



PATRICIA S. PLOEHN, LCSW  
Director

**County of Los Angeles**  
**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

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June 30, 2008

Dear Foster Family Agency and/or Group Home Providers and Interested Parties:

**ADDENDUM NUMBER SIX TO REQUEST FOR STATEMENT OF QUALIFICATIONS  
(RFSQ) CMS # 07-021/023 FOR FOSTER FAMILY AGENCY/GROUP HOME FOSTER  
CARE SERVICES**

Addendum Number Six is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Foster Family Agency/Group Home Foster Care Services RFSQ CMS #07-021/023 released August 31, 2007. Based on current projections, the capacity that will be available in Los Angeles County through the prospective contractors who submitted Statements of Qualifications (SOQs) by the February 29, 2008 submission deadline will be insufficient to meet the full need for out-of-home care services. Therefore, as allowed by the RFSQ, Addendum Number Six both implements changes to specific RFSQ language, and opens a subsequent submission period for SOQs. Addendum Number Six amends sections of the RFSQ as provided below.

A prospective contractor's failure to incorporate the requirements of this Addendum Number Six may result in their Statement of Qualifications not being considered, as determined at the sole discretion of the County.

The following changes/additions are being made to the RFSQ:

- I. RFSQ, Section 1.0 Introduction, Sub-section 1.4 Target Populations, Sub-paragraphs 1.4.1 Target Populations for FFA Program, and 1.4.2 Target Populations for GH Program are amended to read as follows:

1.4.1 Target Populations for FFA Program

The target populations for the FFA Program are children, 0-17 years old, in need of a temporary or permanent family setting, in Los Angeles County, as an alternative to a group home. The principal target groups include children in which the case plan is for: (1) family reunification; (2) adoption; (3) legal guardianship; (4) permanent placement; (5) sibling group placement; (6) neighborhood/school-based placement; and (7)

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children with special health care needs as defined in Title 22, Section 88001(c)(5) and (m) for FFAs with Specialized Certified Family Homes.

#### 1.4.2 Target Populations for GH Program

The target populations for the GH Program are children 6-17 years old who require a structured program ~~and closer supervision than is usually provided in a relative or foster family home setting with~~ servicing the following specific needs and areas:

##### 1.4.2.1 For Los Angeles Countywide Services:

1.4.2.1.1 Rate Classification Level (RCL) 14 GH for DCFS, Probation, or Dually Supervised Youth

1.4.2.1.2 RCL 12 GH for DCFS placed youth

##### 1.4.2.2 For SPA 1:

- RCL 9 through 11 for DCFS Placed Youth

##### 1.4.2.3 For SPA 2:

- RCL 9 through 11 for DCFS Placed Youth

##### 1.4.2.4 For SPA 4:

- RCL 7 through RCL 10 Emergency Shelter Care Group Home Program for DCFS, Probation, and Dually Supervised Youth

##### 1.4.2.5 For SPA 6:

- RCL 9 through 12 six-bed or less community-based GH for Probation youth

##### 1.4.2.6 For SPA 8:

- RCL 9 through 12 six-bed or less community-based GH for Probation youth

A description of the Target Populations for the Master Contract for Group Home Foster Care Services may be found in Appendix I, Exhibit A - Statement of Work, Part B - Target Demographics, and Exhibit Y – Target Populations with Corresponding Rate Classification Levels.

II. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraphs 2.4.2.1 and 2.4.2.2 are amended to read as follows:

2.4.2.1 Provide a copy of their organization's Foster Family Agency Treatment Notification letter from CDSS Foster Care Funding and Rates Bureau. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.

2.4.2.2 ~~Be dually licensed for foster family agency and adoption services or if CONTRACTOR determines not to or is unable to obtain an Adoption License within eleven (11) months from the execution of this Contract, CONTRACTOR shall have completed a sub-contract, signed by authorized parties, with a licensed agency to provide adoption services including adoption home studies for their certified foster homes. COUNTY seeks to place children with CONTRACTOR who is dually licensed for foster family agency and adoption services. For qualified SOQ submissions received on or before February 29, 2008, if CONTRACTOR is unable to obtain an Adoption License by October 1, 2009, CONTRACTOR shall refer all new foster families to an adoption agency who can provide the home study and other adoption services for the placement family. The relationship between the FFA and the adoption agency shall be evidenced by a Memorandum of Understanding (MOU). The MOU must be available upon request of the COUNTY after October 1, 2009. Effective October 1, 2009, all newly certified foster families, meaning those families who are certified by CONTRACTOR after the commencement of this Contract, shall have the capability to adopt children in their placement, in order for the COUNTY to place with the CONTRACTOR.~~

For SOQ submissions from July 21, 2008 onward: CONTRACTOR must ~~Be~~ be dually licensed for foster family agency and adoption services, within eleven (11) months from contract execution, or if CONTRACTOR determines not to or is unable to obtain an Adoption License within eleven (11) months from the execution of this Contract, CONTRACTOR shall have completed a sub-contract, signed by authorized parties, with a licensed agency to provide adoption services including adoption home studies for their certified foster homes.

III. RFSQ, Section 2.0 General Information, Sub-section 2.4 Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.2.4 is added to read as follows:

2.4.2.4 For SOQ submissions submitted beginning July 21, 2008, provide a copy of the organization's Adoption license issued by CDSS CCLD.

IV. RFSQ, Section 2.0, General Information, Sub-section 2.4, Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.3 is amended to read as follows:

2.4.3 Prospective Contractors attempting to qualify a GH program must meet these additional requirements:

2.4.3.1 Provide a current AFDC-FC rate letter from CDSS Foster Care funding and Rates bureau for each GH service delivery site to be covered under this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.

2.4.3.2 Prospective Contractor of a GH program must certify adherence to the staffing requirements as specified in appendix I, GH Exhibits, Exhibit A, Statement of work, part A, Section 5.0, Staff Qualifications, Requirements, and Duties.

2.4.3.3 ~~Meet this additional requirement if the GH program is RCL 14: Provide a copy of the certification letter issued by the Department of Mental Health, 550 S. Vermont Avenue, Los Angeles, California 90020, (213-738-2906), for the mental health treatment component of RCL 14 programs.~~

**The prospective Contractor must currently operate one or more of the following specific programs:**

2.4.3.3.1 RCL 14 beds in Los Angeles County for DCFS children or Probation youth, or dually supervised youth.

2.4.3.3.2 RCL 12 beds in Los Angeles County for DCFS children.

2.4.3.3.3 RCL 7-10 beds in Los Angeles County for emergency shelter placements in SPA 4.

2.4.3.3.4 RCL 9-11 beds in Los Angeles County for DCFS children in SPA 1

2.4.3.3.5 RCL 9-11 beds in Los Angeles County for DCFS children in SPA 2.

2.4.3.3.6 RCL 9-12 6-bed or less community-based group homes in SPA 6 in Los Angeles County, serving Probation youth only.

2.4.3.3.7 RCL 9-12 6-bed or less community-based group homes in SPA 8 in Los Angeles County, serving Probation youth only.

2.4.3.4 ~~**Meet these additional requirements if the GH program is for emergency care:** (1) have a rate of RCL 11 or above; (2) provide emergency care for Placed Children 12-17 years old for 30 days or less; (3) provide intake services 24 hours per day, seven days per week; (4) provide a diagnostic assessment that includes specific recommendations for the long-term or permanent placement; and (5) serve exclusively DCFS or Probation children at an individual emergency care site.~~

**Meet this additional requirement if the GH program is RCL 14:** Provide a copy of the certification letter issued by the Department of Mental Health, 550 S. Vermont Avenue, Los Angeles, California 90020, (213-738-2906), for the mental health treatment component of RCL 14 programs.

2.4.3.5 **Meet these additional requirements if the GH program is for emergency care:** (1) have a rate of RCL 11 or above; (2) provide emergency care for Placed Children 12-17 years old for 30 days or less; (3) provide intake services 24 hours per day, seven days per week; (4) provide a diagnostic assessment that includes specific recommendations for the long-term or permanent placement; and (5) serve exclusively DCFS or Probation children at an individual emergency care site.

V. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3 RFSQ Timetable is amended to read as follows:

**3.3 RFSQ Timetable**

RFSQ Release and Initial SOQ Submission Review Periods:

- Release of RFSQ August 31, 2007
- Release of Supplemental Submission Period June 30, 2008
- ~~GH~~ Written Questions Due (*optional*) ~~November 20, 2007~~ July 11, 2008
- Request for a Solicitation Requirements Review Due  
September 17, 2007 July 15, 2008
- ~~GH~~ Prospective Contractor's Conference Date (*optional*)  
November 27, 2007 July 16, 2008
- ~~GH~~ Questions and Answers Released By  
December 21, 2007 July 21, 2008
- ~~FFA~~ Written Questions Due (*optional*) January 2, 2008
- ~~FFA~~ Prospective Contractor's Conference Date (*optional*) January 9, 2008
- ~~FFA~~ Questions and Answers Released By January 25, 2008
- SOQ due by (Pacific Time)  
6:00 PM, ~~February 29, 2008~~ August 1, 2008

VI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.3, RFSQ Timetable, Sub-paragraph 3.3.2 Supplemental Submission Period, is added to read as follows:

3.3.2 Supplemental Submission Period

SOQs will be accepted for review during the following Supplemental Submission period. These submissions must adhere to the minimum qualifications set forth in Section 2.0, General Information, Sub-section 2.4, Prospective Contractor's Minimum Qualifications, Sub-paragraph 2.4.3.

<b>SUPPLEMENTAL SUBMISSION DATES</b>	<b>CONTRACT TERM DATES</b>
July 21, 2008 through August 1, 2008	November 1, 2008 through October 31, 2009

VII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 Solicitation Requirements Review is amended to read as follows:

**3.4 Solicitation Requirements Review**

A person or entity may seek a Solicitation Requirements Review by submitting *Appendix C - Transmittal Form to Request a RFSQ Solicitation Requirements Review* along with supporting documentation. A Solicitation Requirements Review shall only be granted under the following circumstances:

- The request for a Solicitation Requirements Review is received by the department by **5:00 PM, ~~September 17, 2007~~ July 15, 2008**;

- The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a bid;
- The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- The request for a Solicitation Requirements Review asserts either that:
  - application of the minimum requirements, review criteria and/or business requirements unfairly disadvantage the prospective Contractor; or,
  - due to unclear instructions, the process may result in the County not receiving the best possible responses from the prospective Contractors.

The Solicitation Requirements Review shall be completed and the department's determination shall be provided to the prospective Contractor, in writing, within a reasonable time prior to the SOQ due date.

All Requests for Review should be submitted to:

Department of Children and Family Services  
Contracts Administration, Attn: Contract Manager  
425 Shatto Place, Room 400  
Los Angeles, California 90020

VIII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.5 Contractors' Questions (optional) is amended to read as follows:

**3.5 Contractors' Questions (optional)**

Prospective Contractors may submit written questions regarding this RFSQ by mail, fax or e-mail to the Contracts Analyst identified below. ~~Questions regarding GHs must be received by 5:00 PM, November 20, 2007, and questions regarding FFAs must be received by 5:00 PM, January 2, 2008.~~ Questions received after the July 16, 2008 Prospective Contractor's Conference will not be answered or included in the Question and Answer Addendum. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be posted on DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html), and the County's Website at <http://camisvr.co.la.ca.us/lacobids/>

When submitting questions please specify the RFSQ section number, paragraph number, and page number and quote the passage that prompted the question. This

will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage prospective Contractors or, due to unclear instructions, may result in the County not receiving the best possible responses from prospective Contractor. Please note that questions received after the FFA Prospective Contractors' Conference on ~~January 9, 2008~~ July 16, 2008, will not be answered or included in the Question and Answer Compilation posted on the websites.

Questions should be addressed to:

Name: Felicia Carreker  
Address: Department of Children and Family Services  
Contracts Administration  
425 Shatto Place, Room 400  
Los Angeles, California 90020

Fax #: (213) 380-4623  
e-mail address: [ffagh@dcfs.lacounty.gov](mailto:ffagh@dcfs.lacounty.gov)

- IX. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.6 Prospective Contractors' Conference (optional) is amended to read as follows:

**3.6 Prospective Contractor's Conferences (*optional*)**

A Prospective Contractors Conference will be held to discuss the RFSQ. The conference is optional for prospective Contractors, however, attendance is highly recommended. It is also recommended that prospective Contractors bring a copy of the RFSQ to the conference for reference. ~~County staff will respond to questions from prospective Contractors.~~ County staff will first respond to questions received from prospective Contractors prior to the conference date, and as time allows, questions received during the conference. The conference is scheduled as follows:

**Date:** ~~November 27, 2007~~ July 16, 2008

**Time:** ~~9:00 AM 2:00 PM~~ until the last question or 12:00 PM 4:00 PM, whichever is sooner

**Address:** ~~Arboretum of Los Angeles County Department of  
Beaches and Harbors  
Ayers Hall Burton Chace Park – Community Room  
310 North Baldwin Avenue 13650 Mindanao Way  
Arcadia, CA 91007~~ Marina Del Rey, CA 90292

The FFA Prospective Contractor's Conference is scheduled as follows:

**Date:** ~~January 9, 2008~~

**Time:** ~~1:00 PM until the last question or 4:00 PM,  
whichever is sooner~~

**Address:** ~~Department of Health Services (DHS)  
Auditorium  
313 North Figueroa Street  
Los Angeles, CA 90012  
(street parking or paid parking in DHS lot)~~

X. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.8 SOQ and Program Statement Submission, Sub-paragraph 3.8.5 is amended to read as follows:

3.8.5 The deadline for submission of the SOQ is ~~February 29, 2008~~ August 1, 2008 at **6:00 PM, local time. It is the sole responsibility of the submitting prospective Contractor to ensure that its SOQ is received before the submission deadline. Submitting prospective Contractors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. SOQs received after the submission deadline will not be reviewed for the initial contract term effective for November 1, 2008.**

XI. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.5, Item 3.7.5.1 C5 is amended to read as follows:

C5. The organization's Rate Letter from the state Foster Care Funding and Rates bureau that corresponds to each licensed facility covered by this Contract. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.

- XII. RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.7 Preparation and Format of the SOQ, Sub-paragraph 3.7.5, Item 3.7.5.1 C14 is added to read as follows:

C14. A copy of the organization's Adoption license issued by CDSS CCLD.

- XIII. RFSQ, Appendix A, Required Forms, Form 1 – Contractor's Organization Questionnaire/Affidavit is amended and attached as Attachment I.
- XIV. RFSQ, Appendix A, Required Forms, Form 21a – Service Delivery Sites is added and attached as Attachment II.
- XV. RFSQ, Appendix A, Required Forms, Form 22 – Contractor's Administration is amended and attached as Attachment III.
- XVI. RFSQ, Appendix A, Required Forms, Form 23 – Certification of Compliance with Adoption Requirement is added and attached as Attachment IV.
- XVII. RFSQ, Appendix B, Required Documents, is amended to read as follows:
1. Board of Directors Resolution (sample Appendix B-1)
  2. Organization's Internal Revenue Service (IRS) 501(c)(3) Non-Profit Corporation Status letter
  3. Organization's State of California Franchise Tax Board Non-Profit determination letter
  4. **Certified** copy of the most recent California Secretary of State Statement of Information by Domestic Non-profit forms filed within the last two years.
  5. Organization's Rate letter from the Foster Care Funding and Rates Bureau. If the organization's name and/or address does not match the California Secretary of State Statement of Information, the organization must additionally provide a copy of the letter from the CDSS Foster Care Funding and Rates Bureau acknowledging the change in the organization's name and/or address.
  6. A copy of the Community Care Licensing license for each facility.
  7. **For RCL 14 Programs**, a copy of the letter of certification from the Department of Mental Health.
  8. Original ACORD insurance certificate and separate additional insured endorsement from organization's insurance company.
  9. A copy of the organization's current budget.
  10. Copies of the organization's most current and prior two audited financial statements.
  11. A State approved Program Statement for each program.
  12. A brief description of each program.
  13. Articles of Incorporation
  14. A copy of the organization's Adoption license issued by CDSS CCLD.
  15. Last Page of SOQ (sample Appendix B-II)

- XVIII. RFSQ, Appendix F, Sample FFA Master Contract, Table of Contents, List of Exhibits is amended to read as follows:

**LIST OF EXHIBITS**

Exhibit A	Statement of Work (DCFS)
Exhibit A-I	Foster Youth Bill of Rights
Exhibit A-II	Legal Rights of Teens in Out of Home Care
Exhibit A-III	Line Item Budget
Exhibit A-IV	Foster Youth Rights
Exhibit A-IVa	Personal Rights – Children’s Residential Facilities (LIC. 613B)
Exhibit A-V	Foster Child’s Needs and Case Plan Summary
Exhibit A-Va	Needs and Services Plan/Quarterly Report Template
Exhibit A-VI	Clothing Standard
Exhibit A-VII	Agency Placement Agreement
Exhibit A-VIII	Special Incident Reporting Guide for Foster Family Agencies
Exhibit A-IX	Requirements for Medical/Dental Exams for Placed Children
Exhibit A-X	Administration of Psychotropic Medicines to DCFS Supervised Children
Exhibit A-XI	Emancipation Preparation Goal Contract
Exhibit A-XII	Foster Family Agency Monthly Report
Exhibit B	Foster Family Agency’s Program Statement
Exhibit C	Office of Management and Budget (OMB) Circular No. A-122
Exhibit C-I	Auditor-Controller Foster Family Agency Contract Accounting and Administration Handbook
Exhibit C-II	Auditor-Controller/Department of Children and Family Services Fiscal/Audit Phases, Fiscal/Audits of Foster Family Agency Foster Care Services Contractors
Exhibit D	Contractor Employee Acknowledgment and Confidentiality Agreement Form
Exhibit D-I	Certified Foster Parent Acknowledgment and Confidentiality Agreement
Exhibit E	Semi-Annual Revenue and Expenditure Report
Exhibit F	Health and Safety Code 1522
Exhibit G	DCFS 4389 (4/94) Declaration in Support of Access to Juvenile Record (WIC 827) Including Additional Confidentiality Issues and CWS Handbook Procedural Guide 0500-501.20
Exhibit H	Welfare and Institutions Code Section 16001.9
Exhibit I	Welfare and Institutions Code Section 16010 and CWS Handbook Procedural Guide 0600-510.15
Exhibit J	Statement of Dangerous Behaviors (DCFS)
Exhibit K	Intentionally Left Blank
Exhibit L	Notice to Employees Regarding Federal Earned Income Credit (FEIC)
Exhibit M	Payment Resolution Notification
Exhibit N	DCFS Foster Family Agency Contract Investigation/Monitoring/Audit Remedies and Procedures
Exhibit O	Jury Service Program Certification and Los Angeles County Code

	2.203 (Jury Service Program)
Exhibit P	Contractor's Certification of Compliance with Child, Spousal and Family Support Orders
Exhibit P-I	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Exhibit Q	Contractor's Equal Employment Opportunity (EEO) Certification
Exhibit R	FYI 02-08 Quality of Life
Exhibit S	Safely Surrendered Baby Law Fact Sheet
Exhibit T	Overpayments
Exhibit U	Charitable Contributions Certification
Exhibit V	County's Administration
Exhibit W	Service Delivery Sites
Exhibit X	Family Visitation Guidelines
Exhibit Y	Contractor's Obligation Under the Health Insurance Portability and Accountability Act (HIPAA)
Exhibit Z	Discharge Summary for DCFS: Foster Family Agency
Exhibit AA	<del>Intentionally Left Blank</del> <u>Certification of Compliance with Adoption Requirement</u>
Exhibit BB	Intentionally Left Blank
Exhibit CC	Contractor's Administration

XIX. RFSQ, Appendix F, Sample FFA Master Contract, Part I - Unique Terms and Conditions, Section 1.0 Applicable Documents, Sub-section 1.4 is amended to read as follows:

1.4 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, contents or description of any task, deliverable, product, service, or other work between this Contract, Statement of Work, and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Contract, Statement of Work, and Attachments according to the following priority:

- Exhibit A Statement of Work (DCFS)
- Exhibit A-I Foster Youth Bill of Rights
- Exhibit A-II Legal Rights of Teens in Out of Home Care
- Exhibit A-III Line Item Budget
- Exhibit A-IV Foster Youth Rights
- Exhibit A-IVa Personal Rights – Children's Residential Facilities (LIC. 613B)
- Exhibit A-V Foster Child's Needs and Case Plan Summary
- Exhibit A-Va Needs and Services Plan/Quarterly Report Template
- Exhibit A-VI Clothing Standard
- Exhibit A-VII Agency Placement Agreement
- Exhibit A-VIII Special Incident Reporting Guide for Foster Family Agencies
- Exhibit A-IX Requirements for Medical/Dental Exams for Placed Children
- Exhibit A-X Administration of Psychotropic Medicines to DCFS Supervised Children
- Exhibit A-XI Emancipation Preparation Goal Contract
- Exhibit A-XII Foster Family Agency Monthly Report

Exhibit B	Foster Family Agency's Program Statement
Exhibit C	Office of Management and Budget (OMB) Circular No. A-122
Exhibit C-I	Auditor-Controller Foster Family Agency Contract Accounting and Administration Handbook
Exhibit C-II	Auditor-Controller/Department of Children and Family Services Department Fiscal/Audit Phases, Fiscal/Audits of Foster Family Agency Foster Care Services Contractors
Exhibit D	Contractor's Employee Acknowledgment and Confidentiality Agreement Form
Exhibit D-I	Certified Foster Parent Acknowledgment and Confidentiality Agreement
Exhibit E	Semi-Annual Revenue and Expenditure Report
Exhibit F	Health and Safety Code 1522
Exhibit G	DCFS 4389 (4/94) Declaration in Support of Access to Juvenile Record (WIC 827) Including Additional Confidentiality Issues and CWS Handbook Procedural Guide 0500-501.20
Exhibit H	Welfare and Institutions Code Section 16001.9
Exhibit I	Welfare and Institutions Code Section 16010 and CWS Handbook Procedural Guide 0600-510.15
Exhibit J	Statement of Dangerous Behaviors
Exhibit K	Intentionally Left Blank
Exhibit L	Notice to Employees Regarding Federal Earned Income Credit (FEIC)
Exhibit M	Payment Resolution Notification
Exhibit N	DCFS Foster Family Agency Contract Investigation/Monitoring/Audit Remedies and Procedures
Exhibit O	Jury Service Program Certification and Los Angeles County Code 2.203 (Jury Service Program)
Exhibit P	Contractor's Certification of Compliance with Child, Spousal, and Family Support Orders
Exhibit P-I	Contractor's Certification of Compliance with all Federal and State Employment Reporting Requirements
Exhibit Q	Contractor's Equal Employment Opportunity (EEO) Certification
Exhibit R	FYI 02-08 Quality of Life
Exhibit S	Safely Surrendered Baby Law Fact Sheet
Exhibit T	Overpayments
Exhibit U	Charitable Contributions Certification
Exhibit V	County's Administration
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Exhibit Y	Contractor's Obligation Under the Health Insurance Portability and Accountability Act (HIPAA)
Exhibit Z	Discharge Summary for DCFS: Foster Family Agency
Exhibit AA	<del>Intentionally Left Blank</del> <u>Certification of Compliance with Adoption Requirement</u>
Exhibit BB	Intentionally Left Blank
Exhibit CC	Contractor's Administration

- XX. RFSQ, Appendix F, Sample FFA Master Contract, Part I - Unique Terms and Conditions, Section 12.0 Certified Foster Parents, Sub-section 12.1, Sub-paragraphs 12.1.1 and 12.1.2 are added to read as follows:

12.1.1 All new families that CONTRACTOR certifies after October 1, 2009 must be Certified Resource Families.

- XXI. RFSQ, Appendix F, Sample FFA Master Contract, Part I - Unique Terms and Conditions, Section 13.0 State License, Sub-section 13.2 has been amended to read as follows:

13.2 ~~The CONTRACTOR shall obtain an Adoption License issued by the California Department of Social Services (CDSS), CCL Division (CCLD) within eleven (11) months from the execution of this Contract, or if CONTRACTOR determines not to or is unable to obtain an Adoption License within eleven (11) months from the execution of this Contract, CONTRACTOR shall have completed a sub-contract, signed by authorized parties, with a licensed adoption agency to provide adoption services including adoption home studies (when initially certified) for their certified foster homes. COUNTY seeks to place children with CONTRACTOR who is dually licensed for foster family agency and adoption services. For qualified SOQ submissions on or before February 29, 2008, if CONTRACTOR is unable to obtain an Adoption License by October 1, 2009, CONTRACTOR shall refer all new foster families to an adoption agency who can provide the home study and other adoption services for the placement family. The relationship between the FFA and the adoption agency shall be evidenced by a Memorandum of Understanding (MOU). The MOU must be available upon request of the COUNTY after October 1, 2009. Effective October 1, 2009, all newly certified foster families, meaning those families who are certified by CONTRACTOR after the commencement of this Contract, shall have the capability to adopt children in their placement, in order for the COUNTY to place with the CONTRACTOR. For SOQ submissions from July 21, 2008 onward: Contractors shall have an adoption license issued by CDSS CCLD upon execution of this Contract.~~

A copy of the Adoption License shall be forwarded to the following:

County of Los Angeles  
Department of Children and Family Services  
Contracts Administration  
Attention: Contract Administrator  
425 Shatto Place, Room 400  
Los Angeles, California 90020

~~A copy of the sub-contract shall be submitted for Program Manager's approval to the following:~~

~~County of Los Angeles  
Department of Children and Family Services~~

Attention: FFA Program Manager  
~~9320 Telstar Ave., Ste. 216  
El Monte, CA 91731~~

XXII. RFSQ, Appendix F, Sample FFA Master Contract, Part II – Standard Terms and Conditions, Section 40.0 Administration of Contract – Contractor , Sub-section 40.2 has been deleted in its entirety.

XXIII. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, Section 1.0 Safety, Sub-section 1.2 Monitoring Requirements, Sub-paragraph 1.2.2 Supervision of Placed Children, is amended to read as follows:

1.2.2 Supervision of Placed Children

The CONTRACTOR shall, in accordance with Title 22 and the Needs and Services Plan, Monitor for Compliance that the Certified Foster Parents and caretakers will, to the best of their ability under the prudent parent standard, know where the Placed Children are at all times and are able to identify who is responsible for the Placed Child’s supervision at all times. The Placed Child may leave the Certified Family Home unaccompanied, if age appropriate, for specific purposes in accordance with the Needs and Services Plan.

XXIV. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, Section 1.0 Safety, Sub-section 1.2 Monitoring Requirements, Sub-paragraph 1.2.3 Housing, Furniture, Housekeeping, and Home Environment for Health, Safety, Appropriateness, Maintenance, and Cleanliness, is amended to read as follows:

1.2.3 Housing, Furniture, Housekeeping, and Home Environment for Health, Safety, Appropriateness, Maintenance, and Cleanliness

The CONTRACTOR shall: monitor Certified Foster Parents for compliance with Title 22, Chapter 1, Sections 80087 and 80088, and Chapter 4, Sections 83087, 83087.1, 83087.2, and 83088, to provide: (1) a home and yards that are safe, well-maintained, and appropriately furnished; (2) age appropriate environment; (3) a bedroom, or sufficient space in a shared bedroom, with a comfortable mattress in good condition and adequate space to store clothing and personal items; (4) an appropriate and well-lit space for studying; (5) acceptable housekeeping; and (6) safety gates and latches as applicable.

~~In addition to providing locked storage for poisons, firearms, and ammunition as required by accordance with Title 22, Chapter 1, Section 80087(hg)(1) through (3), (h), and (i), the CONTRACTOR shall also provide locked storage for disinfectants, cleaning solutions, poisons, firearms, and other items that could pose a danger if readily available to~~

clients shall be stored where inaccessible to clients. Storage areas for poisons, and firearms and other dangerous weapons shall be locked. In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin. Firing pins shall be stored and locked separately from firearms. Ammunition shall be stored and locked separately from firearms. Medicines shall be stored as specified in Section 80075(m) and (n) and separately from other items specific in Section 80087(g). The items specified in Section 80087(g) shall not be stored in food storage areas or in storage areas used by or for clients.

~~The CONTRACTOR shall: (1) develop a checklist for the monitor's use that incorporates Title 22, Division 6, Chapter 1, Article 7, and Chapter 4, Article 7; and (2) monitor Foster Parents after certification at least quarterly for compliance with the above regulations regarding physical environment.~~

- XXV. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, Section 2.0 Permanency, Sub-section 2.1 Permanency, Sub-paragraph 2.1.5 Prior Authorization Required for Movement of a DCFS Placed Child, is amended to read as follows:

2.1.5 Prior Authorization Required for Movement of a DCFS Placed Child

The CONTRACTOR may move a Placed Child from one home to another home within the CONTRACTOR'S Program only after receiving prior ~~written~~ authorization from either the Placed Child's CSW, the CSW's supervisor, or the CSW's administrator, except as set forth in Exhibit A, SOW, Section 1.3. This Exhibit A, SOW, Part C, Section 1.3 shall apply to any movement of a Placed Child to a Certified Foster Parent to provide respite care. The CONTRACTOR shall document the name of the approving CSW or administrator and place it in the Placed Child's record.

The COUNTY shall not unreasonably withhold or delay authorization for the CONTRACTOR to move a Placed Child from one home to another.

- XXVI. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, Section 2.0 – Permanency, Sub-section 2.3 – Adoption has been amended to read as follows:

### **2.3 Adoption**

~~The following adoption requirements also become effective eleven (11) months from execution of this Contract.~~

For Contractors who submitted a qualified SOQ by February 29, 2008, 6:00 P.M., the adoption requirements become effective October 1, 2009.

For all SOQ submissions received beginning July 21, 2008, the following adoption requirements apply.

- XXVII. RFSQ, Appendix G, Exhibits (FFA), Exhibit A – Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, Section 3.0 Well-Being, Sub-section 3.7 Monitoring Requirements, is amended to read as follows:

### **3.7 Monitoring Requirements:**

The CONTRACTOR shall monitor items 3.7.1 through 3.7.16; 3.8.1; 3.9.1 through 3.9.7; 3.10.4 through 3.10.5; 3.10.9; and 3.11.2 through 3.11.5 quarterly. ~~The CONTRACTOR shall develop a *Quarterly Certified Family Home Inspection Checklist* that incorporates all of the requirements in these sections, including all the Title 22 regulations referenced in them, to use for the inspections. The CONTRACTOR shall retain these inspection sheets, document any problems, and record how the problems were resolved.~~

- XXVIII. RFSQ, Appendix H, Sample GH Master Contract, Part I - Unique Terms and Conditions, Section 17.0, Program Reporting Requirements, Sub-section 17.3 has been amended to read as follows:

17.3 CONTRACTOR shall prepare and submit a Special Incident Report for each Placed Child in accordance with the guidelines and time frames in Exhibit A-VIII, Special Incident Reporting Guide for Group Homes.

- For DCFS children, CONTRACTOR shall report via the DCFS Internet site (I-Track System) at: <https://itrack.co.la.ca.us> .
- For Probation children, CONTRACTOR shall report by telephone, ~~fax,~~ and the I-Track System to the ~~Central Placement Unit.~~ Placement Administrative Services Office.

Failure to report via the I-track System may result in further action as described in Exhibit N.

- XXIX. RFSQ, Appendix H, Sample GH Master Contract, Part II – Standard Terms and Conditions, Section 40.0 Administration of Contract – Contractor, Sub-section 40.2 has been deleted in its entirety.
- XXX. RFSQ, Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part C, SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS, is amended to read as follows:

The CONTRACTOR shall ensure a safe environment, which provides for the well-being of each Placed Child and leads to permanence for each Placed Child. Specifically, the CONTRACTOR shall provide all deliverables and tasks described in this Contract and Statement of Work, including but not limited to the Service tasks described in Part C, Sections 1, 2, and 3. In addition, the CONTRACTOR shall meet or exceed the performance targets described on each “Performance Measure Summary” which follows (i.e., Performance Measure Summary, 1.0 Safety; Performance Measure Summary, 2.0 Permanency; and Performance Measure Summary, 3.0 Well-Being/Education.) Probation will collaboratively develop appropriate performance outcomes in the areas of safety, permanency, and well-being and tracking mechanisms for Probation-placed children within the next year. Throughout the term of this Contract, DCFS and Probation will monitor the CONTRACTOR’S performance. Any failure by the CONTRACTOR to comply with the terms of this Contract, including any failure to meet or exceed the performance targets described on each “Performance Measure Summary” which follows, may result in COUNTY’S termination of the whole or any part of the Contract, and/or placement of the CONTRACTOR on “Hold”, “Do Not Refer” (DNR), or “Do Not Use” (DNU) Status or any other remedy specified in the Contract.

XXXI. RFSQ, Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part C, SERVICE TASKS FOR ACHIEVE PERFORMANCE OUTCOME GOALS, Performance Outcome Summary is amended as follows:

PERFORMANCE OUTCOME SUMMARY 1.0 SAFETY		
<b>PROGRAM: GROUP HOME FOSTER CARE SERVICES</b>		
<b>PROGRAM TARGET GROUP:</b> <u>DCFS</u> Placed Children in Group Home Care		
<b>PROGRAM GOAL AND OUTCOME:</b> Safety – Children shall be free of abuse and neglect as specified in California Health and Safety Code Section 1522(b), other children and family members.		
OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Abuse & neglect referrals and their disposition.	99.68% of children are free from a report of substantiated maltreatment as specified in California Health and Safety Code Section 1522(b). <sup>1</sup>	CWS/CMS Child's Case File Quarterly Reports
CCLD citations, Out of Home Care Management Division, and Auditor Controller reports on safety and physical plant deficiencies.	100% of Corrective Action Plans (CAPs) submitted on time <sup>2</sup> and successfully implemented, including physical plant and safety deficiencies.	Facility review reports CAPs Auditor Controller Reports
Child-to-child injuries resulting from lack of supervision that necessitate the submission of a SIR and require treatment by a health professional.	<del>Child-to-child injuries while under the supervision of group home not to exceed the previous calendar year's system average.</del> <u>98%* of children are free from child-to-child injuries while under the supervision of group home.</u>	CCLD Citations Special Incident Reports I-Track web-based system.

\* This performance target may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the prior calendar year which will be disseminated by DCFS Out-of-Home Care Division 60 days prior to the next contract period.

<sup>1</sup> The County maintains a zero tolerance policy for substantiated abuse and neglect of Placed Children while under the supervision of the Contractor. Each incident of substantiated abuse or neglect that occurs under CONTRACTOR'S supervision must be evaluated on a case-by-case basis to determine appropriate corrective action.

<sup>2</sup> This indicator measures the timeliness of a CONTRACTOR'S CAP. Contractor shall comply with the timelines provided in Exhibit N.

XXV. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 1.0 – Safety, Sub-section 1.1 Movement of Placed Children, Sub-paragraph 1.1.2 (b) is amended to read as follows:

(b) For Probation, in the event of an emergency, the CONTRACTOR shall contact the DPO of record during normal working hours, and the Placement Administrative Services' Officer of the Day, and the ~~GH Monitoring Supervisor at (323) 226-8600 during normal working hours or (323) 226-8506 after working hours.~~ Notification shall be made as soon as possible but no later than 24 hours after the Placed Child is moved.

XXXII. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 1.0 – Safety, Sub-section 1.4 CONTRACTOR'S Responsibilities for Placed Children Off Grounds, Sub-paragraph 1.4.1 is amended to read as follows:

1.4.1 Pre-Approval by County Worker:

For DCFS, Placed Children may leave the facility unaccompanied for specific purposes if it has been pre-approved by the County Worker in the Needs and Services Plan/Quarterly Report template and the CONTRACTOR or designee agrees. The CONTRACTOR staff shall know the whereabouts of Placed Children who are off grounds and be able to identify who is responsible for supervision at all times.

For Probation, Placed Children shall be supervised at all times within the facility, as well as all times when outside the facility 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~~ Administrative Services' OHC Unit Officer of the Day. If the event occurs after hours, the CONTRACTOR shall submit an I-Track report and notify the DPO of record the next business day.

XXXIII. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 1.0 – Safety, Sub-section 1.6 Special Incident Reporting Via the I-Track System is amended to read as follows:

**1.6 Special Incident Reporting Via the I-Track System:**

In addition to the reporting requirements in Title 22, Division 6 Chapter 1, Section 80061, and Chapter 5, Section 84061, the 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~~ Administrative Services' OHC Unit. Failure to report via the I-Track system may result in further action as described in Exhibit N.

XXXIV. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 2.0 – Permanency/Reunification, is amended to read as follows:

PERFORMANCE OUTCOME SUMMARY 2.0 PERMANENCY/REUNIFICATION		
PROGRAM: GROUP HOME FOSTER CARE SERVICES		
PROGRAM TARGET GROUP: <u>DCFS</u> Placed Children in Group Home Care		
PROGRAM GOAL AND OUTCOME: Permanency – Placed Children shall achieve permanency through reunification, adoption, relative guardianship, or other guardianship as defined in the Case Plan.		
OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Discharge consistent with Needs and Services Plan including permanency plan.	At least 62% of the Placed Children successfully meet the Needs and Services Plan goals and are discharged in accordance with permanency plan. <sup>6</sup>	CWS/CMS Child's Case File Quarterly Reports
Discharge to less restrictive environment.	At least 62% of the Placed Children discharged from the GH over a 12 month period are discharged to a less restrictive setting than current placement. <sup>7</sup>	Needs and Services Plan Discharge Summary I-Track web-based system
Placement stability. <sup>8</sup>	80%* or more of the total DCFS <del>or probation</del> children served per year are not replaced at the GH provider's request.	
Stability of children in family, relative, or foster placement six (6) months after discharge, in accordance with the Needs and Services Plan.	87%* of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not re-entered the DCFS <del>or Probation</del> system 6 months after discharge.  46%* 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.	

\* This performance target may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the prior calendar year which will be disseminated by DCFS Out-of-Home Care Division 60 days prior to the next contract period.

<sup>6</sup> This measure only applies to children placed with the GH for at least 30 Days.

<sup>7</sup> Less restrictive setting is defined in order as reunification, adoption, relative legal guardianship or other guardianship, FFA certified home, licensed foster home, or lower RCL GH.

<sup>8</sup> This does not include moving a child from one GH site to another within the same corporation.

XXXV. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 3.0 – Well-Being/Education, is amended to read as follows:

<b>PERFORMANCE OUTCOME SUMMARY</b> <b>3.0 WELL-BEING/EDUCATION</b>		
<b>PROGRAM: GROUP HOME FOSTER CARE SERVICES</b>		
<b>PROGRAM TARGET GROUP:</b> <u>DCFS</u> Placed Children in Group Home Care		
<b>PROGRAM GOAL AND OUTCOME:</b> Well-being – Placed Children shall improve their level of functioning in the areas of education/ Emancipation Planning, health, behavior, social, and emotional well-being.		
<b>OUTCOME INDICATORS</b>	<b>PERFORMANCE TARGETS</b>	<b>METHOD OF DATA COLLECTION</b>
Completion of individualized Needs and Services Plans within 30 Days of placement, and every 90 Days thereafter.  Improved level of child's functioning.  Placed Children enrolled in school within 3 school days, attending school, achieving academic progress, and participating in supplemental education and extra-curricular activities.  Placed Children's (ages 14 and older) participation in the COUNTY'S Emancipation Program (formerly called E-STEP and ILP) and/or equivalent Emancipation programs.  Maintenance of current health and education binders.	100% of the individualized Needs and Services Plans completed in 30 Days and every 90 Days thereafter.  At least 62% of the Placed Children successfully meet the Needs and Services Plan goals prior to discharge.  At least 83%* of the Placed Children with increased educational scores and/or attendance. <sup>9</sup>  100% of the Placed Children receive the COUNTY'S Emancipation Program or equivalent Emancipation Services.  100% of the Placed Children have completed and current health/education binders, as requested by Welfare and Institutions Code Section 16010, during the placement period.	CWS/CMS  Needs and Services Plan  Child's Case File  Quarterly Reports  School Attendance Logs Report Cards  Discharge Summary  Transitional Independent Living Plan (TILP).  I-Track web-based system.

<sup>9</sup> Educational performance is defined as improved grades and/or improved test scores and/promotion to the next level and/or high school graduation and/or progress towards IEP goals, if applicable, for those children who have been placed at the Group Home over 90 Days. Attendance is based on previous school attendance records and/or the Group Home education assessment at placement.

\* This performance target may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the prior calendar year which will be disseminated by DCFS Out-of-Home Care Division 60 days prior to the next contract period.

XXXVI. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 3.0, Well-Being/Education, Sub-section 3.9, Planned Leisure, Extracurricular, Enrichment, and Social Activities, Sub-paragraph 3.9.1 (b), Planned and Leisure Activities, is amended to read as follows:

(b) For Probation youth the CONTRACTOR shall obtain approval from the Regional Residential Based Services Placement Director for any off-grounds activities beyond normal leisure activities (e.g., movies, shopping, sporting events, and parks).

XXXVII. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 3.0, Well-Being/Education, Sub-section 3.11, Clothing, Sub-paragraph 3.11.6, Collection and Storage of Personal Belongings at Termination of Placement, is amended to read as follows:

3.11.6 Collection and Storage of Personal Belongings at Termination of Placement:

When the Placed Child is discharged, the CONTRACTOR shall ensure that the Placed Child's clothing and personal belongings accompany the Placed Child to the next placement. If the Placed Child runs away, the CONTRACTOR shall gather these together, alert the County Worker that such belongings are at the GH, and, if the County Worker does not collect the belongings, store them for up to 14 calendar Days from the date of notification.

After 14 Days, the CONTRACTOR shall contact and inform the County Worker that the belongings will be mailed to the County Worker or his/her supervisor at COUNTY'S expense unless an alternate plan is agreed upon.

For the Probation Placed Child, CONTRACTOR shall hold clothing and personal belongings for up to ~~60~~ 30 Days and make diligent efforts to contact parents or guardians to pick them up.

XXXVIII. RFSQ, Appendix I, Exhibits (GH), Exhibit A, Statement of Work, Part C – Service Tasks to Achieve Performance Outcome Goals, Section 3.0, Well-Being/Education, Sub-section 3.15, Evidence-Based Practices, is amended to read as follows:

**3.15 Evidence-Based Practices:**

The Probation Department will give preference to CONTRACTORS that provide services consistent with the needs of the child and family and demonstrate positive outcomes, as collaboratively developed by Probation within the next year. ~~with Evidence-Based programs.~~ Probation is committed to 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 including: (1) Anti-Social Values, (2) Criminal Peers, (3) Low Self-Control, (4) Dysfunctional Family Ties, (5) Substance Abuse, and (6) Criminal Personality.

XXXIX. RFSQ, Appendix I - Exhibits (GH), Exhibit A – Statement of Work, Part D – Performance Requirement Summary is amended to read as follows:

<b>1.0 COUNTY ACTIONS FOR CONTRACTOR'S UNMET PERFORMANCE TARGETS</b>	
<b>CONTRACTOR'S PERFORMANCE TARGETS</b>	<b>COUNTY ACTIONS FOR UNMET PERFORMANCE TARGETS</b>
<p>99.68% of children are free from a report of substantiated maltreatment by the GH staff, volunteers of affiliates. (See page 14, Footnote #3, for the COUNTY'S zero tolerance policy.)</p> <p>100% of CAPs submitted on time<sup>3</sup> and successfully implemented, including physical plant and safety deficiencies.</p> <p>98%* of children are free from child-to-child injuries while under the supervision of group home.</p> <p>At least 62% of the Placed Children successfully meet the Needs and Services Plan goals and are discharged in accordance with permanency plan.</p> <p>At least 62% of the Placed Children discharged from the GH over a 12-month period are discharged to a less restrictive setting than current placement.</p> <p>80%* or more of the total DCFS <del>or probation</del> children served per year are not replaced at the GH provider's request.</p> <p>87%* of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not re-entered the DCFS <del>or Probation</del> system 6 months after discharge.</p> <p>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.</p> <p>100% of the individualized Needs and Services Plans completed in 30 Days and every 90 Days thereafter.</p> <p>At least 62% of the Placed Children successfully meet the Needs and Services Plan goals prior to</p>	<p>Failure to meet performance target could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p> <p>Failure to comply with a CAP(s) could result in further action, such as <i>Hold, DNR, or DNU</i> status.</p> <p>Failure to meet this and the following performance targets as indicated by a Contractor's agency score on an annual Performance Based Contracting Scorecard could result in a program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.</p>

<b>1.0 COUNTY ACTIONS FOR CONTRACTOR'S UNMET PERFORMANCE TARGETS</b>	
<b>CONTRACTOR'S PERFORMANCE TARGETS</b>	<b>COUNTY ACTIONS FOR UNMET PERFORMANCE TARGETS</b>
<p>discharge.</p> <p>At least 83%* of the Placed Children with increased educational scores and/or attendance.</p> <p>100% of the Placed Children receive the COUNTY'S Emancipation Program or equivalent emancipation Services.</p> <p>100% of the Placed Children have completed and current health/ education binders, as requested by Welfare and Institutions Code Section 16010, during the placement period.</p>	

\* This performance target may be adjusted each year as determined with input from the Performance Measures Task Group (PMTG), since it is based on the system average for the prior calendar year which will be disseminated by DCFS Out-of-Home Care Division 60 days prior to the next contract period.

Except as provided by addendum, all other terms and conditions of the RFSQ remain unchanged.

Sincerely,

WALTER CHAN, Manager  
 Contracts Administration

Attachments (5)

WC:RML:fc

**ATTACHMENT I  
REQUIRED FORMS – FORM 1**

Please complete, date and sign this form and include it in Section A of the Statement of Qualifications. The person signing the form must be authorized to sign on behalf of the Contractor and to bind the applicant in a Master Contract.

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Organization Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address of Organization Contact Person: \_\_\_\_\_

**THIS STATEMENT OF QUALIFICATIONS IS BEING SUBMITTED FOR THE FOLLOWING PROGRAMS:**

- Foster Family Agency Master Contract for Foster Care**

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- Master Contract for Group Home Foster Care Services (DCFS)**

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- Master Contract for Group Home Foster Care Services (PROB)**

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**Applicant certifies, by signature of this Form 1, that the Program Statement(s) submitted in response to this Request for Statement of Qualifications has been approved by Community Care Licensing Division (CCLD), or is pending CCLD approval.**

1. If your organization is a corporation, state its legal name (as found in your Articles of Incorporation) and State of incorporation:

_____	_____	_____
Name	State	Year Inc.

2. If your organization is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

\_\_\_\_\_

3. If your organization is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your organization wholly or majority owned by, or a subsidiary of, another agency? \_\_\_\_\_

If yes, Name of parent organization: \_\_\_\_\_.

State of incorporation or registration of parent organization: \_\_\_\_\_

5. Please list any other names your organization has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your organization is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

\_\_\_\_\_

\_\_\_\_\_

Prospective Contractor acknowledges and certifies that it meets and will comply with all of the Minimum Qualifications listed in Section 2.0 General Information, Sub-section 2.4 – Prospective Contractor’s Minimum Qualifications, of this Request for Statement of Qualifications (RFSQ), as listed below.

**Check the appropriate boxes:**

- Yes  No **Sub-paragraph 2.4.1.1** Prospective Contractor shall have been in good standing for the prior twelve months with the DCFS FFA and GH Performance Management Section, Probation Central Placement, and/or California Department of Social Services (CDSS) Community Care Licensing Division (CCLD).
- Yes  No **Sub-paragraph 2.4.1.2** Prospective Contractor must indicate which programs he/she is attempting to qualify.
- Yes  No **Sub-paragraph 2.4.1.3** Prospective Contractor must have licensure through the State of California Department of Social Services (CDSS) for each program he/she is attempting to qualify, and must provide a copy for each program and each site.
- Yes  No **Sub-paragraph 2.4.1.4** Prospective Contractor must provide a copy of their organization’s 501(c)(3) Non-Profit Corporation Status letter from the Internal Revenue Service.
- Yes  No **Sub-paragraph 2.4.1.5** Prospective Contractor must provide a copy of their organization’s Non-Profit Determination letter from the State of California Franchise Tax Board.

- Yes  No **Sub-paragraph 2.4.1.6**      Prospective Contractor must provide a **certified** copy of their organization’s Statement of Information by Domestic Non-Profit from the California Secretary of State.
- Yes  No **Sub-paragraph 2.4.1.7**      Prospective Contractor must certify adherence to the requirements of the GH Master Contract for Foster Care Services and/or the Foster Family Agency Master Contract for Foster Care.
- Yes  No **Sub-paragraph 2.4.1.8**      Prospective Contractor must not have current and/or prior “Do Not Use” status.
- Yes  No **Sub-paragraph 2.4.1.9**      Prospective Contractor must prove fiscal viability as evidenced through a review and evaluation of financial documents.
- Yes  No **Sub-paragraph 2.4.1.10**      Prospective Contractor must meet insurance requirements for the programs he/she is attempting to qualify as specified in Appendix F, Sample FFA Master Contract, and/or Appendix H, Sample GH Master Contract, Part I, Section 5.0, General Insurance Requirements.
- Yes  No **Sub-paragraph 2.4.1.11**      Prospective Contractor must respond positively to a willingness to consider hiring GAIN/GROW participants. (Reference Sub-section 2.26 in this Section)
- Yes  No **Sub-paragraph 2.4.1.12**      Prospective Contractor must comply with the County’s Child Support Compliance Program. (Reference Sub-section 2.22 in this Section)
- Yes  No **Sub-paragraph 2.4.1.13**      Prospective Contractor must certify intent to comply with the County’s Jury Service Program. (Reference Sub-section 2.31 in this Section)

Prospective Contractors attempting to qualify a **FFA program** must meet these additional requirements:

- Yes  No **Sub-paragraph 2.4.2.1**      Provide a copy of their organization’s Foster Family Agency Treatment Notification letter from CDSS Foster Care Funding and Rates Bureau.
- Yes  No **Sub-paragraph 2.4.2.2**      For SOQ submissions on or before February 29, 2008: Be dually licensed for foster family agency and adoption services; within eleven (11) months from the ~~Contract~~ execution of the ~~Contract~~, or if CONTRACTOR is unable to obtain an Adoption License by October 1, 2009, CONTRACTOR shall refer all new foster families to an

adoption agency who can provide the home study and other adoption services for the placement family. The relationship between the FFA and the adoption agency shall be evidenced by a Memorandum of Understanding (MOU). The MOU must be available upon request of the COUNTY after October 1, 2009. Effective October 1, 2009, all newly certified foster families, meaning those families who are certified by CONTRACTOR after the commencement of this Contract, shall have the capability to adopt children in their placement, in order for the COUNTY to place with the CONTRACTOR.

OR

Yes  No Sub-paragraph 2.4.2.2 Complete a sub-contract with a licensed agency to provide adoption services within eleven (11) months from the execution of the Contract. For SOQ submissions from July 21, 2008 onward: be dually licensed for foster family agency and adoption services.

Yes  No Sub-paragraph 2.4.2.3 Prospective Contractor of an FFA program must certify adherence to requirements as specified in Appendix G, FFA Exhibits, Exhibit A, Statement of Work - Part C Service Tasks to Achieve Performance Outcome Goals, Section 1.0 Safety, Sub-section 1.1, Staff Qualifications, Requirements and Duties.

Yes  No Sub-paragraph 2.4.2.4 For SOQ submissions beginning July 21, 2008 provide a copy of the organization's Adoption license issued by CDSS CCLD.

Prospective Contractors attempting to qualify a GH program must meet these additional requirements:

Yes  No Sub-paragraph 2.4.3.1 Provide a current AFDC-FC rate letter from CDSS Foster Care Funding and Rates Bureau for each GH service delivery site to be covered under this Contract.

Yes  No Sub-paragraph 2.4.3.2 Provide a copy of the certification letter issued by the Department of Mental Health, 550 S. Vermont Avenue, Los Angeles, California 90020, (213-738-2906), for the mental health treatment component of RCL 14 programs.

Yes  No Sub-paragraph 2.4.3.3 The prospective Contractor must currently operate one or more of the following specific programs:

Yes  No Sub-paragraph 2.4.3.3.1 RCL 14 beds in Los Angeles County for DCFS children or Probation youth.

Yes  No Sub-paragraph 2.4.3.3.2 RCL 12 beds in Los Angeles County for DCFS children.

Yes  No Sub-paragraph 2.4.3.3.3 RCL 7–10 beds in Los Angeles County for emergency shelter placements in SPA 4.

Yes  No Sub-paragraph 2.4.3.3.4 RCL 9 through 11 in SPA 1 for DCFS children.

Yes  No Sub-paragraph 2.4.3.3.5 RCL 9 through 11 in SPA 2 for DCFS children.

Yes  No Sub-paragraph 2.4.3.3.6 RCL 9-12 6-bed or less community-based group homes in SPA 6 in Los Angeles County, serving Probation youth only.

Yes  No Sub-paragraph 2.4.3.3.7 RCL 9-12 6-bed or less community-based group homes in SPA 8 in Los Angeles County, serving Probation youth only.

Yes  No Sub-paragraph ~~2.4.3.3~~ 2.4.3.4 Meet the following additional requirements if the GH program is for emergency care: (1) have a rate of RCL 11 or above; (2) provide emergency care for Placed Children 12-17 years old for 30 days or less; (3) provide intake services 24 hours per day, seven days per week; (4) provide a diagnostic assessment that includes specific recommendations for the long-term or permanent placement.

Yes  No Sub-paragraph ~~2.4.3.4~~ 2.4.3.5 Prospective Contractor of a GH program must certify adherence to the staffing requirements as specified in Appendix I, GH Exhibits, Exhibit A, Statement of Work, Part A, Section 5.0, Staff Qualifications, Requirements, and Duties.

Applicant further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director’s sole judgment and his/her judgment shall be final.

On behalf of \_\_\_\_\_ (Contractor’s name), I \_\_\_\_\_ (Name of Contractor’s authorized representative), certify that the information contained in this Contractor’s Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Internal Revenue Service  
Employer Identification Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
California Business License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
County WebVen Number

## SERVICE DELIVERY SITES

(For Organizations submitting a FFA/GH SOQ beginning July 21, 2008)

Type of program:  Foster Family Agency  
 (Check one)  Group Home

### Administrative Office/Headquarters

AGENCY NAME	AGENCY ADDRESS	AGENCY CONTACT PERSON	TELEPHONE AND FAX NUMBERS

### Licensed Facilities Included in this Contract

FACILITY NAME	YOUTH SERVED-DCFS, DMH, PROB, OR DUALY SUPV.	FACILITY ADDRESS	RATE CLASSIFICATION LEVEL (RCL) FOR GH	COUNTY IN WHICH FACILITY IS LOCATED	SERVICE PLANNING AREA IN WHICH FACILITY IS LOCATED	FACILITY CONTACT PERSON	TELEPHONE AND FAX NUMBERS

(Submit a separate Form 21a for each type of program, eg FFA or GH)  
Use additional sheets if necessary.

### SERVICE DELIVERY SITES

Yes  No Are any of the facilities listed above on County owned or County Leased property? If yes, please provide an explanation:

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Yes  No Do any or your agency's Board members or employees, or members of their immediate families own any property leased or rented by your agency? If yes, please provide an explanation.

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On behalf of \_\_\_\_\_ (Contractor's name), I \_\_\_\_\_  
(Name of Contractor's authorized representative), certify that the information contained in this Service Delivery Sites – Form #21  
is true and correct to the best of my information and belief.

\_\_\_\_\_  
Print Name and Title of Principal Owner, an Officer, or Manager responsible for submission of the SOQ to the County.

\_\_\_\_\_  
Signature of Principal Owner, an Officer, or Manager responsible for submission of the SOQ to the County.

\_\_\_\_\_  
Date

ADMINISTRATION OF CONTRACT  
CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NOTICES SHALL BE SENT TO CONTRACTOR'S CORPORATE ADDRESS. PLEASE ENTER YOUR ORGANIZATION'S CORPORATE ADDRESS AS INDICATED ON THE ORGANIZATION'S CERTIFIED STATEMENT OF INFORMATION. THE DESIGNATED CONTACT PERSON WILL RECEIVE ALL CORRESPONDENCE RELATED TO THIS CONTRACT.

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**

**(Individuals authorized by the Board to bind Contractor in a Contract with the County)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**IF THERE ARE ANY CHANGES, A NEW CERTIFIED SOI MUST BE SUBMITTED TO:**

**DCFS Contracts Administration  
Attn: Contracts Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020**

I hereby certify that the above information is correct. If any changes occur an updated Contractor's Administration Form 22 and a new certified Statement of Information will be submitted to DCFS Contracts Administration at the above address.

\_\_\_\_\_  
Print Name of Individual Authorized to Bind Contractor in a Contract with the County

\_\_\_\_\_  
Signature of Individual Authorized to Bind Contractor in a Contract with the County

\_\_\_\_\_  
Date

## CERTIFICATION OF COMPLIANCE WITH ADOPTION REQUIREMENT

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The undersigned hereby certifies that all Foster Parents certified by

\_\_\_\_\_ as of October 1, 2009, shall be dually licensed as  
Legal Name of Organization

foster care and adoptive home providers.

\_\_\_\_\_  
Print Name and Title of Principal Owner, an Officer, or Manager authorized to bind Contractor in a Contract with the County.

\_\_\_\_\_  
Authorized Signature of Principal Owner, an Officer, or Manager authorized to bind Contractor in a Contract with the County.

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Print Name and Title of Principal Owner, an Officer, or Manager authorized to bind Contractor in a Contract with the County.

\_\_\_\_\_  
Authorized Signature of Principal Owner, an Officer, or Manager authorized to bind Contractor in a Contract with the County.

\_\_\_\_\_  
Date