conditions of probation.
- Work closely with youth, family, probation agent, and/or social worker to support youth while they are on probation.
- Help youth to identify personal assets that are strength-based, leading to positive goal achievement.
- Assist youth in accessing structured cultural and recreational activities.
- Connect youth to their cultural communities, identifying and building strengths based on their culture.
- Based on youth's cultural traditions, recognize successful progress and accomplishments made by youth.
- Assist in getting youth to court, medical, psychological, and chemical treatment appointments.
- In cooperation with Probation Agents make referrals as necessary for social services (e.g. counseling, chemical dependency treatment); coordinate services with others including probation, family and other treatment or community providers; and help youth develop a weekly schedule while assigned to a community coach.
- Meet with Probation staff for case reviews.

IV. Service and Responsibilities

- *Contact-* These contacts can be completed in the home, school, or in the community, based on the needs of the youth. The number of face to face encounters may vary depending on the assessed level of supervision for the youth.
- *Activities/Outings-* the Community coach will arrange and/or participate in an activity/outing weekly consistent with the youth's goals.
- *Court Appearances-* the Community coach will help to ensure that the youth appears on time at all court hearings. The Coach will attend the court hearing and serve as a source of support for the youth and serve as a liaison with the juvenile justice system.
- *Connection and Coordination-* the Community coach will help youth access community resources to help them with their needs or help them to pursue their pro-social interests (e.g. after school programming, recreational sports, employment, mental health, chemical health).
- *C-5 Program-* The Community coach may assist the juvenile & their family throughout the C-5 restorative justice program involvement.

V. Referral and Completion Process

- Juveniles may be referred to Community coaches Alternative Program by the youth themselves, families, Probation Agents, the Courts, Health & Human Services, law enforcement, or the schools.

Other Substantive Contractual Requirements

Independent Contractor

For all purposes, the relationship between Provider and PCP/HHS would be that of an independent contractor.

Insurance

Provider would agree to maintain sufficient malpractice and liability insurance, and agree to mutual defense and indemnification.

Discrimination

Provider would agree to comply with all state and federal laws pertaining to unlawful discrimination.

Transportation

Community Coaches, from time to time, may be expected to assist in getting juveniles to their court appearances and would transport them to court. Coaches are responsible for providing their own transportation.

Clerical Work, Documentation of Cases

The provider shall provide required case documentation to PCP/HHS, which can be accomplished by the use of the Probation CSTS database.

Training

Community Coaches must attend initial training that will be set-up by PCP/HHS & Collaborating partners.

The training areas are as follows:

- The juvenile justice process from intake to release from probation, including the roles and authority of law enforcement. HHS, Probation Agents, the County Attorney's Office, and the Court.
- Substance abuse in youth: How to recognize and work with youth who may have abuse or addictive issues.
- Mental Health: Identifying and working with youth who have mental health issues.
- Youth Development: Introduction to the stages of development in terms of cognitive skills, social skills, and decision making skills.
- Skills in de-escalating and dealing with conflict.
- Training for mandated reporters.

- Cultural competency training.
- Cross cultural communication-working as a team
- Confidentiality (HIPAA, etc.)

Attributes and qualities sought in Community Coaches

One of the major expectations of Community coaches is the connection they will serve to their communities and culture. It is expected that a Coach will have educational and work experience that will support their work.

Following are the knowledge, attributes, and experiences that a successful community coach will have:

- Knowledge of and experience working with at-risk youth.
- Knowledge of and experience working with families of at-risk youth.
- Knowledge of and experience working with youth within the juvenile justice system.
- Ability to serve as a positive role model for youth.
- Ability and community connections to connect youth with their cultural communities and activities.
- Knowledge of and life experiences related to American Indian culture.
- Ability to communicate in writing and orally.
- Ability to build and strengthen relationships between youth, their families, and their cultural community.
- Knowledge of and experience regarding confidentiality requirements when working with youth.
- Experience and ability to help youth and their families successfully navigate through the juvenile justice system.

Background Checks

PCP/HHS requires that a background check be completed on any individual that is to have contact with youth referred to the Community Coach Alternative. This includes drug testing.

Confidentiality

All information disclosed to a Community Coach about the youth being referred will be kept strictly confidential except with a written release of information. Any information shared between the Community coach, the youth, the Court, probation, law enforcement, and/or HHS, will be for the sole purpose of ensuring youth success, and that the youth complies with the Community coaches Program. The Provider would agree to abide by all relevant data privacy laws (HIPAA, Minnesota Government Data Practices Act, etc.) and audit requirements resulting from this agreement.

Selection of Proposal: All proposals must be submitted by 4:30 p.m. July 15th, 2016 to Pine County Human Resources Attn Connie Mikrot

All responses to this request will be reviewed by the Selection Committee and desired applicants will be contacted for an interview.

The Selection Committee will be comprised of the following:

- Pine County Health & Human Services Director
- Pine County Probation Director

- Pine County Commissioner
- Mille Lacs Band Member Designee

PCP/HHS anticipates making a final decision within 30 days of the submission deadline (***no later than August 14th, 2016***).