

STATE OF TEXAS)
)
COUNTY OF EL PASO)

**INTERLOCAL AGREEMENT
JUVENILE PROBATION MENTAL HEALTH
OUTREACH SERVICES**

This agreement is entered into between El Paso County on behalf of the Juvenile Probation Department, hereinafter referred to as "JPD", a political subdivision organized and existing pursuant to the laws of the State of Texas and the El Paso Mental Health and Mental Retardation, a community mental health center established pursuant to Chapter 534 of the Texas Health and Safety Code and a political subdivision existing pursuant to the laws of the State of Texas, hereinafter referred to as "Contractor".

WITNESSETH

WHEREAS, Texas Government Code, Chapter 791, authorizes local governments of the state to enter into contracts for governmental functions and services to increase their efficiency and effectiveness; and

WHEREAS, such a consolidated effort would assist the governmental function of public health and welfare.

NOW THEREFORE, in consideration of the promises and agreements hereinafter set forth, the parties agree as follows:

SCOPE OF SERVICES:

Contractor shall provide a Qualified Mental Health Professional (QMHP) caseworker to provide on site (El Paso County Juvenile Probation Department at 6400 Delta Drive) screening, assessment and crisis intervention to those children in the Detention Facility or placed in the Challenge Academy. Those children identified as a serious threat of harm to themselves or others, or who are exhibiting symptoms of a psychiatric disorder will be scheduled for an on site evaluation with a child/adolescent psychiatrist, licensed in the State of Texas. The psychiatrist will also provide medication management of consumers in the Detention Facility or Challenge Academy.

I. DUTIES OF CONTRACTOR:

- A. Contractor shall assign either a Qualified Mental Health Professional (QMHP) Caseworker II (CWII) or Qualified Mental Health Professional

(QMHP) Caseworker III (CWIII) to serve as a link between the Detention Workers and the Psychiatrist. Duties to include:

1. Prior to the doctor's appointment, Qualified Mental Health Professional (QMHP) CWII reviews names referred to the Psychiatrist, pulls and reviews all information on existing and past Contractor consumers. This information is then provided to the Psychiatrist.
 2. The Qualified Mental Health Professional (QMHP) CWII meets with the detention staff regarding reasons for referral and then meets with the youth to determine the necessity of the Psychiatric appointment. At this time, the Qualified Mental Health Professional (QMHP) CWII collects assessment information and provides this to the Psychiatrist.
 3. If appropriate, the Qualified Mental Health Professional (QMHP) CWII completes an intake for Contractor services. This allows the child to continue to receive services upon discharge with little disruption to treatment.
 4. The Qualified Mental Health Professional (QMHP) CWII interfaces with the Psychiatrist upon completion of the appointment and collects recommendations for treatment. These are then provided to the Detention staff, when appropriate.
 5. The Juvenile Probation Department will identify prescriptions to be funded through contracted medication expenses. Contractor will authorize payment for these prescriptions and will provide this information to the Billing Clerk.
 6. The Qualified Mental Health Professional (QMHP) CWII collects all information regarding the number of youth seen and the services provided to ensure accurate billing for services.
- B. Tuesdays and Thursdays of each week, with the exception of holidays falling on those days, Contractor shall screen, assess and provide crisis intervention to youth in the Detention Facility and the Challenge Academy exhibiting symptoms of psychotic behavior or serious emotional or behavioral disorders.
- C. The Contractor shall provide a psychiatric assessment/evaluation and treatment to include the monitoring of psychotropic medication for youth

in the Detention Facility or Challenge Academy, identified by Contractor, as having psychotic behavior, serious emotional or behavioral disorders.

D. The Contractor represents: (1) That it has or will secure at its own expense, all personnel required to perform the services under this contract and that such personnel shall not be employees of the County; and (2) the Contractor shall provide the County with copies of all criteria for selection of personnel and shall maintain such criteria in a current condition.

E. Contractor shall maintain and make available for inspection, audit or reproduction, by any authorized representative of El Paso County or the State of Texas, books, documents and other evidence pertaining to the cost and expenses for this agreement, hereinafter called the Records. Contractor shall maintain separate accounting records designating receipt and expenditure of State funds.

F. Record Retention

Contractor shall maintain financial and supporting documents, statistical records and any other records pertinent to the services for which a claim or expense report has been submitted. The records and comments must be kept for a minimum of three years after the end of the contract period. If any litigation claim or audit involving these records commences before the three year period expires, the Contractor must keep records and documents for not less than three years or until all litigation, claims or audit findings are resolved, whichever is later.

G. Contractor warrants that Contractor is certified, approved or licensed by all Federal, State or local agencies or department that have jurisdiction to regulate any activity performed by the Contractor. Proof of such certification, approval or license shall be provided to the El Paso County Juvenile Probation Department within ten (10) days of execution of this agreement.

H. Sanctions

As determined in the reasonable judgment of the Juvenile Probation Department, failure of Contractor to comply with any provisions of this agreement or a failure to achieve set goals and/or outcomes or failure of the Contractor to properly administer subcontracts and take appropriate corrective action in the event of violations by subcontractors may result in withholding, suspension, or reduction in payments or in immediate termination of this agreement.

I. Eligibility to Receive Payment on State Contracts

Under §231.006, Texas Family Code, the Contractor certifies that the individual or business entity named in this agreement is not ineligible to receive the specified grant, loan or payment and acknowledges that this agreement may be terminated and payment may be withheld if this certificate is inaccurate.

J. Contractor shall permit the County to examine and evaluate Contractor's program of services provided under the terms of this agreement and to review client records. The examination and evaluation of the program will include unscheduled site visitations and observations of programs in operation. Contractor shall provide the County with evaluation data and information as requested for the purpose of completing performance evaluations of the program.

K. Contractor shall account separately for the receipt and expenditure of any and all State funds received pursuant to this agreement. Contractor understands that acceptance of funds under this agreement acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.

II. **DUTIES OF JPD:**

A. JPD shall provide a facility in which the medical services will be conducted, to include: basic office furniture and exam room.

B. JPD shall provide accessibility to a telephone.

C. JPD shall provide a staff member to work as a liaison between Contractor and JPD.

D. JPD shall conduct monitoring and evaluation of the performances of the Contractor, or any subcontractor, rendered pursuant to the Contract every six months through use of the Private Service Provider Contractual Monitors and Evaluation Report. (Exhibit A) JPD will notify the Contractor in writing of any deficiencies noted during such monitoring and may

initiate the withholding, suspension or reduction of payments as appropriate, based upon such monitoring.

- E. This Agreement is conditional upon, subject to and contingent upon receipt of adequate Federal and/or State funding to meet the liabilities of this agreement. Contractor shall have no cause of action against JPD in the event JPD is unable to perform its obligations pursuant to this Agreement as a result of suspension, termination, withdrawal or failure of Federal and/or State funding to JPD.

III. PAYMENT:

- A. For satisfactory services provided under the terms of this agreement, JPD shall pay to Contractor, from current revenues available (not to exceed \$80,518.11).

Personnel

Contract Services (1 Caseworker II, 1 Case Caseworker III)	\$ 8,552.25
Fringe: FICA, FUTA, Pension, Health Insurance, Workers Compensation	<u>2,309.11</u>
Sub-Total	\$10,861.36

Operations

Direct Consultant (Psychiatrist) (32 Hours X 12 Months) \$100.00 per hour, not to exceed 384 hours	\$40,320.00
Client Expense (Medication)	21,600.00
Administration and Operational Support (Consumables, local travel, staff training, clerical support, professional liability insurance, billing records)	<u>7,736.75</u>
Sub-Total	\$69,656.50

TOTAL BUDGET \$80,518.11

- B. Contractor shall submit claims on invoices bearing Contractor's letterhead, no later than ten (10) days from the last day of the month for which payment is requested.

(1) Contractor shall establish procedures to seek and bill payment in a timely manner prescribed by state/federal law for services rendered pursuant to this agreement from any and all state/federal sources, such as but not limited to Texas Medicaid, as applicable. Contractor shall reduce the amount of invoice for services received from any and all state/federal sources as applicable.

C. The County shall remit payment for invoice within thirty (30) days of receipt by the County of El Paso.

IV. TERM AND TERMINATION:

Term: Regardless of the date of execution, this agreement shall be effective on October 1, 2009 and shall continue until September 30, 2010.

Termination: Contractor may terminate this agreement without cause by giving thirty (30) days written notice to terminate. The County may terminate this agreement without cause by giving thirty (30) days written notice to terminate. The County may terminate this agreement without notice immediately in the event Contractor fails to comply with any provision of this agreement. Contractor shall cease to incur costs associated with this agreement upon termination or receipt of written notice to terminate, whichever occurs first.

Notice Shall Be Mailed To JPD: Roger Martinez
Chief Juvenile Probation Officer
6400 Delta Drive
El Paso, Texas 79905

To Contractor: Gary Larcenaire
Chief Executive Officer
El Paso MHMR
P.O. Box 9997
El Paso, Texas 79995

With copy mailed to
Cynthia Juarez
El Paso MHMR
P.O. Box 9997
El Paso, Texas 79995

V. INDEPENDENT CONTRACTOR:

Nothing contained herein shall be construed as creating the relationship of employer and employee between the County and the Contractor. The Contractor shall be deemed at all times to be an independent contractor.

VI. ASSIGNMENT:

Contractor shall not sell, assign, transfer or convey this agreement, in whole or in part, without prior written consent of El Paso County JPD.

VII. VENUE:

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in El Paso County, Texas.

VIII. INSURANCE:

Contractor shall maintain at Contractor's own expense, Professional Malpractice Insurance with a policy limit of not less than \$300,000.00. Such policy shall be with an insurance company licensed to do business in Texas and shall be satisfactory to the County. All of said insurance policies shall name the County and the El Paso County Juvenile Board, their officers and employees as additional insureds and shall provide that the County shall be given at least thirty (30) days advance written notice of any lapse, amendment or cancellation.

Contractor shall maintain at Contractor's own expense, liability insurance with minimum coverage as follows:

\$ 100,000.00 for a each person and

\$ 300,000.00 for each single occurrence for bodily injury or death and

\$ 100,000.00 for each single occurrence for damage to property.

Such policy shall be with an insurance company licensed to do business in Texas and shall be satisfactory to the County. All of said insurance policies shall name the County and the El Paso County Juvenile Board, their officers and employees as additional insureds and shall provide that the County shall be given at least thirty (30) days advance written notice of any lapse, amendment or cancellation. A copy of the Certificate of Liability Insurance shall also be provided to JPD.

IX. AGREEMENT:

This document expresses the entire agreement between the parties and shall not be amended or modified except by written instrument signed by the parties.

X. CRIMINAL BACKGROUND CHECK:

Contractor shall ensure that all of its paid and unpaid personnel who are required or allowed to provide services pursuant to this agreement will execute a Texas Law Enforcement Telecommunications System (TLETS)/National Crime Information Center (NCIC) records check form (Exhibit "B-1" and Exhibit "B-2") in order to allow JPD to perform the criminal records check. Sex Offender background check, through the Texas Department of Public Safety, will also be completed (Exhibit B-3).

XI. Upon approval by JPD of said licensed professional or other qualified professional, Contractor shall have a written contract for any work or services specified in this agreement which shall be performed by anyone other than Contractor, which specifies the terms and conditions of such performance. Contractor shall provide the County with copies of said contracts along with maintaining a system consistent with Federal, State and local law for the award and monitoring of contracts, which contain acceptable standards for ensuring accountability.

XII. Contractor shall ensure that the performance rendered under all subcontracts complies with all terms and provisions of this agreement as if such performance were rendered by Contractor. Contractor shall ensure that all subcontractors maintain Professional Malpractice Insurance naming the County and the El Paso County Juvenile Board, their officers and employees as additional insureds and shall provide that the County shall be given at least thirty (30) days advance written notice of any lapse, amendment or cancellation. A copy of the Certificate of Liability Insurance shall also be provided to JPD.

XIII. ASSIGNMENT:

Neither party shall have the right to sell, assign, transfer or convey this agreement, in whole or in part, without the prior written consent of the other party.

XIV. ENFORCEMENT:

If any term or provision of this agreement is held to be invalid for any reason, the invalidity of that section shall not affect the validity of any other section of

this agreement provided that any invalid provisions are not material to the overall purpose and operation of this agreement. The remaining provisions of this agreement shall remain in full force and shall in no way be affected, impaired or invalidated.

XV. NON-DISCRIMINATION AND EQUAL OPPORTUNITY:

Contractor certifies that it will comply fully with the non-discrimination and equal opportunity provisions of Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990, as amended; and with all applicable requirements imposed by or pursuant to regulations that implement those laws.

Approved this the _____ day of _____, 2009.

ATTEST:

By:

County Clerk

Honorable Anthony Cobos
County Judge

Date

Date

JUVENILE PROBATION DEPARTMENT:

**El Paso Mental Health and
Mental Retardation**

Roger Martinez, Chief
Juvenile Probation Officer

Gary Larcenaire
Chief Executive Officer

Date

Date

COUNTY LEGAL REVIEW FORM

KK-09-320

Contract Description: JPD/Interlocal/EPMHMR/On-SiteOutreach Services

COUNTY ATTORNEY ACTION**

****Requested Amendments/Clarifications:** We assume you have submitted any questions or comments you have regarding the terms of the contract, as well as any specific provisions to which you object, or which you want to have changed.

- Approved as to Form as Submitted
- Approved as to Form with Amendments/Modifications/Reservations Noted Below*
- Not Approved

This document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Kitty Schild
Assistant County Attorney
Date: December 8, 2009



Texas Juvenile Probation Commission

Private Service Provider Contractual Monitoring and Evaluation Report¹

NON-RESIDENTIAL PRODUCTS AND SERVICES

GENERAL INFORMATION

Name of Juvenile Probation Department		County
Name of Person Completing Report		Title of Person Completing Report
Name of Persons Contributing to Report		Date Completed

PROVIDER INFORMATION

Name of Private Non-Residential Service Provider		Applicable Dates of Contract	
Mailing Address of Service Provider		City, State	Zip Code
Phone Number (000-000-0000)	Fax Number (000-000-0000)	E-Mail Address:	
Description and Frequency of Contracted Service		Type of Non-Residential Service: <input type="checkbox"/> Counseling Services <input type="checkbox"/> Psychological Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Products or Services <input type="checkbox"/> Programs <input type="checkbox"/> Supervision Services <input type="checkbox"/> Other	

The Texas Juvenile Probation Commission's State Financial Assistance Contract requires that private service providers that are paid in whole or part with state funds shall be monitored at least twice during the fiscal year for programmatic and financial compliance. Use Pages 2-5 of this document to record the contractual requirements placed on the service provider and the results of your semi-annual or applicable periodic monitoring of the performance of the service provider. Please complete the Evaluation Section below at least annually for all private service provider contracts to monitor the service provider's compliance with contractual programmatic and financial requirements. Please refer to the Commission's *Private Service Provider Contract Requirements Summary [TJPC-FIS-32-04]* for additional information on which service provider services require written contracts, performance measures and accountability provisions.

Overall Review of Service Provider Performance	Satisfactory	Unsatisfactory*
Section I. Performance of Contract Goals, Outputs and Outcomes (see Page 2)	<input type="checkbox"/>	<input type="checkbox"/>
Section II. Compliance with Applicable General Legal Requirements (see Page 3)	<input type="checkbox"/>	<input type="checkbox"/>
Section III. Compliance with Accounting, Reporting and Auditing Requirements applicable to state funds received under the contract. (See Page 4)	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance and Compliance of Service Provider for this Review Period	<input type="checkbox"/>	<input type="checkbox"/>
Is Service Provider Eligible for Contract Renewal? Yes* <input type="checkbox"/> No <input type="checkbox"/>		

* If a private service provider is eligible for contract renewal but has any "Unsatisfactory" ratings, please attach documentation explaining this inconsistency.

¹ This form is provided by the Commission as a sample document that may be used in a comprehensive service provider monitoring program. This form is not required; however, adequate and complete written documentation must exist to evidence and detail the service provider monitoring performed by the juvenile probation department on at least a semi-annual basis. That documentation may consist of this form and/or a comparable document or documents of the juvenile probation department's choosing.

Section I Contract Goals, Outputs and Measurable Outcomes that Related Directly to Program Objectives

[The TJPC State Financial Assistance Contract requires that private service providers paid in whole or part with state funds be held accountable for delivery of quality services and all contracts shall include clearly defined goals, outputs and measurable outcomes that directly relate to program objectives.]

The evaluator(s) completing this form should:

1. Check all completed actions that have been taken to detail written contractual expectations and goals for the service provider.
2. Check all actions taken to periodically monitor the compliance of the service provider with the applicable contractual requirements under this section.
3. Evaluate at least annually the service provider's overall performance under Section I.

A. Written provisions placed in the service provider contract included (attach copy of contract):

- Description of contracted services/detailed scope of work to be performed (e.g., counseling).
- Description of frequency of services (e.g., weekly).
- Required timeframe of service.
- Contract effective dates.
- Output required (e.g., number of service units expected, reports to be produced, etc.).
- Product specifications required.
- Regular progress reports.
- Child specific goals or outcomes required, if applicable.
- Other (specify)

B. The following assessments of the performance of the service provider have been documented:

- Services were provided by the service provider in a timely manner.

Date Assessed:
Date Assessed:
Date Assessed:

- Number of contracted units or products provided as required in contract.

Date Assessed:
Date Assessed:
Date Assessed:

- Required written output/progress reports provided in acceptable format and timeframe.

Date Assessed:
Date Assessed:

Date Assessed:

- Services were provided in a cost effective manner.
- Other (specify)

C. The following additional actions have been taken to monitor the performance of this service provider:

- Contact (e.g., phone, mail, personal, etc.) with child and/or family receiving service to verify receipt of quality service.

Date Assessed:
Date Assessed:
Date Assessed:

- Quality assurance review of produced product.

Date Assessed:
Date Assessed:
Date Assessed:

- Other (specify)

Complete Section D and E at end of review period:

D. Overall performance of non-residential service provider in Section I (Contract Goals, Outputs and Measurable Outcomes that Relate Directly to Program Objectives)

[Please note performance rating on Page 1 Overall Review of Service Provider's Performance under Section I]

- Satisfactory**
- Unsatisfactory** [if checked, please complete Section E below]

E. If Performance was unsatisfactory, please describe any actions taken regarding service provider.

Section II General Legal and Regulatory Compliance of Service Provider

[The TJPC State Financial Assistance Contract requires that all private service providers paid in whole or part with state funds shall adhere to all applicable state and federal laws and regulations pertinent to the service provider's provision of services.]

The evaluator(s) completing this form should:

1. Check all completed actions that have been taken to detail the general legal and administrative requirements for the service provider.
2. Check all actions taken to periodically monitor the compliance of the service provider with the applicable contractual requirements under this section.
3. Evaluate at least annually the service provider's overall performance under Section II.

A. Written provisions placed in the service provider contract included (attach copy of contract):

- Requirement of compliance with all state and federal laws applicable to service provider and provision of services.
- Requirement of current state license, certification, or other necessary regulatory permits, etc.
- Requirement of professional credentials and licensing of staff as appropriate.
- Requirement that service provider disclose any pending or initiated criminal or governmental investigations related to service provider (e.g., FBI, DOJ, TJPC, etc.).
- Other (Specify)
- Other (Specify)

B. The following actions have been taken to monitor the general legal compliance of this service provider:

- Receipt and/or verification of professional credentials and required licensing of individual, if required.
Date Assessed:
- Receipt and/or verification of applicable licensure, certification, or permits.
Date Assessed:
- Reference check of provider and/or staff documented.
Date Conducted:
- Review prior complaints (if any) against provider.
Date Reviewed:
- Review Better Business Bureau information, if any.
Date Reviewed:
- Other (Specify)

Date:

- Other (Specify)

Date:

Complete Section C and D at end of review period:

C. Overall performance of non-residential service provider in Section II (General Legal and Regulatory Compliance of Service Provider) [Please note performance rating on Page 1 Overall Review of Service Provider's Performance under Section II]

- Satisfactory**
- Unsatisfactory** [if checked, please complete Section D below]

D. If Performance was unsatisfactory, please describe any actions taken regarding service provider.

Exhibit A

Section III

Accounting, Reporting and Auditing Requirements Applicable to State Funds Received Under the Contract

[The TJPC State Financial Assistance Contract requires that private service providers paid in whole or part with state funds be required to account separately for the receipt and expenditure of state funds and be required to comply with clearly specified accounting, reporting and auditing requirements.]

The evaluator(s) completing this form should:

1. Check all completed actions that have been taken to detail the financial accounting, reporting and auditing requirements for the service provider.
2. Check all actions taken to periodically monitor the compliance of the service provider with the applicable contractual requirements under this section.
3. Evaluate at least annually the service provider's overall performance under Section III.

A. Written provisions placed in the service provider contract included (attach copy of contract):

- Certification of service provider's eligibility to receive state funds under Texas Family Code Section 231.006.
- Requirement that service provider be a vendor in good standing [i.e., not on "vendor hold" status] with Texas Comptroller of Public Accounts, if applicable.
- Requirement of service provider's use of Generally Accepted Accounting Principles (GAAP).
- Requirement of separate accountability for the receipt and expenditure of state funds.
- Detailed billing processes, policies, procedures and timeframes.
- Detailed requirements for payment process, policies, procedures and timeframes.
- Requirement of 3 year records retention schedule or until all pending audits resolved.
- Detailed audit requirements and authority.
- Required periodic financial reporting.
- Other (Specify)
- Other (Specify)

B. The following actions have been taken to monitor the compliance of this service provider:

- Receipt and verification of eligibility of service provider to receive state funds.
Date Reviewed:
- Verification that service provider is in "good standing" with Texas Comptroller of Public Accounts. [Attach website printout, if applicable]

Date Reviewed:

- Receipt and review of timely and accurate billing documents from service provider.

Date Assessed:

Date Assessed:

Date Assessed:

- Reconciliation of billing documents to juvenile probation department/county financial records.

Date Assessed:

Date Assessed:

Date Assessed:

- Receipt and review of financial statements or audit.

Date Reviewed:

- Other (Specify)

Date:

- Other (Specify)

Date:

Complete Section C and D at end of review period:

C. Overall performance of non-residential service provider in Section III (Accounting, Reporting and Auditing Requirements) [Please note performance rating on Page 1 Overall Review of Service Provider's Performance under Section III]

- Satisfactory**
- Unsatisfactory** [if checked, please complete Section D below]

[if checked, please complete Section D below]

- D. If Performance was unsatisfactory, please describe any actions (e.g., sanction, penalties, etc.) taken regarding service provider in Section IV of this document.**

Section IV Clearly Defined Sanctions or Penalties for Contract Non-Compliance and Termination Provisions

[The TJPC State Financial Assistance Contract requires that contracts with private service providers paid in whole or part with state funds shall include clearly defined sanctions or penalties for failure to comply with or perform contract terms or conditions.]

The evaluator(s) completing this form should:

1. Check all completed actions that have been taken to detail the contractual sanctions, penalties and termination requirements for the service provider.
2. Check all actions taken to periodically monitor the compliance of the service provider with the applicable contractual requirements under this section.
3. Evaluate at least annually the service provider's overall performance under Section IV

A. Written provisions placed in the service provider contract included (attach copy of contract):

- Termination of contract for noncompliance or nonperformance of contractual provisions.
- Termination for cause provision.
- Termination without cause provision.
- Mutual termination provision.
- Specific sanctions, penalties for noncompliance or substandard compliance.
- Withholding, suspension, reduction of payment provisions for noncompliance or non-performance.
- Ineligibility for future contracts provision.
- Refund of payments provision for breach of contract.
- Venue provision for any necessary legal actions.
- Other (Specify)
- Other (Specify)

B. The following actions have been taken regarding the service provider's performance of the contract:

- Contract Terminated (Specify details)
Date:
- Sanction Imposed (Specify details)
Date:
Date:
Date:

Date:

- Payment withheld, suspended, reduced (Specify details)

Date:

Date:

Date:

Date:

- Refund of payment (Specify details)

Date:

Date:

- Legal action (Specify details)

Date:

- Service Provider ineligible for future contracts (Specify)

Date:

- Other (Specify)

Date:

- Satisfactory Performance** – Service provider has performed the terms of the contract in a satisfactory manner and no contractually authorized sanctions or penalties have been invoked against service provider.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

THE HONORABLE YAHARA L. GUTIERREZ
JUVENILE JUDGE
65th DISTRICT COURT
EL PASO COUNTY

ROGER MARTINEZ
CHIEF JUVENILE OFFICER
EL PASO COUNTY
JUVENILE PROBATION DEPARTMENT
EL PAO COUNTY

Name: _____ Date of Birth: _____

Social Security Number: _____

I authorize the release of all confidential records and information pertaining to TCIC/NCIC Records / Police / Records / Sheriff's Records concerning myself to the 65th Judicial District Court and to the El Paso County Juvenile Probation Department.

TCIC/NCIC/Police/Sheriff's Records

Signature

Date

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT

TCIC/NCIC CONTRACTOR RECORDS CHECK REQUEST

REQUESTED BY: _____ APPROVED: _____

DIRECTOR

REASON FOR REQUEST: CONTRACTUAL COMPLIANCE REQUIREMENT

DATE REQUESTED: _____

Criminal Records Check Requested on:

	<u>NAME</u>	<u>DOB</u>	<u>SSN</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Telecommunications Operator _____

Date _____



JUDGE ENRIQUE H. PEÑA
JUVENILE JUSTICE CENTER

YAHARA LISA GUTIERREZ
JUDGE
65TH JUDICIAL DISTRICT COURT

ROGER MARTINEZ
CHIEF
JUVENILE PROBATION OFFICER

MARC MARQUEZ
DEPUTY CHIEF
JUVENILE SERVICES

LORENA HEREDIA, CPA
DEPUTY CHIEF
FINANCE AND OPERATIONS

RICHARD L. AINSA
REFEREE
JUVENILE COURT I

MARIA T. LEYVA-LIGON
REFEREE
JUVENILE COURT II

El Paso Sheriff's Department ID&R
Sex Offender Registration Check

In accordance with **Texas Juvenile Probation Commission**, registration of Sex Offenders, I request a check of Sex Offenders Registration Data Base on the following individuals:

<u>NAME</u>	<u>SSN</u>	<u>DOB</u>
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____
_____	____ - ____ - ____	____ / ____ / ____

Please sign and date this form and indicate whether or not there are records on the above named individual(s) and return it to the El Paso County Juvenile Probation Department, Attention **ANGELIQUE GAXIOLA, ACCOUNTANT.**

Records Check Conducted by:

_____	_____	_____
Name	Title	Date

AN EQUAL OPPORTUNITY EMPLOYER



RICHARD L. AINSA
REFEREE
JUVENILE COURT I

**JUDGE ENRIQUE H. PEÑA
JUVENILE JUSTICE CENTER**

ROGER MARTINEZ
CHIEF
JUVENILE PROBATION OFFICER

MARIA T. LEYVA-LIGON
REFEREE
JUVENILE COURT II

**YAHARA LISA GUTIERREZ
JUDGE
65TH JUDICIAL DISTRICT COURT**

MARC MARQUEZ
DEPUTY CHIEF
JUVENILE SERVICES

LORENA HEREDIA, CPA
DEPUTY CHIEF
FINANCE AND OPERATIONS

El Paso Police Department ID&R
Sex Offender Registration Check

In accordance with Texas Juvenile Probation Commission, registration of Sex Offenders, I request a check of Sex Offenders Registration Data Base on the following individuals:

<u>NAME</u>	<u>SSN</u>	<u>DOB</u>
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____
_____	_____ - ____ - ____	____ / ____ / ____

Please sign and date this form and indicate whether or not there are records on the above named individual(s) and return it to the El Paso County Juvenile Probation Department, Attention **ANGELIQUE GAXIOLA, ACCOUNTANT.**

Records Check Conducted by:

_____	_____	_____
Name	Title	Date

AN EQUAL OPPORTUNITY EMPLOYER