

**The Virginia Department of Juvenile Justice Transformation Initiative:**

**How to Become an Approved Direct Service Provider**

**with Evidence-Based Associates (EBA)**

**Background:** In the fall of 2016, as part of a broader transformation initiative, the Virginia Department of Juvenile Justice (VA DJJ) contracted with AMIkids and with Evidence-Based Associates (EBA) in the fall of 2016 to coordinate the delivery of services for VA DJJ-involved Youth (i.e. youth on probation or parole). Primary goals of the transformation initiative include expanding access to services and improving quality of services delivered throughout the Commonwealth. The initiative targets the development of a highly effective continuum of care, including short and longer term residential settings, community-based alternatives to custody, and other types of interventions designed to enhance public safety and to meet the needs of DJJ-involved Youth and their families.

**Becoming an Approved Vendor:** Following an initial round of vendor recruitment in 2016, EBA seeks qualified community-based Direct Service Providers (DSPs) to provide clinical services, supportive programs and supervision practices to DJJ-involved Youth. Beginning April 1, 2017, any vendor interested in becoming a DSP in the Commonwealth may apply to EBA by submitting the following items for review to [kbrooks@ebanetwork.com](mailto:kbrooks@ebanetwork.com) with a copy to [dedwards@ebanetwork.com](mailto:dedwards@ebanetwork.com):

* Agency background, including a brief history of the organization, an overview of services offered, current Mission/ Vision statement, and the agency’s current/ recent outcome report
* Completed spreadsheet indicating office locations and regions for proposed service delivery (see *DSP Service Areas* attached).
* Proof of citizenship: W-9 (for individuals) or FEIN (for corporate entities)
* Current valid Business license and/or where applicable, professional license(s)
* Certificates of Insurance (COI) or, if DSP is a government entity, Liability Certificate of Coverage (see <https://www.trs.virginia.gov/drm/state.aspx>).

**The Review Process:**.. Upon receipt of all items, EBA will review each request to ensure completion and compliance with the above items. EBA will then submit a completed packet of information to DJJ for review and final approval.

**Subcontractor Agreement:**

Vendors that demonstrate quality services, support of the Transformation Initiative, and compliance will be sent a Subcontractor Agreement for approval and signature. After the signed contract is received by EBA, the agency will then be able to receive referrals for court involved youth and provide services as a Direct Service Provider.

*EBA is proud to collaborate and partner with VA DJJ, AMI and local Direct Service Providers to effect change in the VA Juvenile Justice System. We look forward to engaging gold-standard evidence-based program partners and across state. Together we will deliver positive results for juvenile justice-involved youth and their families. Thank you for joining our team.*