



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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December 21, 2007

Dear Service Providers, Prospective Contractors and Interested Parties:

RE: RESPONSES TO QUESTIONS FROM THE GROUP HOME (GH) FOSTER CARE SERVICES REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #CMS 07-021/023 PROSPECTIVE CONTRACTORS CONFERENCE

The County of Los Angeles Department of Children and Family Services (DCFS) is issuing the attached responses to the Question and Answer (Q&A) portion of the Group Home (GH) Foster Care Services RFSQ #CMS 07-021/023 Prospective Contractor's Conference held on November 27, 2007.

The two documents, GH Statement of Work Comparison Chart and the Residentially Based Services GH Matrix, that were passed out at the conference will also be issued.

The Q&A document and the two handouts will be posted on DCFS' Website at www.lacdcfs.org/contracts/index.html, and the L.A. County's Website at <http://camisvr.co.la.ca.us/lacobids/>.

We look forward to receiving your Statement of Qualifications (SOQ) submissions on February 29, 2008, prior to 6:00 PM, Pacific Time.

Sincerely,

Walter Chan, Manager
Contracts Administration

WC:RML:ra

Attachments (3)

**GROUP HOME PROSPECTIVE CONTRACTOR'S CONFERENCE
NOVEMBER 27, 2007
QUESTIONS* AND ANSWERS**

Questions received by DCFS that pertain to Foster Family Agency (FFA) issues will be answered at the FFA Prospective Contractor's Conference on January 9, 2008 and in the subsequent Question and Answer document.

(*Questions are written exactly as received.)

- 1. Q. Are there 3 standardized templates in the new contract. 1) NSP 2) Quarterly Report 3) Discharge Summary Report**

A. There is one template, the Needs and Services Plan/Quarterly Report. The Discharge Summary: Group Home is Exhibit FF to the Group Home Contract.
- 2. Q. Section 2.1.2 (Needs and Service Plan Template) Much of the required basic information does not pertain to (agency's name removed) and we cannot change the template. There is also a defect to the program which causes the program to shut down unexpectedly.**

A. The Needs and Services Plan template should not be altered or unprotected, as this causes glitches. Organizations should complete all information which pertains to Placed Children.
- 3. Q. Is there a person or contact who can help with the Needs and Service Plan to change it while maintaining the general layout? And fix the "glitches" that the program has?**

A. The contact person is Patricia Sleeper, and she may be reached at (213) 351-5859.
- 4. Q. Who is responsible for completing the CANS every 6 months?**

A. The Group Home provider's Treatment Team is responsible for completing the CANS every six months. Please refer to Appendix I – Group Home Exhibits, Exhibit A – Statement of Work, Part A – Introduction, Section 6.0 – Professional Treatment Team, Sub-section 6.4.
- 5. Q. 24 h 7 d a week requirement. We are not currently staffed for this as it was not a previous contract requirement.**

A. This is now a contract requirement, and staff must be available 24 hours a day, seven days a week.

6. Q. Does 24 hour intake imply 4 hr. admissions, or only a 24 hr. phone number? Does the county not want more thought put into a placement? This appears to be a respite issue only.
- A. *This is not a respite issue, this is a placement issue. Someone must be available to handle admissions 24 hours a day, 7 days a week.*
7. Q: **Section 3.0 Well-Being (page 32) of Statement of Work. “All CONTRACTORS shall provide intake services 24 hours per day, seven days per week.” This is a new and unfunded mandate for Group Home Providers paid at Regional Center rates. Please provide additional description of service requirements.**
- A: *All Contractors shall provide intake services 24 hours a day, seven days a week. The agency needs to work out internally how to accomplish this.*
8. Q. **Clarification of the transportation responsibility for FVP.**
- A. *Please refer to Appendix I – Group Home Exhibits, Exhibit A – Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 2.0 – Reunification/Permanency, Sub-section 2.2.3 – Caregivers’ Requirements. Transportation responsibility for the Family Visitation Plan (FVP) is a collaborative arrangement by representatives of the Group Home, DCFS, the child, the family, etc.*
9. Q. **What are the Transportations visitation rules for Probation Minors?**
- A. *If the parent does not have a vehicle for transportation, the group home will be responsible for providing transportation for those engaged in family therapy.*
10. Q. **I assume the exhibit you mentioned you are deleting on reporting AWOLs is DD – Correct? Please explain why there is need for another document besides Exhibit A-VIII?**
- A. *Exhibit DD – Reporting Runaways: A Guide for Caregivers will be deleted in Addendum Number Three, however, refer to Addendum Number Three for any changes. Exhibit A-VIII does not provide guidelines.*
11. Q. **If we are to report certain items (like non-reception of HEP binders) to supervisors, how and when will we get complete lists of DCFS and Probation Staff, that list staff, their supervisor and everyone’s phone number and e-mail address? How will we get updates?**
- A. *Organizations should request updated contact information from the CSWs on a regular basis, and use the DCFS chain of command as necessary.*

12. Q. **Unfunded mandates have been mentioned. How does the County plan to pay providers for these if they remained in the RFSQ, like the new visitation guidelines, providing mentors, providing sufficient computers, etc?**
- A. *There are no unfunded mandates. The items referenced are in the existing Contract, and are requirements of the program for Group Home Foster Care Services.*
13. Q. **How are dually supervised youth (DCFS and Probation) supposed to be placed if you can't place DCFS/Probation youth together?**
14. Q. **Follow-up: if you have separate buildings on a campus area at the same site could you provide services for both DCFS and Probation youth?**
15. Q. **In a Group Home, can you house both clients from DCFS and Probation 300 WIC / 601 WIC, 602 WIC?**
16. Q. **Did I understand that probation children cannot be placed in the same home as DCFS children?**

Answer for questions 13 through 16:

- A. *DCFS and Probation youth shall not be housed together unless there is a commonality of behaviors, as determined by the County when making appropriate placement determinations.*
17. Q. **Section 2.4.1.14; required a contractor to serve exclusively DCFS or Probation. This is contradictory to Section 3.1.2(d) on pg 32 of the SOW and state law (WIC, Section 16514(c) which allows DCFS and Probation children to be placed together. Please explain or clarify.**
18. Q. **Why are you requiring this in one part of the contract while it conflicts with another part that states W/C says they can be placed together if the contractor has a program for them.**

Answer for questions 17 and 18:

- A. *DCFS' statement in the RFSQ, Section 2.4 Prospective Contractor's Minimum Qualifications, Sub-section 2.4.14, does not nullify or contradict the statement in Appendix I – GH Exhibits, Exhibit A, SOW, Part C Service Tasks to Achieve Performance Outcome Goals, Sub-section 3.0 – Well Being, Sub-paragraph 3.1.2(d), and State law. The requirement to specifically identify each facility's target population does not preclude the County's ability to make appropriate placements.*

19. Q. **If an agency already has both DCFS/Probation residents-how does the county suggest implementation of this transition? (towards one or the other) Does this not prohibit some children from accessing the most effective milieu?**
- A. *It would not be appropriate for the County to make suggestions as to how prospective contractors can meet the minimum requirements of an open solicitation. It is the responsibility of the prospective contractor to indicate how they will meet the requirements in their SOQ submission.*
20. Q. **Can there be a mix population with (daycare, family care)/foster care?**
- A. *No. Group Home and daycare populations should not be mixed.*
21. Q. **Section 2.4.1.14; is the requirement to serve DCFS and Probation populations at separate sites, a new requirement?**
- A. *This is not a new requirement.*
22. Q. **For all forms in Adobe, how can we “type” directly on forms and print”? (I’m aware we cannot “save” file/form, but would like to “type” directly.**
- A. *Adobe Acrobat Professional has a feature that allows the user to type on most of the forms.*
23. Q. **What will the process be to discuss possible changes to the SOW and by when will that process be completed? This could affect the submission date; could it not?**
- A. *The discussion period for the SOW and/or other documents included in the RFSQ ended Friday, May 11, 2007, at the close of the “Public Comments” period and at the deadline to request a Solicitation Requirements Review which, ended September 17, 2007.*
24. Q. **Have ever considered a 5 year contract rather than a 2 or 3 year contract?**
- A. *The new contract term is for up to one year with up to four optional one-year renewal periods.*
25. Q. **Is a “For Profit” company allowed to bid and contract for services/ If the answer is No. Why are their references throughout the document to “profit making entities and “companies”?**

- A. *No, For Profit companies are not allowed to contract for GH services. The forms utilized in the GH contract are standard County contract forms.*
26. **Q. Is the County saying that for profit companies need to bid using a non-profit subsidiary?**
- A. *Yes, the State mandates that placements be made in organizations organized as non-profit corporations.*
27. **Q. May we get a copy of the audio tape from today?**
- A. *No, the audio tape recorded at the Prospective Contractor's Conference on November 27, 2007, is for DCFS internal use only.*
28. **Q. In Section 2.4.1.9; who will conduct the evaluation of financial documents?**
- A. *DCFS staff will evaluate the financial statements.*
29. **Q. In Section 2.4.1.10; can you be more descriptive in meeting insurance requirements for the programs? What type of insurance? Where do you get it?**
- A. *Please refer to RFSQ, Appendix H, Sample GH Contract, Part I – Unique Terms and Conditions, Sections 5.0 General Insurance Requirements and 6.0 Insurance Coverage Requirements.*
30. **Q. If a facility was on a hold for less than a month as the result of insurance issues, are they ineligible for this RFSQ and when will that be determined?**
- A. *Facilities on Hold Status for insurance issues are not automatically ineligible for this RFSQ.*
31. **Q. Are there funds available for start-ups?**
- A. *There are no funds available for start-ups.*
32. **Q. How long do we have to develop the homes or are homes required to be developed prior to submission?**
- A. *Refer to the RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications.*
33. **Q. 3.75.1-C5-What about new providers/programs pending a support letter or contract for licensure and rates? Will they be disqualified?**

34. Q. I am just getting started to opening a group home. I need a letter of support from LA County. Is the County viewing new programs?

35. Q. How do I get a letter of support from the County?

Answer for questions 33 through 35:

A. *The County is not issuing support letters at this time.*

36. Q. What do I need to qualified for a letter of support?

A. *An organization needs to be in good standing with California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) and meet all applicable requirements for group home providers in order to qualify for a letter of support, however, the County is not issuing support letters at this time.*

37. Q. How long does it take to get letter of support once all qualification have been met?

A. *When the County is issuing support letters, it takes approximately thirty days after all qualifications have been met.*

38. Q. How many homes can you open with a support letter?

A. *Support letters are site specific.*

39. Q. Could you clarify experienced given the opportunity to open group homes? Do they have to be established agencies? Or could it be educators etc?

A. *The prospective contractor must meet the Title 22 CCLD regulatory licensing standards for a group home license. Obtaining a group home license from CCLD does not guarantee a contract or use of the facility by the County. The organization must be established.*

40. Q. Does the county need additional foster family –FFA agencies? If so, what is the current shortfall or how many new agencies is there county looking to add? Also, is it a correct assumption to say that the county is not looking for new group home providers?

A. *The question regarding FFA agencies will be answered in the FFA Question and Answer document after the FFA Prospective Contractor's Conference on January 9, 2008. All group home providers who submit a*

SOQ and meet the minimum requirements will be given equal consideration.

41. Q: Can your community care license be pending when you turn in the SOQ?

A: No, please refer to the RFSQ, Section 2.0 General Information, and Sub-section 2.4 Prospective Contractor's Minimum Qualifications.

42. Q. Is the current time line sufficient for a new provider to apply?

- 1. Secure approved program statement**
- 2. Complete com care licensing process for a License**

A. Refer to the RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications.

43. Q. Can agencies send a copy of their program statement w/their SOQ? Why does it also need be approved by CCLD prior to their SOQ submission? They can't control CCLD's timeline for approval.

44. Q. If licensure is required prior to submission of SOQ would that mean that the facility property must be purchased prior to responding with no guarantee of placement per the RFSQ? If the facility must be licensed instead of the agency wouldn't this have to be the case?

45. Q. If licensure is required prior to submission how are new providers supposed to respond to RFSQ? With no contract or guarantee of placement who would make the investment to get licensed?

46. Q. If you update or make any changes to the Program Statements, should it be approved by CCL and DCFS out of home care before it is submitted with the SOQ?

47. Q. We currently work with 5 different CCL offices for Group Home and another one for FFA. We have had a request into all 6 offices for a program statement update for over 60 days now with response from only one. We need now to wait for all 6 to submit to DCFS for approval. Can there be an amendment to allow program statement revisions to call at the same time as SOQ? The current timeline is unrealistic based on today's info.

48. Q. As we make changes in our program statement in order to respond to contract SOQ, what do we do if CCL has not approved changes by submission date? Is that case, should we submit our current approved program statements?

49. Q. Is this correct, if you have no changes to your Program Statement would you submit your old program statement with the new requirements added to it what is in this SOQ?
50. Q. If we have to submit an approved program statement (actually 3) and you just verified which guidelines to use for that, what is the guaranteed time frame that CCL will give us approved once submitted, and what is the guaranteed turn around time for from OHCEM so we make it if approved in time to be submitted?

Answer for questions 43 through 50:

- A. *Submit your organization's current CCL approved program statement with your SOQ, and any CCL approved updates as received.*
51. Q. **If CCL cannot approve the new program requirements by February 29, can DCFS advocate for action to avoid disqualification of a number of organizations currently certified by CCL? If not, will a Los Angeles County Group Home be disqualified for lack of State action.**
- A. *DCFS cannot advocate for action on provider/potential providers behalf. Organizations who do not meet the requirements of the RFSQ will be disqualified, but are welcome to submit their SOQ (if the agency meets the minimum requirements) during the next open submission dates as referenced in Addendum Two, regarding RFSQ, Section 3.0, Instructions to Prospective Contractors, Subsection 3.3, RFSQ Timelines.*
52. Q: **How do I go about making changes in our program statement? Do I just send the changes to Contracts as well as licensing?**
- A: *The changes must be approved first by CCLD, and then by DCFS Out of Home Care Management Division. Please refer to Addendum Number Two.*
53. Q. **Page 31 section 3.8 SOQ and program statement submission refers to " Exhibit I" when it should be referring to Appendix I instead. Also Exhibit A-III-Group Home Program Statement Instructions is blank.**
- A. *The reference to Appendix I will be corrected in Addendum Number Three. Exhibit A-III Group Home Program Statement Instructions as indicated is intentionally left blank.*
54. Q. **Is the LIC 9106 (1103) Group Home program statement general instructions going to be revised by CCL or do we use the current version posted on the DSS Website?**

- A. *Please refer to DSS' website for information regarding the program statement instructions.*
55. Q. **Any changes on target population or the RCL's levels that will be refer by DCFS or Probation Department.**
- A. *Please refer to Appendix I - GH Exhibits, Exhibit A – Statement of Work, Part B Target Demographics, and Exhibit Y - Target Populations with Corresponding Rate Classification Levels.*
56. Q. **It's true that only RCL 10 and above will be refer?**
- A. *No, this is not an accurate statement. Please refer to Appendix I - GH Exhibits, Exhibit A – Statement of Work, Part B Target Demographics, and Exhibit Y - Target Populations with Corresponding Rate Classification Levels.*
57. Q: **What are the current needs of county regarding ages, gender and program levels? This will allow small 6-bed homes to determine if it is worth pursuing another 4 year contract or not bother if they can expect vacancies.**
- A: *DCFS and Probation are moving away from youth residential and/or Group Home Care.*
58. Q: **Does the County anticipate a reduction in the future number of children served in group homes or an increase?**
- A: *The County anticipates a reduction of children served in Group Homes.*
59. Q: **Group Home youth have increased needs and most homes are not equipped to serve the severe needs of youth placed in program levels 10, 11, and 12. Does the County foresee supporting these lower level programs to increase their levels and change their programs to level 13 or 14 or do you feel the needs of youth are being met with the available beds?**
- A: *Youths' needs are being met with the available beds.*
60. Q: **What is the county doing to make available shelter or emergency beds for certain group home youth since currently these youth are forced to remain in placements that are neither appropriate nor adequate to meet their needs. When this happens, all the youth placed in that facility are made to suffer.**

A: *Please refer to the Appendix I-, Group Home Exhibits, Exhibit A, Group Home Statement of Work, Part C, Section 1.1.2 Emergency Movement of Placed Children.*

61. Q. **Are prospective providers (Contractors) require to have an existing contract with DCFS?**

A. *Prospective contractors are not required to have an existing contract with DCFS.*

62. Q. **After submission of the SOQ, how long will it take the Dept. to review the required material?**

A. *The SOQ process period will last from the submission deadline until the effective date of the new contract.*

63. Q. **Will out-of-county request for work be given equal consideration as those applying within LA County?**

64. Q. **Our Group Homes are located in nearby North Counties, does that put us in an advantage or disadvantage?**

Answer for questions 63 and 64:

A. *SOQ submissions for organizations that meet the minimum requirements will be given the equal consideration.*

65. Q: **Request information for this bid, is it open to Riverside County Residents if you have a program to submit for an agency for youth services?**

A: *Refer to the RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications.*

66. Q. **If our organization is new to LA County or California, how do we meet the 12 months of good standing requirement?**

67. Q. **2.4.1.1 It says and/or if I have 15 years good standing with just community care licensing would I still considered be in the prospective contractor category.**

Answer to questions 66 and 67:

A. *Prospective contractors must meet all of the minimum requirements for the programs they are attempting to qualify.*

68. Q. If we currently have two Group Homes, can we apply for a third under this RFSQ?

69. Q. What is the procedure for an agency to add to an additional facility?

Answer for questions 68 and 69:

A. *The RFSQ is not for group home expansion. Through the submission of a SOQ, organizations will attempt to qualify their current programs to be contracted with the County.*

70. Q. If an agency has experience with the DCFS and Probation population as an FFA, does this experience qualify for a group home qualification?

71. Q. We have a G.H. license and contract does this qualify us for a FFA?

72. Q: Why can't group homes automatically apply for FFA programs so that they can transition youth to foster homes themselves instead of separate group home and FFA agencies. They should allow this in one contract.

Answer for questions 70 through 72:

A. *No, group home and foster family agency experience, licenses, and contracts are different, and have different requirements.*

73. Q. Once a location is approved and thereafter a sex offender moves into the area, who is mandated to relocate?, the GH or the offender.

74. Q. If the GH is located close to a psychiatric hospital and an offender is admitted for treatment, what happens next?

Answer for questions 73 and 74:

A. *If the group home provider and/or staff become aware of an offender whose residence is in close proximity to the facility(ies), they should contact law enforcement to request that Megan's Law is enforced immediately.*

75. Q. Given the closing of so many Group and Foster Care homes, who is identifying a need to open more homes and why is there a need for additional homes?

A. **Because the County released an FFA/GH RFSQ does not imply the need for additional Group and Foster homes.**

76. Q. If we are already an existing group home provider, must we submit for a new contract, or renew, or a new program statement needed?
77. Q. Are all currently contracted group homes who wish to continue to provide the same services currently provided required to complete the RFSQ?
78. Q. As a current contract provider with DCFS/Probation are we required to go through this process?

Answer for questions 76 through 78:

- A. *Group Home providers who currently contract with the County must respond to the RFSQ in order to be considered for a contract beginning October 1, 2008 with the County.*
79. Q. **Relates to client record keeping, must everything be in 1 file or can sections be split such as SIR'S and financials?**
- A. *They can be split as long as all files may be located and reading available upon request.*
80. Q. **How long is prior in terms of Do Not Use status. If a DNU status was issued and resolved 10 years ago, is the group home disqualified?**
- A. *There is no time limit for Do Not Use Status.*
81. Q. **Will the 2/29/08 date be extended again?**
- A. *Plan on submitting the SOQ by 6:00 pm on February 29, 2008. Continue to refer to the websites listed in the RFSQ for updates to the RFSQ.*
82. Q. **Since 2 copies of the LLCDC program statement must be submitted-the California Secretary of State Statement of information be a copy and the most recent certified copy and not to be the original with the red sharp seal from the state?**
- A. *The original certified California Secretary of State Statement of Information with the red seal should be submitted in the SOQ original. Copies may be included in the SOQ Copy #1 and Copy #2.*
83. Q. **Must we provide the County what a certified of the organization statement of information, since this information is readily renewed online @ the secretary of state website, which then issues you a proof of renewal and current standing rather than the certified copy requested. It is the same document and cost money.**

- A. *A certified original Statement of Information must be submitted.*
84. Q: I checked on the “certified” copies of the California Secretary of State of Information by Domestic Non-Profit forms. There appears to be conflicting instructions.
On section 3.7.5.1 Required Documents (section C) – Prospective Contractor must submit the following documents as indicated in Appendix B of this RFSQ: C4. “Certified copy of the current California Secretary of State Statement of Information by Domestic nonprofit form.” On Appendix B REQUEST FOR STATEMENT OF QUALIFICATIONS FFA/GH FOSTER CARE SERVES REQUIRED DOCUMENTS. #4 “Certified copies of two most recent California Secretary of State Statement of Information by Domestic Non-Profit forms, both renewed within the last four years.” Do we need two “certified” copies of the last two forms filed with the State or just the most recent one?
- A: *You need the most recent one. Please see Addendum Number Two.*
85. Q: If we need only the most recent one, may I use a photo copy of the “certified” copy of the form I used last year as required for our renewal with L.A. County DCFS?
- A: *No, we need to have an original certified statement.*
86. Q: The question regarding the required documents for the SOQ. On page 30, section 3.7.5.1, C4, it states “certified” of the current California Secretary of State Statement. What does “certified” mean?
- A: *Prospective contractor’s must request a certified copy from the State. The instructions can be found on the Secretary of State’s website. A certified Statement of Information signifies that the document is stamped by the State with red or purple ink to authenticate the document.*
87. Q: Are all of the changes for the SOW found in the addendum one on September 20, 2007?
- A: *No, Addendum Number Two was released November 15, 2007, and the websites referenced in the RFSQ should be monitored for further updates.*
88. Q: When was the 2nd addendum released?
- A: *Addendum Number Two was released November 15, 2007.*

89. Q. **I did not receive addendum 2 and I am registered. Are the updates e-mailed to us?**
- A. *Email notifications of additional postings to this RFSQ were forwarded to individuals registered on the County's Website under any of the following Human Services: commodity codes: Code 95243 – Family and Social Services; Code 95247 – Foster Home and Adoption Services; and Code 95295 – Youth Care Services.*
90. Q. **We have a Group Home contract, we want to apply for a contract w/probation and DCFS-does the RQ cover both?**
- A. *Yes, the RFSQ is for Group Home Contracts with DCFS and Probation.*
91. Q. **Please provide the panelists' title, phone #, and email addresses.**
- A. *Please refer to RFSQ, Section 2.0, General Information, Sub-section 2.9 Contact with County Personnel. Prospective contractors are prohibited from contacting any other County employee beside the individual listed in Section 2.9 of the RFSQ for any questions or information related to this RFSQ process.*
92. Q. **What does CPHL stand for-where we are to report all abuse and neglect?**
- A. *CPHL means Child Protection Hotline, 1-800-540-4000.*
93. Q. **Section 2.4.1.1 states "Good Standing for the prior 12 months with DCFS/Probation". It does not state established G.H. for the past 12 months. We are a newly G.H., is there change of us attaining a contract?**
- A. *Refer to the RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications.*
94. Q. **In section 2.4.1.1, how is good standing define?**
- A. *"Good standing" means a provider shall not have a pattern of egregious deficiencies which may have resulted in corrective action or other administrative actions taken by the County or Community Care Licensing.*
95. Q. **Does the SOQ require utilization of the I-Track system for reporting serious incidents?**

A. *Yes, the GH sample contract in the RFSQ requires utilization of the I-Trach system. Refer to Appendix H – Sample GH Contract, Part I – Unique terms and Conditions, Section 17.0 Program Reporting Requirements, and also Addendum Number Two.*

96. Q: Does the SOQ require use of particular emergency intervention plan?

A. *Yes, the RFSQ GH SOW requires use of a particular emergency intervention plan. Refer to Appendix I - GH Exhibits, Exhibit A – Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 3.0 – Well Being, Sub-section 3.5 Emergency Intervention Plan.*

97. Q: The contract is designed for Group Homes, which are 100% funded by DCFS. Group Homes which are vendored by a Regional Center to serve developmentally disabled children and which received ARM rates set by the Department of Developmental Services through DCFS, are funded for services described in Title 22 and Title 17. The proposed contract requires new and additional services, which are not funded service component?

98. Q: Other counties in California place children in Group Homes licensed by CCL and vendored through a Regional Center, without requiring such complex contracting. Why can't DCFS do the same? Examples of other counties our agency works with are Orange County Social Services, San Bernardino County Social Services and Alameda County Social Services.

Answer for questions 97 and 98.

A: *Los Angeles County reserves the right to enhance the State's requirements for our placement contracts, as deemed necessary. The County sets a higher standard.*

99. Q: Required Form #6, Prospective contractor list of the Contracts. Can you please clarify the type of contracts for inclusion on this form?

A: *List all contracts.*

100. Q: Required Form #15 List of Commitments. Can you please clarify the type of commitments for inclusion on this form?

A: *List all commitments, e.g. not limited to loans, mortgages, leases, any recurring obligations your agency has a contractual obligation to pay.*

- 101. Q: Section 25, Real Property, Equipment, Fixed Assets. This is one example of contract language which cannot be adhered to by a dually funded agency. There are numerous conflicts in this document with dually funding agencies.**
- A: There is no new language in this section since the execution of the current Group Home contract Amendment Number One.*
- 102. Q: When I look at the DCFS's Website <http://lacdcfs.or/contracts/index.html>, the bid is still shown as active. Please confirm the status of the RFSQ.**
- A: The RFSQ is still open.*
- 103. Q: We were recently notified of the Bid information for the "RFSQ for FFA/GH Foster Care Services". I did not see any documents posted on the websites. Will there be anything posted soon?**
- A: The RFSQ documents were posted on the Website on August 31, 2007.*
- 104. Q: Do you want the contract submitted titled "Sample Contract" or "Contract"?**
- A: Neither. The RFSQ does not request an agency to submit a contract at the time of SOQ submission. The sample contract is our example. After an agency is qualified and the form contract is Board approved , then qualified agencies will be required to sign their contract.*
- 105. Q: Regarding the RFSQ, Appendix I, Page 37, what is a "TILP"?**
- A: TILP means Transitional Independent Living Plan.*
- 106. Q: Do I send the SOQ combining both GH & FFA or do I send two separate packages for both?**
- A: If an agency is applying for both GH and FFA contracts, submit one original SOQ and appropriate number of copies and program statements as listed in RFSQ, Section 3.0, Instructions to Prospective Contractors, Subsection 3.8, SOQ and Program Statement Submission and any subsequent addenda.*
- 107. Q: What type of training do County CSW's and placement workers receive when this new contract goes into effect so that they are aware of County obligations and placement obligations. In the past year, placement causes frustration and miscommunication for everyone.**

A: *Various DCFS representatives will coordinate training efforts with DCFS Training Section to ensure placement workers are trained on the Contract.*

108. Q: The matrix posted on the county website detailing current contract and proposed changes is very helpful for providers. Please consider posting another document detailing the changes from the draft to the current proposal.

A: *A document indicating changes is posted on websites referenced in the RFSQ.*

109. Q: If a non-profit corporation has owned its property since 2005, for non profit charitable purpose, is this acceptable by the County?

A: *Further clarification is needed to address this question.*

110. Q: Why are group homes held responsible for County CSW's failure to sign and return NSP's and psychiatrists' failure to obtain logs #s for psychotropic medications? Auditors don't accept evidence of having made requests (such as certified letters) they cite us for not having the documents in the file when we have made every effort and cannot control County workers failure to sign documents.

111. Q: Are there any other services providers can offer in the homes and bill medi-cal for?

112. Q: Question for Geoconda Burbano: when office manager do their review and find that PMAF not up to date, you as the provider are able to show that we have made many attempt's to get this information. Why should we need to do a CAP?

Answer for questions 110 through 112:

A: *This question does not pertain to the FFA/GH RFSQ released August 31, 2007; or the SOQ submission process.*

113. Q: Immediate enrollment in school Pasadena Unified School "District has not honored immediate enrollment. Can we demonstrate efforts in NSP and not be held against us when it depends on the school district.

A: *Contractor's should ensure that their efforts are documented in the Needs and Services Plan (NSP). When documents are documented in the NSP OCHMD will not make this a finding.*

114. Q. A specific correspondence came to my attention (via an electronic document) stating that DCFS has at the request of an outside non-County interested party put the RFSQ process for Group Homes and FFA's in abeyance, more so it also stated this same party will be meeting with DCFS to discuss and make a determination in regards to the already published RFSQ process. Understandably, this is alarming information. Is this a true statement?
- A. *Not true. This is not a negotiation process.*
115. Q. Group Home Providers and Foster Family Agencies operate on the premise that the County of Los Angeles is mandated to uphold equal access to the competitive bidding process. If a change in policy or process has occurred: How is it then possible that all prospective contractors were not notified at the time this party was and only a selected group was given the opportunity to comment and discuss change in policy and/or process?
- A. *DCFS follows the State regulation for formal advertising. Any changes to our solicitation documents are released concurrently to the public by mailing a notification letter to potential providers that are on the department mailing list, and posting the changes on the County and DCFS' Websites.*
116. Q. What is the formal procedure (if any) for a group or person to have the power to request a reverse or to modify a Los Angeles County Supervisors' approved published Request for Statement of Qualification?
- A. *Please refer to the RFSQ section 3.0, INSTRUCTION TO PROSPECTIVE CONTRACTORS, subsection 3.4, SOLICITATION REQUIREMENTS REVIEW.*

Concerns and Recommendations on Group Home 2007 Contract

I. Master Agreement Overview				
	Section # / Page #**	Current Language Issue	Concerns / Recommendations	County's Answers
114	2.4.1.14 Prospective Contractor's Minimum Qualifications; Page 10	"Serve exclusive DCFS or Probation at a services delivery site."	Recommend revising the language to state, <i>"DCFS and Probation children can only be placed together in accordance with Welfare and Institutions Code, Section 16514(c), which prohibits court dependents and wards from being placed in the same group home unless the group home 'has a program that meets the specific needs of the minor being placed...and there is a commonality of needs with the other minors in the group home..."</i> This language is consistent with the Group Home Statement of Work on page 32 (Section 3.1.2(d)) and state law.	Refer to the RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review.
115	3.7.5.1 Required Documents, C11; Page 31	"In separate binders, prospective Contractor shall submit State approved Program Statement for each program."	Recommend revising the language to state, "In separate binders, prospective Contractor shall submit State approved Program Statement for each program." The Contractor does not have control over the timeframe within which CCL will approve their Program Statement.	Program Statement needs to be approved by CCLD.
116	3.8.1 SOQ and Program Statement Submission; Page 31	In the second paragraph, the first sentence states, "Two complete copies of the CCLD approved Program Statements for each program as described in..."	Recommend revising the language to state, "Two complete copies of the CCLD approved Program Statements for each program as described in..." The Contractor does not have control over the timeframe within which CCL will approve their Program Statement.	Program Statement needs to be approved by CCLD.

II. Group Home Terms and Conditions

	Section # / Page #**	Current Language Issue	Concerns / Recommendations	County's Answers
117	1.4 Applicable Documents; Page 2	The second paragraph of item 1.4 is redundant of the first the paragraph.	Recommend deleting the second paragraph, which is redundant and almost verbatim of the first paragraph.	See Addendum Number Two.
118	2.27 Multi-disciplinary Assessment Team or MAT Definition; Page 7	The definition for MAT is incorrect, as it too narrowly focuses only on the child's health.	Recommend revising the language to state, "Multi-disciplinary Assessment Team or MAT - means a multidisciplinary assessment for children placed in out-of-home care. The comprehensive assessment consists of mental health, medical, dental, developmental and educational evaluations, and review of records, the results of which are compiled in the MAT Summary of Findings. A case conference, conducted by a DMH contract agency, shares these findings and discusses them with the CSW and other family team members, including the parents and appropriate parent supports, to identify and confirm the strengths and needs of the child."	Will be addressed in Addendum Number Three.
119	15.5 Notice Requirements; Page 25	DCFS is proposing to minimize the previously negotiated Notice Requirements for placing Contractor on hold status, etc. rather than increasing the notice provided for administrative holds, as agreed.	Recommend revising the first paragraph to state, "With the exception of the paragraph immediately following, County will notify Contractor in writing within 72 hours of DCFS'/Probation's decision to place Contractor on Hold or intention to implement Do Not Refer or Do Not Use Status. Verbal notification of such actions...[rest of paragraph stays the same]." Recommend revising the second paragraph to state, "County will notify Contractor in	No change.

			writing 15 days prior to DCFS'/Probation's decision to place Contractor on Administrative (except Insurance Provisions) Hold or intention to implement Do Not Refer, or Do Not Use Status for Administrative reasons. County will notify Contractor in writing 3 days prior to DCFS'/Probation's decision to place Contractor on Administrative Hold or intention to implement Do Not Refer, or Do Not Use Status related to Insurance Provisions. Verbal notification of such actions...[rest of paragraph stays the same]."	
120	17.3 Special Incident Reporting; Page 27	Protocol for Special Incident Reporting for Probation is different than what is listed for DCFS. Probation's protocol requires Contractors to report a SIR by: 1) telephone, 2) fax, and 3) I-Track system. DCFS requires Contractors to report SIRs only by I-Track.	Recommend revising the protocol for Probation's Special Incident Reporting to be consistent with DCFS' protocol, which would require Contractors to only report SIRs by I-Track.	No change.

III. Group Home Statement of Work

	Section # / Page #*	Current Language Issue	Concerns / Recommendations	County's Answers
121	Part A, 5.4 (a) Social Worker/Mental Health Staff Duties; Page 8	"The GH social worker or mental health professional is present at the GH facility when the treatment team staff and Placed Children are normally present and awake during weekdays;"	Recommend revising the sentence to state, "The GH social worker or mental health professional is present <i>or on call</i> at the GH facility when the treatment team staff and Placed Children are normally present and awake during weekdays."	No change.
122	Part A, 5.4 (d) Social Worker/Mental Health Staff Duties; Page 9	"Qualified social work or mental health professionals provide counseling services for the permanent family as follows..."	Recommend deleting this requirement since it is an unfunded mandate, as providers are not being paid additional money to provide this service.	No change.
123	Part A, 5.5 Duties of the Psychologist and Psychiatrist; Page 9	"For RCL 4 through 12 programs, the Contractor shall provide as needed Services of a psychologist for psychological testing and treatment..."	Recommend revising the sentence to state, "For RCL 4 through 12 programs, the Contractor shall provide <i>arrange for</i> as needed Services of a psychologist for psychological testing and treatment..."	No change.
124	Part A, 6.4 Professional Treatment Team; Page 11	Requirement of the Contractor to complete a CANS assessment every six months for DCFS children who have had an initial CANS assessment.	Recommend deleting this requirement since it is an unfunded mandate.	No change.
125	Part B, 2.1, 2.2, and 2.3 Target Demographics; Page 12	Proposed contract language requires the provision of mental health services rather than ensuring mental health services.	Recommend that the contract language be reverted back to the current contract language, which, for Section 2.1 states, "provide social work and/or <i>ensure</i> mental health treatment services," for Section 2.2 states, "provide social work and <i>ensure</i> mental health treatment services, and for Section 2.3 states, "provide extensive social work and <i>ensure</i> mental health treatment services."	No change.

126	Part C, Service Tasks to Achieve Performance Outcome Goals; Page 13	The last sentence of this section states, "The County reserves the right to amend the Performance Measures Outcomes with 45 Days notice to the Contractors. Any revisions would be made public."	Recommend that the County delete this last sentence. The county has successfully developed and revised the performance measures and benchmarks through the collaborative Performance Measure Task Groups. The development of the measures, and subsequently the scorecards, has jointly been discussed and revised through this structured forum that is open to all interested parties both within the County government and community stakeholders.	No change.
127	Part C, Performance Outcome Summary 1.0 Safety; Page 14	The Program Target Group states, "Placed Children in Group Home Care."	Recommend clarifying the target group to specify "DCFS Placed Children in Group Home Care." Probation has not yet collaboratively developed appropriate performance outcomes and tracking mechanisms for Probation-placed children.	No change.
128	Part C, Performance Outcome Summary 1.0 Safety; Page 14	The last Performance Target states, "Child-to-child injuries while under the supervision of group home not exceed .02%."	Recommend revising the target to state, "Child-to-child injuries while under the supervision of group home <i>not to exceed the previous calendar year's system average.</i> " [Note: The previous year's average was 98%.] This is consistent with the stated measures and definitions agreed to by the Performance Measure Task Group.	Will be addressed in Addendum Number Three.
129	Part C, 1.1.2 (b) Emergency Movement of Placed Children; Page 15	"For Probation, in the event of an emergency, the Contractor shall contact the DPO of record during normal working hours, the Central Placement's OHC Unit Officer of the Day, and the Central Placement Resource Control Supervisor..."	Recommend that Probation revise their protocol from having the Contractor contact three separate Probation staff to identifying one point person. The DCFS protocol listed under 1.1.2 (a) only requires Contractors to contact one DCFS staff person.	Will be addressed in Addendum Number Three.
130	Part C, 1.4.1 Pre-Approval by County	"For Probation, Placed Children shall be supervised at all times	Recommend revising the requirement to state," For Probation, Placed Children shall	No change.

	Worker; Page 17	unless otherwise specifically stated in the current Probation Foster Care Case Plan and the County approved Needs and Service Plan developed by the Contractor's Treatment Team. If a Probation minor leaves a facility without authorization, the Contractor shall contact the Police Department, complete a police report, and if event occurs within normal working hours, immediately notify Central Placement's OHC Unit Officer of the Day..."	be supervised at all times unless otherwise specifically stated in the current Probation Foster Care Case Plan and the County approved Needs and Service Plan developed by the Contractor's Treatment Team. If a Probation minor leaves a facility without authorization, the Contractor shall contact the Police Department, complete a police report, and if event occurs within normal working hours, immediately notify Central Placement's OHC Unit Officer of the Day..." Contractors often do not receive a copy of the Foster Case Plan form but do complete a Needs and Services Plan, so we recommend using this form, which is consistent with DCFS's protocol specified in 1.4.1.	
131	Part C, 1.4.2 Maintenance of a Sign-in/Sign-out Log; Page 17	In the second paragraph, the last sentence states, "For Probation, the Contractor shall ensure that all DPOs (except On-Site DPOs) and Regional DPOs that supervise youth at more than one site sign the entry log prior to his/her visitation."	Recommend changing the language to state, "For Probation, the Contractor shall ensure that all DPOs (except On-Site DPOs) and Regional DPOs that supervise youth at more than one site sign the entry log prior to his/her visitation." It is important for all DPOs to sign-in at an agency, including On-Site DPOs.	No change.
132	Part C, 1.6 Serious Incident Reporting Via the I-Track System; Page 19	"...Contractor shall also notify DCFS and Probation of all reportable incidents via the I-Track web-based system at https://itrack.co.la.ca.us . For Probation youths, the Contractor shall also report incidents by telephone and fax to the Central Placement OHC Unit. Failure to report via I-Track system may result in further action as described in	Recommend deleting the middle sentence of the paragraph, " For Probation youths, the Contractor shall also report incidents by telephone and fax to the Central Placement OHC Unit. " It is redundant work for the Contractor to have to: 1) complete the I-Track report; 2) telephone Central Placement OHC; and 3) Fax the report to Central Placement OHC.	No change.

		Exhibit N.”		
133	Part C, 1.7 Runaway Procedures; Page 20	“The Contractor shall try to locate a runaway child by: 1) notifying the County Worker; 2) contacting the child’s family, friends, school officials, and neighbors; 3) documenting the information; and 4) reporting all relevant information to the County Worker immediately per Exhibit DD, Reporting Runaways: A Guide for Caregivers.”	Recommend revising the language to state, “The Contractor shall try to locate a runaway child by: 1) notifying the County Worker; 2) contacting the child’s family, friends, and school officials, and neighbors ; 3) documenting the information; and 4) report all relevant information to the County Worker immediately <i>within 24 hours</i> per Exhibit DD, Reporting Runaways: A Guide for Caregivers.”	Will be addressed in Addendum Number Three.
134	Part C, Performance Outcome Summary 2.0 Permanency / Reunification; Page 21	The title of 2.0 states “Permanency / Reunification.”	Recommend deleting “Reunification” from the title since it is not inclusive of the other permanency options, such as adoption, as defined in Program Goal and Outcome listed below.	No change.
135	Part C, Performance Outcomes Summary 2.0 Permanency / Reunification; Page 21	The Program Target Group states, "Placed Children in Group Home Care."	Recommend clarifying the target group to specify "DCFS Placed Children in Group Home Care." Probation has not yet collaboratively developed appropriate performance outcomes and tracking mechanisms for Probation-placed children.	No change.
136	Part C, Performance Outcomes Summary 2.0 Permanency / Reunification; Page 21	The third and fourth Performance Targets listed reference the Probation population: “80% or more of the total DCFS or probation children served per year are not replaced at the G.H. provider’s request.” “87% of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not re-entered the DCFS or Probation system six months after discharge.”	Delete the reference to “probation children” since the data collected only includes DCFS-placed children. Probation has not yet collaboratively developed appropriate performance outcomes and tracking mechanisms for Probation-placed children.	No change.

137	Part C, 2.1.1 (e) Permanency Plans; Page 24	"The Contractor shall attend all County Team Decision-Making and Permanency Planning conferences. The County Worker will provide the Contractor with advance notice of the conferences whenever possible."	Recommend revising the language to state, "The Contractor shall attend all County Team Decision-Making and Permanency Planning conferences <i>when provided reasonable advance notice</i> . The County Worker will provide the Contractor with as <i>much</i> advance notice of the conferences whenever as possible."	No change.
138	Part C, 2.2.1 Family Visitation Guidelines; Page 25	The Section references listed in 2.2.1 are incorrect.	Revise the Section references from 2.3.2, 2.3.3, and 2.3.4 to correctly state 2.2.2, 2.2.3, and 2.2.4.	Will be addressed in Addendum Number Three.
139	Part C, 2.2.2 The TEAM (DCFS); Page 25	In the second paragraph, Family Group Decision-Making (FGDM) is excluded from the teams requiring caregiver participation.	Recommend revising the language to state, "Each TEAM, with the exception of FGDM, shall include the following members: (1) TEAM Facilitator; (2) DCFS CSW, Emergency Response Worker and/or Supervising CSW; (3) parents/legal guardians; (4) caregivers..." All team options at which Family Visitation Plans are developed should include the caregiver.	No change.
140	Part C, 2.3 Identifying, Developing, and Maintaining Important Relationships; Page 27	The middle of the paragraph includes a sentence that states, "The Contractor shall appoint a Mentoring Liaison and partner with existing mentoring programs or develop their own mentoring resources to enable children 10 years of age and older to develop a connection with a caring adult, when important relationships are lacking (WIC, Section 16501.1(i))."	Recommend deleting the phrase "appoint a Mentoring Liaison and" since it is an unfunded mandate. While Contractors are supportive of mentoring programs, and many already provide mentoring programs and have dedicated staff through privately raised funds, it is an unfunded mandate to require agencies to appoint a Mentoring Liaison without additional funding. The WIC code states the importance of having a County Worker locate a positive, permanent person in a child's life but it does not require or specifically state that Contractors should hire Mentoring Liaisons or provide a mentoring program.	No change.
141	Part C, 2.4	The last paragraph states, "The	Recommend revising the sentence to state,	No change.

	Maintaining and Developing the Community Network for DCFS and Probation Children; Page 28	Contractor shall, in coordination with the County Worker, arrange with the receiving family for each child going to a lower level of placement..."	"The <i>County Worker</i> shall, in coordination with the <i>Contractor</i> , arrange with the receiving family for each child going to a lower level of placement..."	
142	Part C, Performance Outcome Summary 3.0 Well-Being / Education; Page 29	The Program Target Group states, "Placed Children in Group Home Care."	Recommend clarifying the target group to specify "DCFS Placed Children in Group Home Care." Probation has not yet collaboratively developed appropriate performance outcomes and tracking mechanisms for Probation-placed children.	No change.
143	Part C, 3.1.2 (b) Assessment and Acceptance of Referred Children; Page 32	Requirement of the Contractor to complete a CANS assessment every six months for DCFS children who have had an initial CANS assessment.	This requirement is identical to Section 6.4 on Page 11 and should be deleted.	No change.
144	Part C, 3.1.2 (e) Assessment and Acceptance of Referred Children; Page 33	"All Contractors shall provide intake Services 24 hours per day, seven days per week, by November 1, 2007."	Recommend deleting this requirement since it is an unfunded mandate.	No change.
145	Part C, 3.1.4 (d) Health and Education Passport; Page 34	In the middle of the paragraph it describes the expectations of a Contractor when a binder is not provided within the required timeframe to: "1) initiate the black binder information (See Exhibit I, WIC Section 16010); and 2) immediately report lack of receipt of the binder to and request it from DCFS Regional Administrator via email."	Recommend that the Regional Administrators' email addresses be provided, so that Contractors have appropriate contract information.	No change.
146	Part C, 3.2.3 Immediate Enrollment of	The last sentence states, "The Contractor shall enroll children within three (3) school days from	Recommend revising the sentence to state, "The Contractor shall <i>document its efforts</i> to enroll children within three (3) school	No change.

	Placed Children in School; Page 35	the date of placement per DCFS requirements."	days from the date of placement per DCFS requirements." In spite of Contractor's best efforts, there can be no guarantee that the school district will comply with this.	
147	Part C, 3.2.5 (d) Participation in Placed Child's School Program, Homework, and Tutoring; Page 36	"The Contractor shall provide sufficient computers in good operating condition."	Recommend deleting this requirement since it is an unfunded mandate.	No change.
148	Part C, 3.3.1 The TILP; Page 37	"The Contractor shall participate with County Worker in the development of a TILP for each Placed Child 14 years or older and should receive an updated, signed TILP for any Placed Child within 6 months of his/her 16 th birthday."	Recommend revising the sentence to state, "...within 6 months of his/her 14 th birthday" rather than 16 th birthday since youth are eligible for ILP services beginning at the age of 14.	No change.
149	Part C, 3.3.1 The TILP; Page 37	"The Contractor shall have a copy of the TILP received from the County Worker on file."	Recommend revising the sentence to state, "When received from the County Worker, the Contractor shall have a copy of the TILP on file."	No change.
150	Part C, 3.3.4 (a) Preparation for Independent Living; Page 37	The last sentence of the paragraph states, "Contractor shall provide transportation to Emancipation classes and activities."	Recommend revising the sentence to read, "Contractor shall <i>help arrange</i> transportation to Emancipation classes and activities." Otherwise, this is an unfunded mandate.	No change.
151	Part C, 3.3.4 (b) Preparation for Independent Living; Page 38	"The Contractor shall facilitate participation in County approved Emancipation services and/or develop on-site Emancipation Services equivalent to the County's Emancipation Program (formerly called ILP) for Placed Children unable to participate in the County's Emancipation Program or approved off-grounds Emancipation	Recommend revising the language to state, "The Contractor shall, <i>in coordination with the County Worker</i> , facilitate participation of <i>Placed Children ages 14 years and older</i> in the County's approved Emancipation Services and/or develop on-site Emancipation Services equivalent to the County's Emancipation Program (formerly called ILP) for Placed Children unable to participate in the County's Emancipation	No change.

		Services.”	Program or approved off-grounds Emancipation Services.” The deleted language imposes an unfunded mandate.	
152	Part C, 3.3.4 (d) Preparation for Independent Living; Page 38	“The Contractor shall not discipline a Placed Child by preventing a Placed Child from attending vocational training programs or working on the job.”	Recommend revising the language to state, “The Contractor <i>may</i> discipline a Placed Child by preventing a Placed Child from attending vocational training programs or work on the job, <i>utilizing the Prudent Parent Standard.</i> ”	No change.
153	Part C, 3.4.3 (c) Reimbursement for Medical, Dental, and Psychiatric Costs; Page 40	The last sentence of the paragraph was deleted, which states “If the County Worker’s supervisor does not respond to Contractor within three (3) business days, services shall be considered to be pre-approved by the County Worker or the County Worker’s supervisor.	Recommend adding the sentence back into the contract. Without this language there is no protection in place if the County Worker’s Supervisor is not responsive to the Contractor.	No change.
154	Part C, 3.8 Written Notice at Least Seven Days Prior to Discharge; Page 42	In the second paragraph there is a requirement for the convening of a TDM conference. “When the Contractor notifies the County of issues potentially affecting the stability of a child’s continued placement in Contractor’s program, County and Contractor shall convene a Team Decision Making (TDM) / case conference to determine whether the child’s placement may be stabilized and/or additional services may be provided without removing the child from the Contractor’s program.”	Recommend revising the language to state, “When the Contractor notifies the County of issues potentially affecting the stability of a child’s continued placement in Contractor’s program, County and Contractor shall convene a TDM/case conference <i>within seven days</i> to determine whether the child’s placement may be stabilized and/or additional services may be provided without removing the child from the Contractor’s program.”	No change.
155	Part C, 3.9.1 (b) Planned Leisure, Extracurricular, Enrichment, and	“For Probation youth the Contractor shall obtain approval from the Regional Placement Director for any off-grounds activities.”	Recommend revising the language to state, “For Probation youth the Contractor shall obtain approval from the Regional Placement Director for any <i>out-of-county</i>	No change.

	Social Activities; Page 43		off-grounds activities.”	
156	Part C, 3.11.6 Collection and Storage of Personal Belongings at Termination of Placement; Page 45	The last paragraph states, “For Probation Placed Child, Contractor shall hold clothing and personal belongings for up to 60 Days and make diligent efforts to contact parents or guardian to pick them up.”	Recommend revising this Probation-specific procedure to be consistent with the DCFS protocol stated in the first paragraph by changing <i>60 Days to 14 Days</i> .	No change.
157	Part C, 3.13.1 (f) Personal Allowance; Page 47	The last sentence states, "Beyond supervision of spending for appropriateness, age, safety, and health, the Contractor shall permit the Placed Child to spend his/her allowance, earnings, and other income in accordance with the Needs and Services Plan and as the Placed Child desires."	Recommend revising the language to delete the phrase, "and as the Placed Child desires." The Needs and Services Plan should cover the appropriateness of the expenditures. This phrase undercuts the guidelines for the use of funds based on appropriateness, age, safety, and health.	No change.
158	Part C, 3.15 Evidence-Based Practices; Page 47	Probation is stating their priority for Contractors with Evidence-Based Programs.	Recommend revising this paragraph to state, “The Probation Department will give preference to Contractors with Evidence-Based programs that demonstrate positive outcomes . Probation is committed to <i>developing</i> Evidence-Based Policy and Practices (EBPP) programs in an effort to increase achievement of their stated goals and reduce recidivism for youth. However, due to the limited availability of Evidence-Based programs, Probation also supports Best Practice programs. Because fidelity to a proven Best Practices program is critical, Contractors who opt to model such a program will be responsible to demonstrate program fidelity from an independent source. Probation is targeting criminogenic needs ...”	No change.

159	Part D, Performance Requirement Summary; Page 49	Under Contractor's Performance Targets, the last two measures on the page include reference to Probation.	Delete the words "or probation." Probation has not yet collaboratively developed appropriate performance outcomes and tracking mechanisms for Probation-placed children.	No change.
160	Part D, Performance Requirement Summary; Page 49	Under County Actions for Unmet Performance Targets, the third sentence states, "Failure to meet this and the following performance targets could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N."	Contractor's Performance Targets for which DCFS has agreed to only collect data countywide (as opposed to by specific contract agency) should not have Exhibit N administrative remedies applied to them. These include: 1) at least 62% of the Placed Children discharged from the G.H. over a 12 month period are discharged to a less restrictive setting than current placement; 2) 87% of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not re-entered the DCFS system 6 months after discharge; and 3) 87% of Placed Children discharged in accordance with Permanency plan to a foster care placement have not changed foster families six months after discharge from the group home."	No change.

GH STATEMENT OF WORK COMPARISON CHART

GH /SOW	CURRENT GH / SOW If any part of the current contract language is found in an amendment (s) – it is noted. Sub-Section # / Title	CONTRACT CHANGE STATUS Indicator of changes made to current GH Statement of Work	REASON FOR THE CHANGE
PART A. INTRODUCTION	INTRODUCTION	SAME	
1.0 PREAMBLE	1.0 PREAMBLE	SAME	
2.0 OVERVIEW	2.0 OVERVIEW <ul style="list-style-type: none"> • 2.3 regarding the Title 22 regulations that apply to group homes • 2.4 regarding Rate Setting regulations and where all cited regulations can be found 	New Sections	2.3 and 2.4 were added to present the main regulations that apply to GHs
3.0 COUNTY PRIORITIES	3.0 COUNTY PRIORITIES FOR CHILDREN	SAME	
4.0 SERVICE DELIVERY SITES	4.0 SERVICE DELIVERY SITES	New Language	4.0, second paragraph, was added by DCFS
5.0 STAFF QUALIFICATIONS, REQUIREMENTS, AND DUTIES	<ul style="list-style-type: none"> • 5.1 Minor changes in line 4 • 5.2 Minor changes • 5.2 and 5.3 moved to PART A From PART C • 5.5 moved to PART A From PART C and the words, “and treatment” added in Line 2 	<ul style="list-style-type: none"> • Wording Changes • Wording Changes • New Format • New Format and Language 	<ul style="list-style-type: none"> • Improved wording for greater clarity • Improved wording for greater clarity • Contracts Division suggested moving these sections to Part A from Part C. • Contracts Division suggested moving these sections to Part A from Part C and DCFS requirements
	5.4(b) Contractor to do a Discharge Summary.	New Requirements and Language	Language added for the new “DCFS Discharge Summary for DCFS.”
6.0 PROFESSIONAL TREATMENT TEAM	6.4 Added the requirement to utilize the CANS tool to perform a CANS assessment every six months for any child for whom the Department has done an initial assessment.	New Section	Section 6.4 added for new DCFS requirement
B. TARGET DEMOGRAPHICS		SAME	
	2.1 through 2.4 Made minor format changes	New Format	Improved format for greater clarity
	2.5 Added the words, “and intensive supervision” in second line	New Language	DCFS requirement
C. SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS	New language added at the end of first the paragraph, “or any other remedy specified in the Contract.” Added a second paragraph that the County reserves the right to amend performance measures with 45 day notice to Contractors.	New Language	DCFS requirements
1.0 SAFETY	1.0 Most of the Outcome indicators and Performance Targets were rewritten to correspond to the data definitions and new benchmarks developed by the RBS PMTG. The percentage of child-to-child injuries was added.	New Requirements and Language	DCFS requirements
	1.1 2(b) Notify Probation of an emergency as soon as possible and no later than 24 hours.	New Section	Probation request
	1.2 SAFE ENVIRONMENT. <ul style="list-style-type: none"> • 1.2.1(a) through (c) were added regarding the need for safe outdoor and pool areas and pool safety equipment, need for an outside exit in addition to an inside exit for two story GHs, and the Contractor’s need to check the Megan’s Law Website prior to licensing a potential GH site to ensure that no registered sex offender lives so close that he/she would 	New Sections, Requirements and Language	<ul style="list-style-type: none"> • DCFS requirements • DCFS requirements • Title 22, Chapter 1, Section 80087(h)(1)

GH /SOW	CURRENT GH / SOW If any part of the current contract language is found in an amendment (s) – it is noted. Sub-Section # / Title	CONTRACT CHANGE STATUS Indicator of changes made to current GH Statement of Work	REASON FOR THE CHANGE
	be a threat to the safety of the placed children. <ul style="list-style-type: none"> • 1.2.2 Added language that Placed Children are not to consume narcotics or illegal drugs. • 1.2.3 added regarding locked storage for poisons, firearms, cleaning solutions • 1.2.4 County requirement added for the Contractor to develop a quarterly monitoring checklist that includes all physical environment licensing regulations. 		<ul style="list-style-type: none"> • DCFS requirements
	1.4 CONTRACTOR’S RESPONSIBILITIES FOR PLACED CHILDREN OFF GROUNDS <ul style="list-style-type: none"> • 1.4.1, first paragraph, last line Added the words, “at all times.” 	New Language	DCFS requirements
	1.5 RESTRAINTS AND SECLUSION <ul style="list-style-type: none"> • New Restraints and Seclusion requirements added. 	New Sections	California Health and Safety Code, Sections 1180-1180.6
	1.6 SPECIAL INCIDENT REPORTING VIA THE I-TRACK SYSTEM <ul style="list-style-type: none"> • This is a new section. 	New Section	DCFS and Probation requirement
	1.7 RUNAWAY PROCEDURES <ul style="list-style-type: none"> • This is a new section regarding runaway procedures. 	New Section	CWS Handbook Procedural Guide 011-570.11 issued 6-1-06
2.0 REUNIFICATION/PERMANENCY	2.0 Most of the Performance Measures were rewritten to correspond to the data definitions and new benchmarks developed by the RBS PMTG.	New Requirements and Language	DCFS Requirements
	2.1 NEEDS AND SERVICES PLAN <ul style="list-style-type: none"> • 2.1.1(c) and (d) are new sections • 2.1.2 Introduces the new electronic template “Provider Needs and Services Plan/Quarterly Report.” 	New Sections, Requirements, and Language	<ul style="list-style-type: none"> • DCFS requirements • DCFS, Probation, and CCLD requirements
	2.2 FAMILY VISITATION GUIDELINES <ul style="list-style-type: none"> • The new Family Visitation Guidelines from the LA Juvenile Court were added. 	New Sections and Requirements	<i>Family Visitation Guidelines</i> from the Los Angeles Juvenile Court Visitation Committee
	2.3 IDENTIFYING, DEVELOPING, AND MAINTAINING IMPORTANT RELATIONSHIPS	New Language	Welfare and Institutions Code (WIC), Section 16501.1(f)(15)
	MAINTAINING AND DEVELOPING THE COMMUNITY NETWORK FOR DCFS AND PROBATION CHILDREN.	New Section	DCFS requirements
3.0 WELL-BEING	3.1 INTAKE REQUIREMENTS <ul style="list-style-type: none"> • 3.1.2(e) All Contractors required to provide intake service 24 hours a day, 7 days per week. • 3.1.3(b) New Children’s Rights. 	New Sections	<ul style="list-style-type: none"> • DCFS requirements • WIC Sections 16001.9(a)(23) and (24)
	3.2 EDUCATIONAL REQUIREMENTS <ul style="list-style-type: none"> • 3.2.1 Stable School Placements • 3.2.2 Right of Placed Child to Remain in School of Origin • 3.2.3 Immediate Enrollment of Placed Child in School • 3.2.4 Identification of Public and Non-Public Schools 	3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5(d) are New Sections. Section 3.2.5(c) has New Requirements and Language. Section 3.2.6 is Deleted Language..	<ul style="list-style-type: none"> • WIC Section 16000(b) and Education Code, Section 48850(a) • Education Code, Section 48853.5(d)(1) and 48853.5(d)(2) • Education Code, Section

GH /SOW	CURRENT GH / SOW If any part of the current contract language is found in an amendment (s) – it is noted. Sub-Section # / Title	CONTRACT CHANGE STATUS Indicator of changes made to current GH Statement of Work	REASON FOR THE CHANGE
	<ul style="list-style-type: none"> • 3.2.5(c), last sentence regarding that the Contractor is not obligated to pay for tutoring that is covered by public funds • 3.2.5(d) regarding Contractor providing sufficient computers in good operating condition • 3.2.6 regarding educational information to be included in the Quarterly Reports was deleted and the two sections following renumber 		48853.5(d)(4)(A) <ul style="list-style-type: none"> • DCFS and Probation requirements • Contractors’ request • DCFS requirement • This section is no longer relevant with the new “Provider Needs and Services Plan/Quarterly Report template
	3.4 HEALTH AND MEDICAL REQUIREMENTS <ul style="list-style-type: none"> • 3.4.3(c) The last sentence was deleted 	Deleted Language	DCFS no longer wants to automatically approve payment for non-covered medical, dental, or psychiatric services if the CSW or SCSW does not respond after three days.
	3.7 TRANSPORTATION REQUIREMENTS	New Requirements and Language	DCFS and Probation requirements. Whole section rewritten for greater clarity.
	3.8 WRITTEN NOTICE AT LEAST SEVEN DAYS PRIOR TO DISCHARGE	New Requirements and Language in second and third paragraphs	DCFS requirements
	3.9 PLANNED LEISURE, EXTRACURRICULAR, ENRICHMENT, AND SOCIAL ACTIVIES <ul style="list-style-type: none"> • 3.9.1(b) regarding off-grounds activities for Probation youth • 3.9.2 Added new regulations for Extra-Curricular, Enrichment, and Social Activities. • 3.15 regarding evidence-based practices 	New Sections	<ul style="list-style-type: none"> • Probation requirements • WIC Section 262.05 and 362.04(a) • Probation requirements
D. PERFORMANCE REQUIREMENTS SUMMARY	ADDED NEW SECTION	New Section	Summary of the Performance Targets from PART C, , Sections 1.0, 2.0, and 3.0 and County Actions for Unmet Performance Targets that is now required in all SOWs

REQUEST FOR STATEMENT OF QUALIFICATIONS – RESIDENTIALLY BASED SERVICES (RBS) (GROUP HOME)
PROPOSER’S CONFERENCE

INTRODUCTION

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<p><u>Contract Enforcement, Out of Home Care Management Monitoring and Review:</u> The Out of Home Care Management Division has a dual role in ensuring child safety. One is the responsibility of conducting reviews of group homes’ performance in the areas of safety, permanency and well-being. These reviews are to be conducted for each contracted group homes which serve Los Angeles County DCFS youth and they are to be reviewed at least on an annual basis.</p> <p>The second responsibility is to follow up on investigations conducted by the County worker.</p>	<p>The Out of Home Care Management Division monitors are to also conduct actual performance monitoring reviews at least annually.</p> <p>The County worker conducts investigations in accordance Policy # 0070-548.05, EMERGENCY RESPONSE REFERRALS ALLEGING ABUSE AND NEGLECT IN OUT OF HOME CARE REGARDING CHILDREN WHO ARE UNDER DCFS SUPERVISION and they are to provide the Out of Home Care Management Division with copies of investigative narratives regarding investigations conducted so that the Out of Home Care Management monitor may follow up as required.</p>	<p>The Contractor is to cooperate with the review and monitoring of their program, records and procedures as noted in Section 18.0, Records and Investigation.</p>	<p>Provide supporting documentation as requested by the Performance Monitoring Section and/or the County placement worker (e.g. Special Incident Reports, employee statements, and any other documents as it relates to an investigation, monitoring review, or other administrative review).</p> <p>Provide County access to the placed child’s case record upon request.</p>	<p>Contract, Terms and Conditions, Part I, Section 21, Contract Enforcement, Out of Home Care Management Monitoring and Review; Policy # 0070-548.05, EMERGENCY RESPONSE REFERRALS ALLEGING ABUSE AND NEGLECT IN OUT OF HOME CARE REGARDING CHILDREN WHO ARE UNDER DCFS SUPERVISION</p>

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SAFETY

Children shall be free of abuse and neglect. The goal of the County and the community partners is that we maintain a zero tolerance policy for substantiated abuse and neglect of placed children while under the supervision of the group home.

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<p><u>Hold, Do Not Refer and Do Not Use statuses and Corrective Action Plan</u> actions can be taken in response to investigations of child abuse and neglect, as a result of Performance Monitoring reviews, and/or program and/or fiscal audits or other contractual administrative reasons. Request for these actions go through the Group Home Performance Monitoring Section in the Out of Home Care Management Division.</p> <p>Based on documented information, the Performance Monitoring Section has the responsibility of requesting corrective action, imposing Holds and recommending, Do Not Refer or Do Not Use status.</p>	<p>Report all abuse/neglect to the CPHL and report contract issues to the Performance Monitoring Section and state regulatory issues to Community Care Licensing. Refer to Policy # 0070-548.05, EMERGENCY RESPONSE REFERRALS ALLEGING ABUSE AND NEGLECT IN OUT OF HOME CARE REGARDING CHILDREN WHO ARE UNDER DCFS SUPERVISION for contact information.</p> <p>The ER CSW needs to provide the Performance Monitoring Section with a comprehensive report justifying any action to be taken.</p>	<p>Report all abuse/neglect to the CPHL. The Contractor is to take corrective measures immediately or within 30 days, as the situation dictates.</p>	<p>Provide supporting documentation as requested by the Performance Monitoring Section and/or the County placement worker (e.g. Special Incident Reports, employee statements, and any other documents as it relates to an investigation, monitoring review, or other administrative review).</p>	<p>Contract, Terms and Conditions, Part I, Section 15.0 HOLD STATUS, DO NOT REFER STATUS, DO NOT USE STATUS, CORRECTIVE ACTION PLAN</p> <p>Exhibit N</p>

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<p><u>Program Reporting Requirements:</u> The Contractor is required to make CPHL referrals, when necessary; contact County worker monthly via telephone to provide you with an update of the child's progress, significant changes in GH. Contractor is also to provide the County worker with Needs and Services (NSPs)/ Quarterly Reports, and at the end of placement, provide the County Worker with a Termination Report within 30 after termination. Contractors shall also report all special incidents via a web-based system, (https://itrack.co.la.ca.us) within the specific timeframes as outlined in Exhibit A-VIII.</p>	<p>Document all contacts in the CWS/CMS contact notebook. Maintain tracking logs to ensure timely receipt of NSPs/Quarterly Reports, and Termination Reports. Review SIRs via Itrack which are received from the provider via an email.</p>	<p>Report suspected child abuse. Contact County worker monthly via telephone to give an update on placed children's progress; maintain documentation of the contact; report <u>Special Incident Reports</u>, i.e. the child's behavior incidents, illness, injury, accident, death, unauthorized absences, & significant changes in GH. Develop comprehensive, individualized, timely NSPs/ Quarterly Reports; and prepare and submit a Termination report with all the required elements as noted in Section 17.0, Program Reporting Requirements.</p>	<p>Initial NSPs/Quarterly Report are due to the County Worker within the first 30 days of a child's placement and every 90 days thereafter. The 90 days is to be determined from the date of the child's placement. Copies of the updated/modified NSPs/Quarterly Reports are due to the County Worker by the 10th business day following the end of each quarter.</p> <p>Special Incident Reports, as warranted.</p> <p>Termination Report <u>30 days</u> from the date the child's placement is terminated.</p>	<p>Contract, Terms and Conditions, Part I, Section 17.0, Program Reporting Requirements</p> <p>Exhibit A-VIII Special Incident Reporting Guide</p> <p>FYI 04-37 I-TRACK Reporting System</p>
<p><u>Reporting Suspected Child Abuse:</u></p> <p>The Contract mandates that safety of a placed child is always the first priority. To that end, the GH administration will train staff to report any abuse or neglect to the appropriate authorities (Community Care Licensing, CPHL, Law</p>	<p>As mandated reporters, upon learning of any reportable incidents of abuse or neglect during visits with children and/or at the Group Home facility, follow up with the Group Home staff to ensure that proper reporting requirements have been</p>	<p>GH Administration shall ensure that all known or suspected child abuse is reported to the CPHL immediately upon discovery to the appropriate reporting parties.</p> <p>Train GH staff on proper reporting procedures.</p>	<p>Upon request, written verification that staff have been trained in proper reporting of child abuse/neglect procedures.</p>	<p>Contract Terms and Conditions, Part II, Section 6.0 Reporting Suspected Child Abuse</p> <p>California Penal Code Section 11166(a) & 11166 et seq.</p>

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Enforcement, Regional Center, etc.) immediately upon discovering a child has been abused or neglected or is suspected of being in future danger . Contractor is to remain with the child if the child is in imminent danger.	met. The Monitoring Section will have the responsibility of reviewing documentation to determine if the Contractor has trained their staff with regard to reporting suspected child abuse and Special Incidents as required.	Have GH staff sign a statement that he/she knows the reporting requirements and will comply with them. Educate/train employees, consultants, or agents who are not mandated reporters on procedures for reporting any reasonable suspicion of child abuse.		

KEY ELEMENTS AS IT RELATES TO THE PERFORMANCE MEASURES

WELL BEING

Placed Children shall improve their level of functioning in the areas of education, health, behavior, and social and emotional well-being.

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<p><u>Records & Investigation:</u></p> <p>The CSW shall provide the GH, at the time of placement or within 24 hours, with a placement packet, including the following: 1) Valid proof of Medi-Cal coverage, 2) Signed DCFS 4158, Authorization for Medical Care for a Child Placed by the Juvenile Court.</p> <p>The CSW shall provide the GH with the Health and Education Passport (Black Binder) and included documents within 25 days of initial placement of a child. The GH shall not be held responsible in an audit or monitoring review for failure to have documents that were in existence at</p>	<p>The CSW is to ensure that the appropriate documents are provided to the GH upon placement or within 24 hours for each placed child.</p> <p>The CSW is to ensure that they provide the Health and Education Passport to the GH staff for each placed child.</p> <p>The Monitoring Section will review the Health and Education Passport to ensure that all required documents are completed and updated.</p> <p>Ensure that CSWs provide the GH with any updated records as it relates to the</p>	<p>The GH shall report the lack of the documents to the Foster Care Payment Hotline at (800) 697-4444.</p> <p>The GH shall report lack of the receipt of the Binder and /or contents to DCFS Program Manager.</p> <p>Comply with all record keeping requirements as stated in the GH contract. These records include, but are not limited to, placement and termination documents, medical and dental records, record of court orders allowing psychotropic medication, clothing inventories, allowance logs, diagnostic</p>	<p>Provide the Monitoring Section with the Health and Education Passport for review.</p> <p>Provide an updated binder to the CSW at the time of discharge.</p> <p>Provide County access to the placed child's case record upon request.</p>	<p>Contract, Terms & Conditions, Part 1, Section 10.0</p> <p>Contract, Terms and Conditions, Section 18.0, Records and Investigations.</p>

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<p>the time of placement but were not provided to GH by the County (CSW).</p> <p>CONTRACTOR shall immediately notify the Foster Care Hotline at (800) 697-4444. If a child is placed after regular business hours, CONTRACTOR shall call the Foster Care Hotline the following business day with the Placed Child's name and date of placement so that a placement packet may be obtained because COUNTY cannot fund the placement until the placement packet is issued.</p> <p>GH staff shall maintain and retain specific records on each placed child as required by Title XXII, Division 6 Chapters 1 & 5.</p>	<p>care and supervision of each child on your caseload. This may include court orders and authorizations for GHs to administer psychotropic medication. Additionally, ensure that the GH is provided with a completed DCFS 709, which addresses the child's needs and any modifications to the DCFS 709.</p>	<p>evaluations SIRs, school records and Needs and Services Plans.</p>		
<p><u>Input on Needs and Services Plan</u></p> <p>The CSW is required to participate in the development of the NSP. This includes, but is not</p>	<p>Work cooperatively with GH staff to develop the child's NSP.</p> <p>Provide a detailed DCFS 709.</p>	<p>Obtain CSW's input and develop an individualized, comprehensive, timely NSP as noted in the above section.</p>	<p>See references to NSP in the above section.</p>	<p>Contract, Terms and Conditions, Part I, Section 10.9, County's Responsibility.</p>

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limited to, permanency planning, and well-being as it relates to education, emancipation, medical and dental needs, etc. The GH staff is to obtain CSW's written authorization to implement NSP.	Review and authorize NSPs in a timely manner			
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KEY ELEMENTS AS IT RELATES TO THE PERFORMANCE MEASURES

PERMANENCY

Placed Children shall achieve permanency through reunification, adoption, relative guardianship, or other guardianship as defined in the Case Plan.

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<p><u>Permanency planning:</u></p> <p>The County Worker and Contractor are responsible for jointly developing and completing the NSP/Quarterly Report within 30 days of initial placement. The NSP/Quarterly Report is to be updated every 90 days from the date of the child's placement or as the Placed Child's situation changes.</p>	<p>Ensure the child's placement is in accordance with the child's permanency plan. Incorporate pertinent information from the DCFS 709.</p>	<p>Contractor shall facilitate the implementation of any permanent placement plan as developed by the Contractor and the County Worker.</p> <p>For all Placed Children, Contractor shall document on the Contractor's intake form the Placed Child's permanency plan as provided by the CSW. Contractor shall work with CSW to ensure that a permanent plan of reunification, adoption, relative guardianship or other legal guardianship is part of the NSP/Quarterly Report.</p>	<p>Contractor needs to provide County Worker with a signed copy of the NSP/Quarterly Report or updated copy of the NSP/Quarterly Reports within the specified timeframes.</p>	<p>Exhibit A; SOW, Section 2.1 & 2.2</p>

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<p><u>Child Discharge Policy:</u></p> <p>In addition to the GH placement Agreement the following discharge policy should be adhered to:</p> <p>Prior to discharging a placed child, all reasonable efforts shall be made to stabilize a child's placement without resorting to replacement.</p> <p>Prior to discharging a placed child, Contractor shall provide to the placed child's County Worker's Supervisor, the Resource Utilization Management (RUM) Section Program Manager and the DCFS Regional Administrator a Notice of Intent to discharge via fax or email.</p> <p>The Notice of Intent to Discharge should outline the specific problems jeopardizing placement and efforts to stabilize the placement.</p> <p>Contractor and County shall convene a face-to-face case Team Decision Making (TDM) conference.</p>	<p>Work with Contractor to stabilize placement to avoid replacement.</p> <p>Attend case conference within three calendar days of receiving the Notice of Intent to Discharge.</p>	<p>Prior to discharging a placed child, all reasonable efforts shall be made to stabilize a child's placement without resorting to replacement.</p> <p>Prior to discharging a placed child, Contractor shall provide to the placed child's County Worker's Supervisor, the Resource Utilization Management (RUM) Section Program Manager and the DCFS Regional Administrator a Notice of Intent to discharge via fax or email.</p> <p>The Notice of Intent to Discharge should outline the specific problems jeopardizing placement and efforts to stabilize the placement.</p> <p>The Contractor and the County shall convene a face-to-face case TDM conference to determine the necessity to replace the child.</p> <p>Contractor shall provide a written notice to the RUM Section Program Manager or designee if the discharges resulted from a</p>	<p>Notice of Intent to Discharge and any other pertinent documents related to the child's discharge.</p>	<p>Exhibit A, Statement of Work (SOW), Section 3.8</p>
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		Notice of Intent to Discharge within five days of a child's discharge.		
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