



DEPARTMENT OF FAMILY AND SUPPORT SERVICES

Youth Services Division

*RISE Program*

Restoring Individuals Through Supportive Environments

**2020 Scope of Services**

Contract Term: **January 1, 2020 through December 31, 2020**

**Program and Delegate Information**

Program Model: **Restoring Individuals Through Supportive Environments: RISE**

Program Name:

PO Number:

Grant Amount:

Number of youth: Male

**Delegate Agency Information**

Agency Name:

Agency Address:

City, State, Zip Code:

Executive Director Name:

Fiscal Contact Name:

Executive Director Phone:

Fiscal Contact Phone:

Executive Director Email:

Fiscal Contact Email:

Program Staff Contact Name:

Program Staff Title:

Program Staff Contact Phone:

Program Staff Contact Email:

**Facility/Site Information:**

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and estimated number of clients to be served at each site.

Site Name	Address Number	Direction	Street	Ward	Days of Operation	Community	Hours of Operation	Estimated Amount of Contract allocated for this site	Clients Served



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**SECTION A – GOALS AND OBJECTIVES**

**Program Goals**

To reduce rates of violent recidivism by providing meaningful opportunities for youth to develop critical skills through leadership development and enrichment opportunities, leading to increased school engagement and career success.

**Target Population**

The Juvenile Intervention Support Center (JISC) RISE program is a 16-week diversion program designed to reduce violence involvement and improve outcomes for justice-involved young males aged 14 to 18.

**SECTION B – PERFORMANCE MEASUREMENT**

**Overview:**

The Juvenile Intervention Support Center (JISC) RISE program is a 16-week diversion program designed to reduce violence involvement and improve outcomes for justice-involved young males aged 14 to 18. The program combines intensive group counseling, mentorship and skill building activities for justice-involved youth focused on civic engagement and restorative justice administered by community providers. Eligible youth who have between one and five arrests in communities referred from the JISC, CPD and CPS. The City of Chicago will assess the impact of the youth's interventions. Males (ages 14-18) with a history of two or more arrests will be eligible for referral to participate in the program through referrals from:

- Juvenile Intervention and Support Center (JISC)
- Chicago Police Department Youth Detectives and District & Area Staff
- Cook County State's Attorney Office who are being diverted from formal prosecutions
- Chicago Public Schools located in the area identified for service provision
- Lead or sub-contracted agencies participating in the implementation of R.I.S.E
- Cook County Juvenile Probation
- Agency/Community Referrals

The Juvenile Intervention Support Center (JISC) RISE program utilizes the Civic Leadership Foundation's (CLF) Civic Leadership Curriculum as part of the Group-based Civic Leadership project. CLF's Civic Leadership Education is a comprehensive, project-based curriculum designed to empower young people with a deeper sense of responsibility for themselves and to community, and to prepare them for work and life. The curriculum's main objectives include increasing abilities to think, listen and speak critically, collaborate, communicate persuasively, envision, plan, problem-solve, and evaluate. The curriculum is specifically designed to target justice-involved youth and offers two phases. The first focused on relationship and skill building, the second focused on the development of a group project designed to benefit the community.



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Project based learning opportunities are embedded within the curriculum to encourage youth to deepen their social and emotional skills development through the creation of a youth directed community restoration project. This project will address an area of need as identified by the youth in the cohort and will result in a tangible product at the conclusion of the program.

**SECTION B – PERFORMANCE MEASUREMENT**

**Program Components**

- **Enroll:** Orient youth to program, complete individualized achievement plan based on assessment, form group cohort, identify youth interests and enrichment, host circles with youth to begin to build community and establish culture of restorative practices with youth.
- **Engage:** Integrate the Civic Leadership Foundation curriculum into the programming for youth. Support youth to develop youth-driven service projects focused on restorative practices and reducing youth involvement in the justice system.
- **Celebrate:** Host ongoing celebrations of rites of passage and final culminating event for the completion of the services and projects.
- **Transition:** Implement individualized transition plan for ongoing supports and resources.

**Enroll, Orientation and Eligibility:**

- Mentors will collect Self-attestation from youth stating they have more than two arrests for eligibility
- Develop 2 groups of 12 youth each
- Provide curriculum-based civic leadership skill building skills training
- Duration: 15 weeks, 4 hours a week
- Partnering with Chicago Police District (s)
- Provide ongoing outreach and engagement to youth.
- Conduct needs assessment with youth & develop individualized achievement plan.
- Identify youth interests & engage in enrichment programs.
- Each youth will receive a stipend of \$50/week for participating four hours of programming. This amount could be prorated (at \$12.50 per hour) to accommodate youth who do not complete the four-hour commitment
- Develop a transportation plan to support youth during the program.
- Inform DFSS & SGA if no contact within 1 week of receiving referral

**Mentors will provide:**

- Mentors, with a maximum caseload of 12 youth, will be responsible for:
  - Developing an individual achievement plan for each youth.
  - Coordinating with other key stakeholders to support provision of wrap-around services for youth and their families (e.g., enrichment providers, mental health professionals, school counselor, guardians, and JISC case managers.)



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- Being available outside of program hours to assist the youth in developing the personal, emotional, or social skills that may be impacting their ability to be successful (e.g., lack of engagement in school/work, academic difficulties, gang activity; substance abuse; and family trouble).
- Connecting youth with outreach services to address basic social services (e.g. SNAP, TANF, Medicaid, housing assistance, tutoring, health clinics) to ensure that youth can successfully complete the program.
- Implementing the Civic Leadership curriculum. Providing individual and group instruction, support, encouragement, guidance, and advice while facilitating the activities and projects associated with the Civic Leadership Foundation.
- Utilizing restorative justice practices from the curriculum to support ongoing youth participation in the project and to model alternative ways to resolve conflict
- Supporting youth to create and implement the civic leadership project

#### **Mentor Training**

- Participate in a professional learning community, ensure fidelity to the model, and support implementation of program components.
- Civic Leadership Foundation Curriculum
- Trauma-Informed Training
- Cultural Competency
- Cityspan Training
- Participate in all ongoing training & support sessions

#### **Connect youth with enrichment programs**

- Provide enrichment programming to build youth skills and exposure to new experiences.
- Document enrichment activities in City span data management system.
- Ensure that youth are safe with adequate adult supervision.
- Support youth in the development of social emotional skills.
- Empower group to work together to identify, develop, and complete a community-oriented project utilizing a restorative justice philosophy resulting in a culminating product.
- Document project progression with photos or other media.
- Document program attendance within City span tracking system

#### **Engage Families in Programming**

- During the initial engagement period, mentors will work with families to reinforce the importance of the program and key outcomes for youth.
- Link families with other available services if needed to support youth involvement.
- Provide a minimum of two-family engagement sessions to share information with families and build a caring community for the youth.
- Invite families to the culminating event.
- Provide opportunities for families to be exposed to the principles of restorative justice

#### **Civic Leadership Foundation**

- Mentors will implement and facilitate Civic Leadership Foundation Curriculum
- Attends CLF orientation training



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- Deliver curriculum 4 hours per week
- Attends 3 CLF check in sessions
- Participate in joint DFSS-CLF assessment

#### **Celebrate Youth's Accomplishments**

- Host ongoing celebrations of rites of passage and final culminating event for the completion of the services and projects.

#### **Transition youth**

- Transition youth into ongoing enrichment and support programs at the end of the 15-week CLF curriculum
- Participate in joint DFSS-CLF assessment

#### **PERFORMANCE INDICATORS**

Project based learning opportunities are embedded within the curriculum to encourage youth to deepen their social and emotional skills development through the creation of a youth directed community restoration project. This project will address an area of need as identified by the youth in the cohort and will result in a tangible product at the conclusion of the program. Resulting behavioral improvements should include:

- Understanding the consequences of behavior;
- Coping effectively with stressors;
- Increased engagement with school and career;
- Greater effort to achieve in school or certificate program; and
- Increased problem solving, team work, and conflict management skills.
- Resulting performance improvements include:
  - Reduced justice and violence involvement;
  - Increased grades and achievement;
  - Increases in being on track to graduate and/or participation in post-secondary education; and
  - Fewer dropouts;
  - Individualized Achievement Plans.

#### **Outcomes**

- 30% or less of RISE participants will recidivate while enrolled in the program
- 75% of youth will report a positive relationship with their mentor
- 85% of eligible participants will enroll/remain in school for the duration of the program
- 85% of will participate in the formation and implementation of a community service project through CLF
- Participants will attend at least 80% of all individual and group meetings with mentors (attendance through cityspan monthly reports)
- 100% of participants will have an achievement plan developed



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##### **Meetings**

Regular reviews of and conversations around program performance, program results and program data, particularly related to the goals outlined in this agreement, will allow DFSS and the delegate agencies to employ real-time information to track performance, identify good practices, and effectively address any challenges experienced on the ground by delegate agencies and the target population.

At such meetings, the parties will review data and reports to: a) Monitor progress, highlight accomplishments, and identify concerns b) Collaboratively design and implement operational changes to continuously improve processes and outcomes c) Develop strategies on broader systems changes to improve service delivery and coordination between services

Periodic meetings may take place according to a schedule to be established by DFSS, with reasonable notice provided for delegates. Meetings shall include, at least, the DFSS Division Director, or designee, and the delegate agency's chief executive officer, or designee. Each party may be represented by additional representatives as such party deems appropriate. DFSS may request the attendance of additional parties as it deems appropriate. Representatives from delegate agencies will attend all meetings as requested by the Department. Meetings may take place individually or jointly with other delegate agencies

##### **Uses of Data**

Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. As such, DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect, and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at [https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html).

## **SECTION C – CORE ELEMENTS**

Key elements for service delivery and most important to achieving the desired outcomes should include, but are not limited to:

- Complete all Civic Leadership Foundation assessments.
- Manage City Span attendance records in city provided data management system and maintain a hardcopy of attendance sheets.



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- Track all interactions e.g. case management services, referrals with youth in data management system.
- Record family engagement activities and attendance
- Record any additional information required by the City in the data management system.
- Maintain comprehensive case files that include:
  - Documentation of all services provided i.e. case notes, referrals, no contacts, etc.
  - Individualized Action Plan
  - Attend Civic Leadership trainings
  - Attend City Span trainings

**SECTION D – PAYMENT STRUCTURE**

**Method of Payment**

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. Agencies must be able to demonstrate a **minimum 15% percent in-kind match** within the mentoring budget and administrative costs will be capped at 15% percent. Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.

- Expend 100% of the awarded funds by 12/31/20.
- Maintain fiscal controls to ensure fiscal responsibility.
- Voucher by the 15<sup>th</sup> of each month.



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**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

Agency Name:

Agency PO#:

\_\_\_ By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Applicant signature <i>(Original must be signed in blue ink)</i>	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (typed)	
f) Date approved	

\*\*\*\*This document must be printed in portrait style and single sided\*\*\*\*