

Achievement Center

(07/01/22)

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Forms

This policy references the following forms:

- 06-15 Achievement Center Intake Packet Cover Letter
- 06-15A The Achievement Center Referring Party Information
- 06-15B Guidelines for Success at the Achievement Center
- 06-15Bsp Guidelines for Success at the Achievement Center
- 06-15C Achievement Center Enrollment Agreement
- 06-15Csp Achievement Center Enrollment Agreement
- 06-15D Achievement Center Transportation Authorization/Liability Release
- 06-15Dsp Achievement Center Transportation Authorization/Liability Release
- 06-15E Acknowledgement of Receipt of Notice of Privacy Practices
- 06-15Esp Acknowledgement of Receipt of Notice of Privacy Practices
- 06-15F Authorization to Release Client's Information
- 06-15Fsp Authorization to Release Client's Information
- 06-15G Client Participation Agreement
- 06-15Gsp Client Participation Agreement
- 06-15H Privacy Notice of SBCS
- 06-15Hsp Privacy Notice of SBCS

Purpose

A Memorandum of Understanding (MOU) between Child Welfare Services (CWS), Polinsky Children's Center (PCC) and the San Diego County Juvenile Probation Department (Probation) has been created. Probation contracts with SBCS Corporation (SBCS) for the creation of "Achievement Centers" and the MOU has expanded the target population to include youth currently residing at PCC. The MOU is effective immediately and the utilization of the Achievement Center services by eligible youth is in full force until May 31, 2023.

Background

Throughout the United States, Achievement Centers promote long-term success for at-risk youth and maintain community safety. The Achievement Center operated by SBCS is located in a community where at-risk youth reside, and youth will be provided with tutoring, pro-social skills, meals and career exploration after regular school hours. The Achievement Center will provide a critical opportunity for justice-involved, and now CWS involved youth residing at PCC, that are presenting with at-risk behaviors, but not criminal behavior, to receive community-based treatment services that prevent incarceration, promote positive outcomes, while maintaining important family and community linkages.

In 2018, Probation and their juvenile justice partners identified a need for more intensive, community-based services to assist youth with at-risk behaviors.

Achievement Center Facility

The Achievement Center is located in the East Village of Downtown San Diego on:

**1606 G Street
San Diego, CA 92101**

The facility is open from **3:00 pm to 7:00 pm Monday-Friday** with the exception of County of San Diego Holidays.

Eligibility

Eligibility criteria requires the youth to be:

- between the ages of 14-17
- described as exhibiting at-risk behaviors for juvenile justice system involvement
- residing at PCC (continuation of services at the Achievement Center after leaving PCC is contingent on feasibility of transportation)

NOTE: Youth participation in the Achievement Center services is voluntary.

Positive Youth Development (PYD)

SBCS's approach embraces a philosophy of youth-driven, trauma-informed, strength-based Positive Youth Development (PYD), seeing youth as developing beings in the wider context of family, peers, community, and social systems. SBCS believes that youth have inherent strengths and assist youth in identifying and developing these strengths so they can gain control over, have purpose within their lives and connect with their community in meaningful ways. PYD involves assisting and guiding, but not leading, and providing a safe stable setting from which youth can learn, experiment, and transition into independence and self-sufficiency. Through this process, youth gain skills they need to increase their own resiliency and to avoid behaviors that put them at risk.

Services

During the intake process, SBCS staff will conduct an assessment to identify a youth's protective factors: those elements in their life and environment that reduce the probability that they will engage in delinquent behavior and become further involved in the juvenile justice or social service systems. Consistent with SBCS' wraparound platform for service delivery, Achievement Center youth can participate in any of the myriad youth development activities offered by the SBCS. Youth may also participate in leveraged services provided through other SBCS programs, and will receive case management services focusing on their wellbeing. SBCS offers services such as, but not limited to:

Case Management

Case management will be provided to help youth access a range of individual & group support services available, depending on assessed needs.

Courses

SBCS will provide positive youth development and restorative practice curricula for courses offered to participants. SBCS will use evidence based programming that is trauma informed to support positive youth development, adolescent development, and youth leadership. SBCS will offer various groups that to include:

- anger-management group curriculum derived from Aggression Replacement Training (ART)
- various gender-specific group curricula from One Circle Foundation
- "Seeking Safety" groups to address substance use/abuse
- Interactive Journaling used within a mentoring context

Employment Preparation

SBCS' employment preparation and post-secondary bridging program, Learn and Earn to Achieve Potential (LEAP), has the overall goal of increasing employability through education, as well as providing post-secondary bridging and first year college support program. SBCS seeks to increase work experience, financial literacy and increase educational attainment for youth through the LEAP Program.

Nourishment

SBCS will provide a daily nutritious snack upon each youth's arrival at the program. SBCS will serve a hot, nutritious dinner that includes protein, carbohydrates, vegetables, water, and fortified juice to each youth in the program.

Daily Activities

SBCS offers a diverse schedule of activities daily, and will develop a weekly and monthly calendar in partnership with youth participants. In keeping with SBCS' PYD approach, youth will be involved in identifying and selecting the activities and opportunities that most interest them. SBCS will work with various subcontractors to provide a variety of recreational, educational and training activities and classes. These may include sports activities such as boxing, basketball, yoga, pilates, weight lifting, and soccer.

Additional information regarding the Achievement Centers can be found at: [Youth Prevention & Intervention - SBCS \(sbcssandiego.org\)](https://www.sbcssandiego.org)

Goals and Outcomes

The goal of all youth services delivered by SBCS is to provide a safe and nurturing environment for young people in which they can learn about themselves and relationships in a caring context; acquire skills they can use in their daily lives within their community, develop their natural talents within a work setting that provides them the opportunity to become healthy and productive community members; and strengthen the organization by providing youth's perspective and knowledge.

SBCS strives to improve outcomes for system-involved youth by:

- creating avenues for educational achievement,
 - providing workforce readiness,
 - providing employment opportunities
 - assisting youth to identify and maintain support networks,
 - enhancing leadership skills so that youth are confident and ready for life,
 - utilizing the PYD Approach that supports youth success,
 - developing lifestyles of holistic wellness encompassing physical, mental, emotional, and spiritual aspects; and,
 - utilizing trauma informed care and addressing youths' interconnected needs and issues are addressed, with a focus on strengths, recovery.
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Referral Process

The table below outlines staff responsibilities for the referral process:

Step	Who	Action
1	PCC Staff (Manager/ PSS/ Cottage supervisor and Assigned SW	<ul style="list-style-type: none">• PCC staff will identify youth that meet Achievement Center eligibility and contact assigned SW• SW and PCC staff will consult about youths' needs and at risk behaviors to determine if youth is appropriate for referral If yes, go to step 2.
2	PCC Cottage Supervisor or PCC Protective Services Supervisor	<ul style="list-style-type: none">• Orient youth to the Achievement Center program (schedule an orientation with the Achievement center staff if available)• If youth would like to participate, assist youth with forms requiring their signature• Contact assigned SW via email informing assigned SW that youth would like to attend, attach forms signed by youth, and request that the SW complete the forms

Referral Process (cont.)

Step	Who	Action
3	SW	<ul style="list-style-type: none"> Complete forms utilizing the table below and obtain signatures via parent or court process If unable to obtain parent/guardian signature (refer to Ex Parte Requests for Court signature) Email Referral Form and Supporting Documents to: <ul style="list-style-type: none"> Yohana Perez yperez@csbcs.org and Cc: Mindy McCartney mmccartney@csbcs.org <p>NOTE: CWS has a secure email connection with SBCS and SW does not have to encrypt email communication.</p>
4	Achievement Center Staff	<ul style="list-style-type: none"> Achievement Center staff will inform PCC staff and Assigned SW that youth is eligible <p>If yes, go to step 5.</p>
5	PCC Staff	<ul style="list-style-type: none"> PCC staff will transport eligible youth to and from the Achievement Center while youth resides at PCC. <p>NOTE: PCC staff will stay at the Achievement Center with youth; depending on staffing needs at PCC.</p>
6	SW	<ul style="list-style-type: none"> Once youth leaves PCC, the SW will work with youth's change of placement and Achievement Center staff to inquire if continued participation in the program is feasible (Refer to Achievement Center Transportation Services).

Intake Forms Overview

The table below describes the Achievement Center Intake forms:

Name	Description	Completed by	Mandatory	Notes For Completing Forms
Achievement Center Intake Packet Cover Letter (06-15)	Check list for all forms needed to complete the packet	Assigned SW	No	This form is a tool to assist SW to keep track of all forms in the packet

**Intake Forms
Overview
(cont.)**

Name	Description	Completed by	Mandatory	Notes For Completing Forms
The Achievement Center Referring Party Information (06-15A)	Referring party, participant, and Parent/ Guardian information, youth's immediate needs, current behaviors, and strengths	Assigned SW	Yes	In lieu of Probation Officer's information, include assigned SWs information and make a note that it is a SW; IE: First and Last Name, SW
Guidelines for Success At The Achievement Center (06-15B/06-15Bsp)	Youth's agreement and understanding of the Achievement Center's guidelines for success and to ensure a safe place where youth are engaged.	Youth	Yes	N/A
Achievement Center Enrollment Agreement (06-15C/06-15Csp)	Youth's agreement to participate in the Achievement Center program	Youth AND Parent/Guardian OR Court if parent unable to sign	Yes	N/A
Achievement Center Transportation Authorization/Liability Release (06-15D/06-15Dsp)	Transportation authorization/liability Release	Parent/Guardian OR Court if parent unable to sign	Yes	PCC will be providing transportation while youth is residing at PCC. However, this form needs to be available if/when the Achievement Center Staff provides transportation when youth leaves PCC.

Intake Forms Overview (cont.)

Name	Description	Completed by	Mandatory	Notes For Completing Forms
Acknowledgement of Receipt of Notice of Privacy Practices (06-15E/06-15Esp)	Confirms receipt of Privacy Practices of SBCS	Youth AND Assigned SW or youth's attorney	Yes	N/A
Authorization to Release Client's Information (06-15F/06-15Fsp)	Authorization for SBCS to provide/collect information from providers and juvenile probation	Youth AND Parent/Guardian OR Court if parent unable to sign	Yes	This form does not authorize a child or parent to release CWS records.
Client Participation Agreement (06-15G/06-15Gsp)	Describes some policies and represents youth/parent consent, authorization for youth to participate in services and potential release of confidential information	Youth AND Parent/Guardian OR Court if parent unable to sign	Yes	SW must ensure this is discussed with youth's attorney as it pertains to potential disclosure of mental health information
Privacy Notice of SBCS (06-15H/06-15Hsp)	Privacy Practices of SBCS	N/A	Yes	Provide a Copy to the individual who signs the notice above.

Achievement Center Transportation Services

Youth referred to the Achievement Center by PCC during their stay at PCC, are eligible to continue participating in the Achievement Center program/activities once they leave. As mentioned above, PCC staff will transport eligible youth to and from the Achievement Centers while at PCC; however should the youth change placements while participating in the services provided by the Achievement Center, transportation responsibilities will be as follows:

Achievement Center Transportation Services (cont.)

- If the youth is placed within the Achievement Center’s eligible zip codes (92113, 92114, 92101 and 92102), SBCS may provide transportation to and from the program (Other zip codes are on an as available basis).
- If the youth’s placement address is not within the aforementioned zip codes, SW will attempt to arrange for the youth’s caregiver(s) to provide transportation to and from the program.
- If transportation is no longer feasible after the youth leaves PCC, the youth will be unenrolled from the program.

Alignment with SET

This policy supports SET [Value 1](#), Relationships with Children, Youth, and Families Are the Foundation and SET [Value 4](#), Shared Responsibility With Community Partners and the guiding principles that maximizes family strengths and builds on their skills and abilities, and also ensures services are evidence-informed, continuously evaluated, responsive and culturally sensitive. The Achievement Center supports the agency practice of finding innovative ways to utilize existing resources in the community, assessing family strengths and needs, and initiating and cultivating ongoing relationships with community partners.
