

## Build Your Own Procedures

Which team member(s) will complete the individual behavior contract(s) with the youth (and family)? ***TIP: Have this same person set up reminder calls to the youth to make sure they are working on their contracts.***

### NAMES / TITLES

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**Comments/Notes:**

How often should the individual contracts be completed (i.e., weekly, bi-weekly, monthly)? ***TIP: This should correspond with the court sessions that are already in place, so the Judge can engage the youth re: their progress.***

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**Comments/Notes:**

Determine what type of goals/tasks the team would like the youth to work on – small goals that can be accomplished in two weeks (fill out 5 job applications) ***or*** broader goals that may take two months to complete (improve math grades) ***or*** both. ***TIP: it is okay to have two contracts open for the youth to accomplish.***

### SAMPLE

|           |  |
|-----------|--|
| Phase One | Youth will complete one behavior contract on a bi-weekly basis. The behavior contracts will focus on small goals (i.e., sort out transportation issues by getting bus pass and schedule) |
| Phase Two | Youth will complete two behavior contracts – one on a bi-weekly basis and another long-term contract to accomplish a broader goal (i.e., improve math grades)                            |

**Comments/Notes:**

The behavior contract should be developed by the youth/family with guidance from the team. The youth should be setting the goal, recommending possible incentives and sanctions, etc. ***Tip: in early phases you may need to ask the youth to select from a list of possible goals, but as they progress through the program, they should begin to develop their own goals.***

Will the youth review their contracts and progress with a team member before the court session? YES / NO

If yes, when will this occur (i.e., day before court, pre-scheduled face-to-face meetings)?

***TIP: the Judge should always go over the contracts with the youth in court to praise, determine any barriers, or to provide guidance.***


Comments/Notes:

\_\_\_\_\_ is responsible for tracking contracts/tasks/progress for youth. ***TIP: This may be tracked in an excel database and printed out for each team member to review during staffing. The responsible team member should have a process in place to get the report to other JDC team members before the pre-court staffing (i.e., the day before). This will allow ample opportunity to review and make suggestions.***

Comments/Notes:

Determine a way to make this process very visual for the individual youth, as well as all of the participants in the JDC program. ***TIP: Use a large, rolling white board to bring into the court session that can be easily seen by everyone in the court room and have bright marker for the youth to check off completed items, as she/he discusses their progress in court.***

### **Court Room Behavior Contract White Board**

| <b>Name</b> | <b>Goal</b>                 | <b>Incentive(s)</b>  | <b>Sanction(s)</b>  | <b>Completed</b>  |
|-------------|-----------------------------|--|---|---|
| Jane        | Enroll in drivers ed course | Praise<br>Recognition<br><br>Ability to get a driver's license<br>More freedom           | Disappointment from the judge<br><br>Can't get a driver's license |  |
| John        | Improve grades in school    | Praise<br>Recognition<br>New pen<br><br>School recognition certificate<br>Grades improve | Limit free time<br>Writing assignment<br><br>Failing/poor grades  | Working on it...had some success this week. Got an A on a math test.                  |

***TIP: Include natural incentives and sanctions on the board.***

Comments/Notes: