

## SPEP Pre-Visit Checklist For Providers

In preparation for your upcoming SPEP interview, we recommend gathering or preparing the following materials for discussion and review.

### Service Type

- Service Identification:** Within the program, are there services or “tracks” that juveniles with specific needs, a certain diagnosis and/or risk are grouped together for treatment purposes? Often this is referred to as “unpacking” or determining what services are components of the program.
- Daily Schedule:** Please have available a sample schedule of daily activities for each track or service.
- Description:** A brief description of each service or program component identified.
- Manual/Guide/Service Protocol:** If the service delivered has a written protocol or manual or “how to” guide, please have that available during the interview.
- Staff:** A staff member(s) who delivers the service through direct interaction with youth should be present to provide information on the service, delivery and other questions that may arise during the interview.

### Service Quality

- Staff Training:** The type and amount of training received by staff that deliver the service. Documentation of training is helpful.
- Staff Credentials:** Know the minimum education requirements for staff delivering the service. Provide information on required training, prior experience or certification requirements. Dates and amount of training will be requested.
- Policies and Procedures:** Written information on procedures to monitor adherence to delivery of service and other aspects of quality. Procedures for corrective action when there are significant departures from protocol or where lapses in quality are identified. Staff access to policies and procedures.
- Data Collection:** Staff should be present who have practical knowledge of program, including what data is collected.

### Service Amount And Risk Level

- Duration of service:** The length of time each youth (in the pre-determined cohort) is in the program and number of contact hours receiving the service) for youth will be necessary to determine service amount.
- Risk Level:** If available, or not previously provided by juvenile probation, the risk level of each youth in the cohort, retrieved from the results of the Youth Level of Service/Case Management Inventory (YLS/CMI).

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