



County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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January 25, 2008

Dear Service Providers, Prospective Contractors and Interested Parties:

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

This Addendum Number Four is issued by the County of Los Angeles Department of Children 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. Addendum Number Four publishes the Questions and Answers (Q&A) document providing responses to the questions submitted prior to and at the FFA Foster Care Services RFSQ CMS#07-021/023 Prospective Contractor's Conference held on January 9, 2008.

Publication of this Q&A document is accomplished via posting on both the DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html) and the Los Angeles County's Website at <http://camisvr.co.la.ca.us/lacobids/>.

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

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

Sincerely,

Walter Chan, Manager  
Contracts Administration

WC:RML:fc

Enclosure

**FOSTER FAMILY AGENCY (FFA) PROSPECTIVE CONTRACTOR'S CONFERENCE**  
**JANUARY 9, 2008**  
**QUESTIONS\* AND ANSWERS**  
(\*Questions are written exactly as received.)

The future addendum referenced in this document will be posted on or about January 29, 2008 on DCFS' Website.

1. By issuing this RFSQ, is there a fair and equal opportunity for new non-profit organizations to apply and be qualified?
2. Is the RFQ opened to newly applying agencies?

**Answer for questions 1 and 2:**

- A. *This Request for Statement of Qualifications (RFSQ) process is a fair and equal opportunity open for non-profit organizations, who meet the minimum qualifications, which include, but are not limited to having a California State license, and being in good standing with Community Care Licensing Division (CCLD) for the past twelve months, to apply and be qualified.*
3. Are there specific barriers to new organizations to qualify, i.e. 2.4.1.1 requiring "good standing for the prior twelve months"?
  - A. *We are requesting a level of experience, and/or a proven track record of performance to ensure that we receive the best possible service. All organizations who meet the minimum qualifications will receive a Contract. Please refer to the RFSQ, Section 2.0 General Information, Sub-section 2.4 – Prospective Contractor's Minimum Qualifications to review all of the required qualifications. Organizations who do not initially meet the qualifications have an opportunity to apply during the subsequent submission periods.*
4. Could there be a different process of input to DCFS regarding the manner in which agencies submit concerns? Section 21.4 talks about having had opportunity to fully negotiate its terms...this type of forum is not conducive to negotiating terms because of the dynamic nature and comprehensive nature of the contract. Note: What to state that 53 FFAs have submitted jointly.
  - A. *Prior to the release of the RFSQ, prospective contractors and interested parties had an opportunity to submit their concerns regarding the proposed Contract during the "public comment" period April 19, 2007 through May 11, 2007. After the release of the RFSQ on August 31, 2007, prospective contractors and interested parties had an opportunity to submit a Transmittal Form to request a RFSQ Solicitation Requirements Review, as detailed in the RFSQ, Section 3.0 Instructions to Prospective Contractors, Sub-section 3.4 – Solicitation Requirements Review. The RFSQ is a solicitation process, not a negotiation. Sub-section 21.4 of the Sample FFA Contract will be deleted in a future Addendum to the RFSQ.*

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5. Per sub-paragraph 2.4.2.4 (FFA) "Serve exclusively DCFS or Probation children at a service delivery site". May the FFA serve Dependent Children from other County Social Service Agencies such as Orange County from this delivery site? This question assumes that the required delivery site is an FFA licensed facility office that is located in Los Angeles County.
  - A. *Yes, a Foster Family Agency (FFA) may serve dependent children from other County social service agencies providing that the service delivery site is approved for placement of Department of Children and Family Services (DCFS) children.*
  
6. If the FFA chooses to withdraw (3.9 from contracting what is the timeline for DCFS to remove placed children from the FFA?
  - A. *Sub-section 3.9 refers to the withdrawal of an agency's Statement of Qualifications (SOQ) from the RFSQ process. The removal of placed children from an agency who does not participate in the RFSQ solicitation process will be accomplished by October 31, 2008, the end of the current FFA Contract period.*
  
7. Is there currently a deadline by which time contractors need to be dually licensed as a Foster Family Agency and an Adoptions Agency?
  - A. *The deadline for dual licensure is eleven months from the execution of the Contract. Please refer to Addendum Number Three to the RFSQ, released December 21, 2007 on DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html) for information regarding this qualification.*
  
8. What is the execution start date?
  - A. *The anticipated execution date for the FFA Contract is November 1, 2008.*
  
9. We are dually licensed – do we also need to submit 2 copies of our Adoption Program Statement along with the FFA Prog Statement or perhaps just the adoption license?
  - A. *Submit the adoptions license, and have your adoptions program statement readily available for review.*
  
10. Regarding the amendment to the FFA contract posted in Addendum 3 on FFAs obtaining an adoption license, the language is contradictory with the regulations required for completion of home studies and certifications. How will the Department resolve this inconsistency?

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- A. *DCFS is not able to provide an answer to this question as the question did not identify the specific language in Addendum Number Three, or refer to the specific regulations required for completion of home studies and certifications.*
11. Do we have to be licensed for an adoption agency in order to submit for the FFA portion of this RFP?
- A. *No, an agency does not have to be licensed as an adoption agency to participate in this RFSQ process. Please refer to Addendum Number Three released December 21, 2007. The requirement regarding an adoption license, Requirement # 2.4.2.2, was amended.*
12. What is the purpose of the subsequent periods for the SOQ? (part of Section 3.0)
- A. *The subsequent submission periods provide agencies who do not initially meet the minimum qualifications with an opportunity to submit their SOQ as they meet the qualifications.*
13. I have a Program Statement that was approved by CCL about a year ago, which included the items required by LA DCFS up to that point. If I change it now to include requirements in the Statement of Work and contract, there is no guarantee that it can be reviewed by CCL in time for the RFSQ submission. In the event that it is not, should I send the old one, or one that is not yet approved?
- A. *Submit your organization's most current Community Care Licensing Division (CCLD) approved program statement with your SOQ on February 29, 2008, along with any requests for approval of program statement modifications. A Contract will not be executed until CCLD and the County have approved the program statement modifications. Please refer to a future addendum to be released on or about January 29, 2008, for updated program statement information. The addendum will be posted on DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html).*
14. P/S approval by CCL. What documentation from CCL do you need to attest to this?
15. What documentation is required to verify CCL approval?
16. What proof of our program statement being approved is required?
17. Can you clarify the requirement for the program statement to be approved by CCL?

**Answer to questions 14 through 17:**

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- A. *Agencies should submit a current license issued by CCLD, a rate letter from the State, and/or other letters of approval from CCLD.*
18. If an FFA has a approved CCL program plan which does not reflect your SOQ revisions – are we losing points? [The program plan with your revisions is pending.]
- A. *The RFSQ review process does not involve the assignment of points for the SOQ submissions. Prospective contractors who meet the minimum requirements will be awarded Contracts.*
19. In a prior year we were submitted questions that needed to be addressed and added to the program statement and this year we don't have those questions. Are we supposed to have them?
- A. *No, there are no additional questions.*
20. In the agency program statement, does DCFS have any additional "County requirements" section? In the previous statement there were 5 additional sections.
- A. *The program statement instructions with additional County requirements were for the development of a program statement. For this solicitation, you will submit an already completed and CCLD approved program statement. All requirements for participation in this RFSQ process are listed in the RFSQ document.*
21. I already made 2 copies of program statement for Exhibit B of Contract. Do I need to make one more copy for Section C?
- A. *Please refer to Addendum Number Three released December 21, 2007. Sub-paragraph 3.8.1 is amended to indicate the number of program statements to be submitted for the FFA and/or the Group Home (GH) programs. Submit two complete program statements for each FFA program and three complete program statements for each GH program.*
22. What should be done with the exhibits? Are they to be included in the FFA?
- A. *The FFA Exhibits in Appendix G are for reference only. The exhibits are not to be included in the SOQ.*
23. In reading the instructions for the SOQ for the FFA portion I see that we need a certified copy of our program statement. Where do we get that certification from?

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A. *The Instructions to Prospective Contractors do not include a request for a certified copy of the program statement. Submit your organization's most current Community Care Licensing Division (CCLD) approved program statement with your SOQ on February 29, 2008, along with any requests for approval of program statement modifications. A Contract will not be executed until CCLD and the County have approved the program statement modifications. Please refer to a future addendum to be released on or about January 29, 2008, for updated program statement information. The addendum will be posted on DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html) .*

24. I have previously applied w/LA County DCFS; we have a pin # & vendor #. Do I need to re-submit my program statement?

A. *The pin and vendor numbers are issued through registration on the County's WebVen. If you wish to qualify as a FFA provider, yes, you must meet the minimum qualifications, and submit a SOQ and a program statement.*

25. If you are working on a pending merger, will DCFS work w/ the FFA as they are being approved by CCL?

A. *Submit the current CCLD approved program statement for the existing FFA (s). The updated and/or new program statement should be submitted after approval by CCLD, during the merger process.*

26. How long will it take DCFS to provide a letter of support for newly applying agencies?

27. Documents Required. Rates Dept. need letter of support from County so they can give us rate notification letters. Where do we request letter of support? County Health Dept? Or?

28. Rates Dept needs letter of support. Contracts will not be signed until Nov. 2008. By August 2007 this agency will have been operating for over a year. Will you sign a letter of support now?

**Answer to questions 26 through 28:**

A. *DCFS is not issuing letters of support at this time for new agencies or new programs.*

29. I am writing to you on behalf of our efforts to apply for an FFA license. I am wondering if the County is going to issuing any contracts to new providers since the license fee is about \$2500?

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30. Do you expect to award contracts to all competent providers?

**Answer to questions 29 and 30:**

A. *Upon Board approval, the County will award a Contract to all prospective contractors who meet the minimum qualifications of the RFSQ. **Please note that being awarded a Contract does not guarantee placements.***

31. If a Foster Family Agency is new to Los Angeles County, how would the FFA meet the one year of good standing requirement?

A. *If an agency has had FFA licensure from the State of California for the past year, and is new to Los Angeles County, it is possible to meet the one year of good standing qualification. If an agency has not had a FFA license from the State of California, CCLD for the past year, they will not meet this minimum qualification. Such agencies may take advantage of the subsequent submission periods as they meet the minimum qualifications.*

32. Ref. 2.4.1.9 – Fiscal viability – What tools will you use to measure agencies financial viability – (Ratios test tool)

A. *DCFS will follow the guidelines in the County of Los Angeles Fiscal Manual as related to the determination of fiscal viability.*

33. In the required forms section there is a Certified Parent Acknowledgment and Confidentiality Agreement (form 18) and an Employee Confidentiality Agreement (form 19) Do we include these forms signed by all our Certified Parents and employees in the package? Do you perhaps want one of each included as a sample?

34. Does contractor need to supply all signed materials for Form 19 or is that for the personnel files?

**Answer to questions 33 and 34:**

A. *Completed Forms 18 and 19 should be kept on file at the prospective Contractor's administrative office, readily available for review.*

35. Where are the forms available that we can type in, since we cannot type in the PDF version?

36. Specific to required forms, where do we obtain the electronic docs allowing us to type in our info? So far, the PDF's appear to be locked.

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**Answer to questions 35 and 36:**

A. *You can type on the forms utilizing Adobe Professional 7.0, the typewriter function. Given the nature of computer related questions received subsequent to the FFA Prospective Contractor's Conference, please refer any questions related to the Adobe Professional software to Adobe or your organization's computer technician.*

37. Can we get a copy of the Foster Youth Bill of Rights?

A. *Foster Youth Bill of Rights, Exhibit A-I of the Sample FFA Contract, is included in Appendix G, Exhibits (FFA). Exhibit A-IV, Foster Youth Rights of the sample FFA Contract has been posted on DCFS' public website under Open Bids and Solicitations, CMS #07-021/023, FFA/GH RFSQ.*

38. Appendix B, #12: Is a brief description of each program required or just of FFA?

A. *A brief description is required for each program you are attempting to qualify.*

39. Where is Exhibit B – Program Statement Outline?

A. *Exhibit B is the program statement the prospective contractor will submit with their SOQ.*

40. Where in the Program statement do I put projected budget?

41. 4.2 of contract says Exhibit A-III to show current budget. Exhibit A-III shows "Intentionally left blank". Which one do I do?

**Answer for questions 40 and 41:**

A. *Please refer to a future addendum for clarification on this issue. The addendum will be posted on or about January 29, 2008 on DCFS' Website at [www.lacdcfs.org/contracts/index.html](http://www.lacdcfs.org/contracts/index.html) .*

42. Are you extending the deadline for the program statement submission since we don't have Exhibit B?

A. *No, the deadline for the program statement submission will not be extended. Prospective contractors will submit Exhibit B, their current program statement, along with their SOQ.*

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43. Will the SOQ include a cover letter or does the program statement suffice as response the areas of service provided per the RFQ?
- A. *The SOQ will not include a cover letter.*
44. Are the addendums on line?
- A. *Yes, the addenda are on DCFS' public website under Open Bids and Solicitations, CMS #07-021/023, FFA/GH RFSQ.*
45. If an agency has both – Group Home and FFA Programs – can we submit only one packet of forms?
- A. *Yes, you can submit one original SOQ and two copies, along with three copies of the current group home program statement and two copies of the current FFA program statement.*
46. Does the contractor need a written copy of the policy statement prohibiting discrimination in all phases of employment? (Form 3)
- A. *Yes, prospective contractors need a written policy statement prohibiting discrimination in all phases of employment; however, it is not requested as part of the SOQ.*
47. How do we get copy of slide show power point used by Ms. Murgas-Lee & Ms. Carreker?
- A. *Copies of the power point slide show are not available for distribution. The material presented was taken directly from the RFSQ.*
48. An agency that is an existing FFA w/placements if for some reasons you inadvertently have left out a document since there are so many, how would you notify the FFA of this or would you just not accept their program statement w/out giving them any feedback. How would that effect us?
- A. *DCFS does not assume responsibility for notifying prospective contractors that a required document has been omitted from their SOQ submission for this RFSQ contract solicitation. Prospective contractors must make every effort to ensure that their SOQ is complete upon submission. Please refer to the RFSQ, Section 3.0 – Instructions to Prospective Contractors, Sub-sections 3.7 – Preparation and Format of the SOQ, and 3.8 - SOQ and Program Statement Submission for detailed information regarding submission of the SOQ.*

## FOSTER FAMILY AGENCY (FFA) PROSPECTIVE CONTRACTOR'S CONFERENCE

JANUARY 9, 2008

### QUESTIONS\* AND ANSWERS

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49. Are you expecting to approve all of the new hires in every agency?
- A. *DCFS reserves the right to approve or disapprove Contractor's staff performing work under this Contract, including new hires. Please refer to the RFSQ, Appendix F – Sample FFA Contract, Part II, Standard Terms and Conditions, Section 40.0 Administration of Contract – Contractor.*
50. When might an agency expect a response to a Request for Solicitation Requirements Review submitted in September?
- A. *The responses were held pending resolution of changes to be implemented in future addenda. The responses will be forwarded to the requesting parties when the FFA Question and Answer document is released.*
51. I recently provided you with an original of the certified (by the Secretary of State) Statement of Information by Foreign Corporation for the LA County DCFS contract extension. Do you now need another original, or will a copy suffice for the RFSQ package?
- A. *Prospective contractors must provide a certified original with their SOQ submission.*
52. I would like to be added to your email list to receive any memos or announcements that you send out for this funding opportunity.
- A. *Please refer to the RFSQ, Section 2.0 – General Information, Sub-section 2.10 Mandatory Requirement to Register on County's WebVen, and Section 3.0 - Instructions to Prospective Contractors, Sub-section 3.3 – RFSQ Timetable, Sub-paragraph 3.3.1 – Subsequent Periods for SOQ Submission and Review for the codes related to this solicitation. Prospective contractors who register under specific codes will receive email notifications of any postings related to the codes.*
53. At the November 27th Prospective Group Home Contractors Bidder's Conference, DCFS staff shared with providers that the Department would respond to questions and comments submitted by providers within two weeks from this conference. It has been three weeks since the conference, and there has not been a posting to the Department's contract website with a Q & A release. What is the status of the Department's plan to post a response to the comments and questions submitted by prospective contractors?

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A. *The Group Home Question and Answer documents were posted on DCFS' website December 21, 2007, as indicated in Addendum Number Two released November 15, 2007.*

54. We are having a bit of a debate in our office as to the due date on the SOQ. By the website – it appears that the due date is February 29, 2008. Please clarify.

A. *Refer to Addendum Number Two released November 15, 2007. The SOQ is due by 6:00 P.M. on February 29, 2008.*

55. Is there a specific foster parent pre-certification training that is required?

56. Is there a requirement of pre-certification training hours?

**Answer for questions 55 and 56:**

A. *Although the FFA is required to provide initial and on-going training, there is not a specific number of pre-certification training hours that are required. However, the FFA has to include in their Plan of Operation and in their Program Statement a written description of the initial and on-going training of certified foster parents. This training has to include child abuse identification, prevention and treatment. The majority of the FFAs use MAPP or PRIDE curriculum.*

57. Section 2.13 – Documents become property of County. Explain how copyrighted material becomes property of the County.

A. *The actual documents submitted as a part of the SOQ become the property of the County; the copyrighted content does not.*

58. On Performance Outcome Summary, 2.0 Permanency, First outcome discharge to a permanent destination... Concern that is premature to include this as it implies that FFAs are solely responsible for this outcome. This is currently under review by Performance Measures Task Group as data is being tracked but it is agreed that this outcome is a shared responsibility with County, courts, etc. & not ready to be implemented as stated.

A. *Thank you for your concern. This will continue to be discussed in monthly Performance Measures Task Group (PMTG) meetings, and providers will be informed of updates.*

59. How are city licensed homes monitored, audited, and investigated? How often?

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60. Can a babysitter be cleared through fingerprints or do they still need community care licensing?
61. Overnight visits – need to be with a certified foster parent or is fingerprinting okay? Has this changed?
62. What is the complete process for contract development?

***Answer for questions 59 through 62:***

- A. *These questions do not pertain to the FFA/GH RFSQ released August 31, 2007; or the SOQ submission process.*

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**2007-2008 Foster Family Agency (FFA) Contract  
Summary of 53 FFA's Concerns and Recommendations  
January 2008**

<b>Part I. Master Agreement Overview</b>			
<b>Section # / Page #**</b>	<b>Current Language Issue</b>	<b>FFA's Concerns / Recommendations</b>	<b>Resolution</b>
2.4.2.2, General Information, Page 1 of Addendum Three posted 12-21-07	"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 entered into a subcontract, signed by authorized parties, with a licensed agency to provide adoption services including adoption home studies for their certified foster homes."	Recommend revising the language to state, " <i>When a foster parent determines to adopt a child(ren) placed in their home, Contractor will work with the foster parent to select a public or private licensed adoption agency to facilitate the timely adoption of the child(ren).</i> "	No change. This is a priority of DCFS.
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 <del>State approved</del> Program Statement for each program." The Contractor does not have control over the timeframe within which CCL will approve their Program Statement.	Language will be amended in a future addendum.
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 <del>CCLD approved</del> 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.	Language will be amended in a future addendum.

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<b>Part II. Unique Terms and Conditions</b>			
<b>Section #; Page #</b>	<b>Language Issue</b>	<b>FFA's Concerns/Recommendations</b>	<b>Resolution</b>
2.0 Definitions; Page 5 and 8 respectively	2.10 The definition for Contractor needs clarity. 2.35 The definition for MAT is incorrect.	1) Recommend revising the Contractor definition to state, "Contractor" – means the sole proprietor, partnership, or <i>non-profit</i> corporation that has entered into a contract with the County to perform or execute the work covered by Exhibit A, Statement of Work."  2) Recommend revising the MAT definition to state, " <i>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.</i> "	1. No change  2. This definition was amended in Addendum Number Three released December 21, 2008.
5.1.5 General Insurance Requirement; Page 11	Added a new section regarding insurance requirements.	Recommend deleting section 5.1.5. The county should not manage the internal affairs of providers.	Section 5.1.5 was deleted in Addendum Number Two released November 15, 2007.
6.5 Insurance Coverage Requirements; Page 14	Added a new section for FFAs on county owned property.	Recommend deleting section 6.5 from the contract. The language is incomplete.	Section 6.5 will be amended in a future addendum.
7.13 Invoices and Payments; Page 16	Revised language to this section.	Recommend deleting " <del>or his/her designee</del> " from the paragraph.	No change
12.0 Certified Foster Parents; Page 21	Added new sections 12.2 and 12.7. Deleted language in 12.8.	Recommend deleting 12.2 and 12.7 and adding back the language to 12.8 that was deleted from the current contract to state, " <i>The County Program</i>	No change

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		<p><i>Manager will notify the Contractor if there is a problem with placement of Los Angeles County children in a newly certified home.” By adding this language back to the Terms and Conditions, Sections 12.2 and 12.7 are not needed.</i></p>	
<p>13.2 State License; Page 4 of Addendum Three posted 12-21-07</p>	<p>Revised the language in section 13.2 to state, “the Contractor shall provide <del>Services pursuant to the approved Program Statement.</del> If planning to add additional offices during the term of the Contract, the CONTRACTOR shall notify the COUNTY Program Manager prior to the placement of and/or serving Placed Children from the additional office(s). Contractor’s decision to pursue licensing of additional offices from CCLD does not ensure placements from the County. obtain an Adoption License issued by the California Department of Social Services, CCL Division 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 entered into a subcontract, signed by authorized parties, with a</p>	<ol style="list-style-type: none"> <li>1) Recommend clarifying if the first section has truly been deleted from the Terms and Conditions or if the language still remains.</li> <li>2) If the language still remains, recommend revising the language to state, “If planning to add additional offices during the term of the Contract, the Contractor shall notify the County Program Manager and must obtain written approval prior to the placement of and/or serving Placed Children from the additional office(s)...”</li> <li>3) For the new language added regarding obtainment of an adoption license, recommend revising the language to state, “<i>When a foster parent determines to adopt a child(ren) placed in their home, Contractor will work with the foster parent to select a public or private licensed adoption agency to facilitate the timely adoption of the child(ren).</i>”</li> </ol>	<ol style="list-style-type: none"> <li>1. Section 13.0 sub-sections will be clarified in a future addendum.</li> <li>2. No change</li> <li>3. No change</li> </ol>

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	licensed adoption agency to provide adoption services including adoption home studies (when initially certified) for their certified foster homes.”		
16.0 Hold Status, DNR, DNU, CAP; Page 24	Added new language to 16.5. 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.	<ol style="list-style-type: none"> <li>1. Recommend revising the first paragraph to state, "<i>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].</i>"</li> <li>2. Recommend revising the second paragraph to state, "<i>County will notify Contractor in writing within 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].</i>"</li> </ol>	Language will be amended in a future addendum.
18.0 Program Reporting Requirements; Page 28	Added new language to 18.2 regarding the completion of the Needs and Services Plan/Quarterly Report.	Recommend revising the language in the second sentence to state, " <i>Contractor shall develop, in collaboration with the CSW, the Needs and Services Plan portion of the Needs and Services Plan/Quarterly Report ...[rest of paragraph stays the same.]</i> "	No change
21.0 Interpretation of Contract; Page 33	Section 21.4 states, "County and Contractor expressly agree that this contract was	Recommend that the Department negotiate with Contractors as stated in this section to make it truthful or delete this section.	Section 21.4 will be deleted in a future addendum.

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	jointly drafted, and that both parties have had the opportunity to fully negotiate its terms...”		
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<b>Part III. Standard Terms and Conditions</b>			
<b>Section #; Page #</b>	<b>Language Issue</b>	<b>FFA's Concerns/Recommendations</b>	<b>Resolution</b>
40.2 Administration of Contract-Contractor; Page 66	Added new language that gives authority to the County to hire/fire Contractor staff.	Recommend deleting this section.	No change. This is a Board mandated section.

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<b>Part IV. FFA Statement of Work</b>			
<b>Section # / Page #**</b>	<b>Current Language Issue</b>	<b>FFA's Concerns / Recommendations</b>	<b>Resolution</b>
3.2 DCFS Priorities for Children (Permanency); Page 5	The last sentence of the second paragraph states, "All contracted FFAs shall also be licensed as adoption agencies by May 1, 2008."	<p>Recommend deleting this language. It is not necessary for all FFAs to be licensed as adoption agencies since not all children in out-of-home care have a permanency plan for adoption; some instead have plans for reunification or legal guardianship. It is also an unfunded mandate to require that all FFAs obtain an adoption license.</p> <p>If the Department changes this language to be consistent with the changes in the Terms and Conditions included in Addendum Three then FFAs should have an opportunity to review and respond to any changes that are made in the Statement of Work.</p>	<p>This sentence was deleted in Addendum Number Two released November 15, 2007.</p> <p>Changes to the SOW consistent with the changes made to the Terms and Conditions in Addendum Number Three are also in Addendum Number Three.</p>
Part C, Performance Outcome Summary 1.0 Safety; Page 8	The outcome indicators, performance targets, and the footnotes are inconsistent with those developed by the Performance Measures Task Group. For example, the language stated for the reports of substantiated maltreatment measure is inconsistent with the performance measure language developed in the task group.	<p>Recommend reverting all of the language back to the language listed in the 2006 Amendment, which is consistent with the performance measures and targets that were developed by the Performance Measures Task Group. The county has successfully developed and revised the performance measures and benchmarks jointly through this collaborative forum, which is open to all interested parties, including both County government and community stakeholders.</p> <ol style="list-style-type: none"> <li>1) Under Outcome Indicators for substantiated abuse recommend revising the language to state, "Reports of substantiated maltreatment <i>made against staff members, Certified Foster Parents, or volunteers</i> while under the care and supervision of a FFA."</li> <li>2) Under Performance Targets for substantiated</li> </ol>	<p>This applies to each item in this Section. There will be no change. The Performance Measures Task Group (PTMG) has developed Operational Definitions of the Performance Measures which are used to score performance.</p>

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		<p>abuse recommend revising the language to state, "Reports of substantiated maltreatment <i>made against staff members, Certified Foster Parents, or volunteers</i> while under the care and supervision of a FFA."</p> <p>3) For the footnote recommend revising the language to state, "The COUNTY maintains a zero tolerance policy for substantiated abuse and neglect of Placed Children while under the supervision of Contractor. Each incident of substantiated abuse or neglect that occurs under the Contractor's supervision must be individually evaluated. <del>The COUNTY will assess the factors that led to the abuse/neglect and make a determination as to appropriate corrective action.</del>"</p>	
1.2.2 Monitoring Requirements; Page 12	"The Contractor shall, in accordance with Title 22 and the Needs and Services Plan, Monitor for Compliance that Certified Foster Parents and caretakers 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."	Recommend revising the language to state, "The Contractor shall, in accordance with Title 22 and the Needs and Services Plan, Monitor for Compliance that Certified Foster Parents and caretakers know, <i>to the best of their ability under the prudent parent standard</i> , 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."	No change
1.2.3 Monitoring Requirements; Page 12	The second paragraph states, "In addition to providing locked storage for poisons, firearms, and ammunition as required by Title 22, Chapter 1, Section 80087(h)(1) through (3), the Contractor shall also provide locked storage for disinfectants, cleaning solutions, and other items that could pose a danger if readily available to clients."	Recommend revising the language to state, " <del>In addition to providing</del> <i>The Contractor shall provide</i> locked storage for poisons, firearms, and ammunition as required by Title 22, Chapter 1, Section 80087(h)(1) through (3). <del>, the CONTRACTOR shall also provide locked storage for disinfectants, cleaning solutions, and other items that could pose a danger if readily available to clients.</del> "	No change
1.2.3 Monitoring	The third paragraph states, "The	Recommend revising the language to state, "The	No Change

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Requirements; Page 12	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."	Contractor shall: <del>(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</del> for compliance with the above regulations regarding physical environment." We believe that Contractors are obligated to monitor these Title 22 requirements on an ongoing basis, and not just quarterly.	
1.2.4 Monitoring Requirements; Page 13	"The Contractor shall monitor for Compliance that: (1) Placed Children are not exposed to second-hand smoke; (2) Placed Children under eighteen (18) years of age are not permitted to use any tobacco products under any circumstances; and (3) Placed Children are not to drink any alcoholic beverages or use any narcotics or illegal substances under any circumstances. Contractor shall document failure of the Certified Foster Parent's compliance with this section and take necessary corrective action to ensure compliance."	Recommend revising the language to state, "The Contractor shall monitor for Compliance that: (1) Placed Children are not exposed to second-hand smoke; (2) Placed Children under eighteen (18) years of age are not permitted to use any tobacco products under any circumstances; and (3) Placed Children are not <i>permitted</i> to drink any alcoholic beverages or use any narcotics or illegal substances under any circumstances. Contractor shall document <del>failure of efforts made</del> by the Certified Foster Parent's compliance with this section and take necessary corrective action <del>to ensure compliance.</del> "	The language will be amended in a future addendum to include the word "permitted" in #3; and to delete the words "failure of".
1.4 Runaway Procedures; Page 14	Added a new requirement for Contractors to try to locate a runaway.	Recommend revising the language to state, "The Contractor shall try to locate a runaway child by (1) contacting the CSW for assistance; (2) contacting the child's family <del>friends and school officials and neighbors</del> <i>when possible</i> ; (3) documenting the information; and (4) continuing ongoing communication of any relevant information to the CSW <del>immediately.</del> "	Sub-section will be amended in a future addendum.
1.4 Runaway Procedures; Page 14	Identified a new statement that should be added to the contract.	Recommend adding this language to the contract, " <i>Upon notification of an AWOL, the SCSW or CSW shall confirm in writing whether</i>	Sub-section will be amended in a future addendum.

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		<i>the FFA family home bed will remain open and for how long."</i>	
Part C, Performance Outcome Summary 2.0 Permanency; Page 15	The performance targets are inconsistent with those developed by the Performance Measure Task Group. For example, incorrect language was stated for the placement stability target.	<p>Recommend reverting all of the language back to the language listed in the 2006 Amendment, which is consistent with the performance measures and targets that were developed by the Performance Measures Task Group. The county has successfully developed and revised the performance measures and benchmarks jointly through this collaborative forum, which is open to all interested parties, including both County government and community stakeholders.</p> <ol style="list-style-type: none"> <li>1) Under Performance Targets for discharges recommend revising the language to state, "Rate of discharges from an FFA to family reunification, adoption, legal guardianship, and Emancipation (<i>benchmarks to be determined</i>)."</li> <li>2) Under Performance Targets for placement stability recommend revising the language to state, "At least 90% of children will maintain placement stability, with no <i>more than two</i> moves between foster homes."</li> <li>3) Under the Footnote recommend adding language to state, "<i>This measure is a system-wide measure and will not be reported for individual agencies</i>" which is in regard to the rate of discharge performance target.</li> </ol>	This applies to all three items noted here: There will be no change. The Performance Measures Task Group (PTMG) has developed Operational Definitions of the Performance Measures which are used to score performance.
2.1.5 Permanency; Page 17	"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	Recommend reverting back to the current language in the contract by revising the language to state, "The Contractor may move a Placed Child from one home to another home within the Contractor's Program only after receiving prior <del>written</del> authorization from either the Placed Child's CSW, the CSW's supervisor, or the	No Change

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	administrator, except as set forth in Exhibit A, SOW, Section 1.3.”	CSW’s administrator, except as set forth in Exhibit A, SOW, Section 1.3.”	
2.1.7 Permanency; Page 17	The last sentence of the section states, “For a Placed Child 16 years of age or older, the Contractor shall assist the Placed Child and the CSW in identifying a caring adult that will help the child prepare for the transition from foster care to independent living (Welfare and Institutions Code, Section 16501.1(f)(15).”	Recommend revising the language to state, “For a Placed Child 16 years of age or older, the Contractor shall, <i>to the extent possible</i> , assist the Placed Child and the CSW in identifying a caring adult that will help the child prepare for the transition from foster care to independent living (Welfare and Institutions Code, Section 16501.1(f)(15).”	No change
2.5 Maintaining and Developing the Community Network for DCFS Children; Page 19	Added a new section that is an unfunded mandate and not applicable to FFAs.	Recommend deleting the last paragraph that states, “In addition to the above requirements, the Contractor shall, in coordination with the CSW, arrange with the receiving family for each child going to a lower level of placement (a foster family, adoptive, or legal guardian home, or a relative/parent home), prior to or at the time of termination, the appropriate services in the Community into which the child will be going. These services could include: (1) counseling, tutoring, and medical resources; (2) special school programs and non-public schools information; (3) transportation information; and (4) the locations of faith communities consistent with the child’s preferences. The goal is to achieve the greatest continuity and the least disruption of services as possible.” This language was inappropriately taken from the Group Home contract. It is also an unfunded mandate to require FFAs to provide this service. FFAs are often considered the lower level of placement for children, and FFAs are not always informed of when a child is moved to a different placement or the location of that placement to be	The language will be amended in a future addendum to read: “The Contractor shall work in coordination with the County Worker, and shall jointly arrange with the receiving family for each child going to a lower level of placement...”

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		able to offer this service if funding were available.	
3.1.1 Intake Requirements; Page 21	The second sentence states, "The Contractor will ensure that only persons permitted by law have access to records."	Recommend revising the language to state, "The Contractor will <del>ensure</del> <i>monitor for compliance</i> that only persons permitted by law have access to records."	No change
3.1.2 Intake Requirements; Page 21	The second sentence of the third paragraph states, "The Contractor shall retain the reassessments, document any problems, and record how the problems were resolved."	Recommend revising the language to state, "The Contractor shall retain the reassessments, <i>which will</i> document any problems and record how the problems were resolved."	No change
3.1.3 Intake Requirements; Page 22	"The Contractor shall not place both DCFS and Probation children in the same Certified Family Home."	Recommend revising the language to state, "The Contractor shall not place both DCFS and Probation children in the same Certified Family Home <i>unless the Contractor has written approval from both CSW and DPO for such instances as sibling placements and/or dual jurisdiction.</i> " This statement assumes that FFA homes can be used for Probation youth.	The language will be amended in a future addendum to read: "The Contractor shall not place both DCFS and Probation children in the same Certified Family Home unless the Contractor has written approval from both the CSW and DPO for a dual jurisdiction child (WIC 300/602 status)."
3.1.4 Intake Requirements; Page 22	"The Contractor shall provide intake Services 24 hours per day, seven days per week."	Recommend deleting this requirement since it is an unfunded mandate.	The language will be amended in a future addendum to read: "All Contractors shall provide Intake Services from 8 a.m. to 8 p.m. on weekdays, and an emergency number with staff available 24 hours, 7 days per

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			week.”
3.2 Visitation Plan; Pages 24-26	Includes only selected sections of the Visitation Guideline document.	Recommend revising the title of this section to "Visitation Guidelines," deleting the proposed language on pages 24-26, and replacing it with language to state, " <i>The Juvenile Court Visitation Committee of the Los Angeles County Superior Court has issued new guidelines in a document called Family Visitation Guidelines, which is attached to Exhibit X. The Contractor shall follow the court order for each individual child's case and the visitation guidelines to the extent possible.</i> " The revised language is necessary since only parts of Exhibit X are currently inserted here, eliminating some important qualifying language. In addition, the Juvenile Court Visitation Committee has not finalized its work plan yet. It is premature to include this language in the contract.	Sub-section 3.2 Visitation Plan references the Family Visitation Guidelines document on pages 24-26, and indicates that the Family Visitations Guidelines document is Exhibit X. Exhibit X of the Contract is included in the RFSQ document in its entirety.
3.3.4 Attendance at TDM and Permanency Planning Conferences; Page 28	"The Contractor shall attend all DCFS Team Decision-making and Permanency Planning conferences, to which the Contractor receives advance notice of."	Recommend revising the language to state, "The Contractor shall <i>make every effort to attend all DCFS Team Decision-Making and Permanency Planning conferences to when the Contractor is involved in the planning and scheduling of the meeting which the Contractor receives advance notice of.</i> "	This language will be amended to include: "The County Worker will provide as much advance notice of the conferences as possible."
3.5 Written Notice at Least Seven Days Prior to Discharge; Page 30	The last paragraph states, "Whenever a Placed Child is discharged, Contractor shall complete a Discharge Summary for DCFS: Foster Family Agency, per Exhibit Z."	Recommend revising the language to state, "Whenever a Placed Child is discharged, Contractor shall complete a <del>Discharge Summary for DCFS: Foster Family Agency, per Exhibit Z</del> <i>Termination Report, which will include: 1) the reason child left the certified family home; 2) who made the decision; 3) whether the child was discharged in accordance with the permanency plan; 4) whether the Needs and Service Plan goals were attained; 5) the agency's assessment of child's adjustment to placement; and 6) the</i>	No change

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		<i>agency's recommendation for services."</i>	
3.6 Training Requirements for Certified Foster Parents; Page 31	The second paragraph states, "The Contractor shall provide a minimum of 18 hours of initial Model Approach to Partnership in Parenting (MAPP) or equivalent training pre-approved by the FFA Performance Manager for each Certified Foster Parent prior to the placement of children and an additional 12 hours of training during the first year of certification."	Recommend reverting back to the old language in the current contract by revising the language to state, "The Contractor shall provide a minimum of 18 hours of initial Model Approach to Partnership in Parenting (MAPP) or equivalent training pre-approved by the FFA Performance Manager for each Certified Foster Parent prior to the placement of children and an additional 12 hours of training during the first year of certification."	Language will be amended in a future addendum.
3.7 Monitoring Requirements; Page 31	The first paragraph states that the Contractor shall monitor specific sections of this section and develop a Quarterly Certified Family Home Inspection Checklist.	Recommend deleting this paragraph since it is duplicative of the specific Sections stated below. For example, 3.7.1 states, "The Contractor shall monitor for compliance that Certified Foster Parents..." In addition, Contractors are already required to monitor compliance on an ongoing basis and not just quarterly.	No change
3.7.3 Monitoring Requirements; Page 32	The last sentence of the last paragraph states, "Beyond supervision of spending for appropriateness, age, safety, and health, the Contractor shall monitor for compliance that Certified Foster Parents 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, " <del>and as the Placed Child desires.</del> " The Needs and Services Plan should cover the appropriateness of the expenditures. In addition, this phrase undercuts the guidelines for the use of funds based on appropriateness, age, safety, and health.	No change
3.8.2 Health and Medical Requirements; Page 36	At the end of the third paragraph, old contract language was deleted, which stated, "If the SCSW does not respond to Contractor within three (3) business days, services shall be considered to be pre-approved by the CSW or SCSW."	Recommend adding the sentence back into the contract. Without this language there is no protection in place if the SCSW is not responsive to the Contractor.	No change

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<p>3.10.4 Educational Requirements; Page 40</p>	<p>"The Contractor shall Monitor for Compliance that the Certified Foster Parent(s) are: (1) representing the Placed Child at parent meetings, open houses, etc..."</p>	<p>Recommend reverting the language back to the current contract by revising the language to state, "The Contractor shall Monitor for Compliance that the Certified Foster Parent(s) <del>are</del> <i>make reasonable efforts to:</i> (1) representing the Placed Child at parent meetings, open houses, etc..."</p>	<p>No change</p>
<p>3.11.1 Workforce Readiness Requirements; Page 42</p>	<p>"The Contractor shall participate with the CSW in the development of a Transitional Independent Living Plan (TILP) for each Placed Child 14 years or older and should receive an updated, signed TILP for any Placed Child within 6 months following his/her 16th birthday. The Contractor shall have a copy of the TILP from the CSW on file. The Contractor and Certified Foster Parents co-operate with the CSW to implement the Placed Child's TILP as appropriate."</p>	<p>Recommend revising the language to state, "The Contractor shall participate with the CSW in the development of a Transitional Independent Living Plan (TILP) for each Placed Child 14 years or older and should receive an updated, signed TILP for any Placed Child within 6 months following his/her <del>46</del> 14th birthday. The Contractor shall have a copy of the TILP, <i>once provided by from</i> the CSW, on file. The Contractor and Certified Foster Parents co-operate with the CSW to implement the Placed Child's TILP as appropriate."</p>	<p>This language will be amended in a future addendum to read: "The Contractor shall participate with the 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 every six months after the initial TILP is received."</p>
<p>Part D, Performance Requirements Summary; Page 44</p>	<p>The performance targets are inconsistent with those developed by the Performance Measure Task Group.</p>	<p>Recommend reverting all of the performance measure language back to the language listed in the 2006 Amendment, which is consistent with the performance measures and targets that were developed by the Performance Measures Task Group. The county has successfully developed and revised the performance measures and benchmarks jointly through this collaborative forum, which is open to all interested parties, including both County government and community stakeholders. 1) Change performance target #1 to state, "99.67% of children are free from abuse &amp; neglect while under the care &amp; supervision of</p>	<p>The language will be amended in a future addendum to read: "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</p>

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		a FFA.” 2) Change performance target #4 to state, “Rate of discharges from a FFA to reunification, adoption, legal guardianship, and Emancipation <i>(to be determined)</i> .”	review and implantation of an administrative remedy(ies) as outlined in Exhibit N.”
Part D, Performance Requirement Summary; Page 44	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. Recommend revising the last paragraph under DCFS Actions for unmet Performance Targets to state, “Failure to meet this and the following performance targets, <i>except for performance measure #4</i> , could result in a Program review and implementation of an administrative remedy(ies) as outlined in Exhibit N.”	No change

<b>Part V. FFA Contract Exhibits</b>			
<b>Exhibit</b>	<b>Current Language Issues</b>	<b>FFA's Concerns / Recommendations</b>	<b>Resolution</b>
Exhibit A-IV, Foster Youth Rights	The document is not included in the Exhibits section. It is listed in the Table of Contents but is not attached in the PDF file.	Recommend providing this document in the Exhibits section.	Exhibit A-IV will be posted on the DCFS website as a separate file. It is a protected document and can't be included in the PDF file with the RFSQ documents.
Exhibit A-VII, Agency Placement Agreement	The title is incorrect as it states, “Agency –Group Home Agreement Child Placed by Agency in Group Home.”	Recommend clarifying that this document is applicable for FFAs. If so, recommend updating the agency references from Group Home to FFA.	This State form is applicable to FFAs, and is in the current FFA Agreement as titled. No change
Exhibit A-VIII, Special	The SIR guide was revised	Recommend revising the following items:	1. Could not find the

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<p>Incident Reporting Guide for FFAs</p>	<p>since the last FFA contract.</p>	<ol style="list-style-type: none"> <li>1. In all of the incident boxes, under Written, it states "File copy in clinical file (DMH children only)." Recommend revising the language to state, "File copy in client's file."</li> <li>2. For Incident 2, Other Significant Incidents, recommend changing the timeframe back to 5 days from 3 days since agencies have three full days to enroll the child. Therefore, they need at least an extra day before they report to the County Worker.</li> <li>3. For Incident 4, Injury or Accident, recommend adding a requirement to phone the County Worker.</li> <li>4. For Incident 6, Death, recommend adding a requirement to phone the parent/guardian and County Worker.</li> <li>5. For Incident 8, Child Abuse, update the language under the NOTE since Contractors are unable to attach any forms in I-Track.</li> <li>6. For Incident 9, Significant Changes in FFAs, recommend adding a requirement to notify CCL.</li> </ol>	<p>language referenced.</p> <ol style="list-style-type: none"> <li>2. No change</li> <li>3. Incident 4 will be amended in a future addendum.</li> <li>4. Incident 6 will be amended in a future addendum.</li> <li>5. Incident 8 will be amended in a future addendum.</li> <li>6. Incident 9 will be amended in a future addendum.</li> </ol>
<p>Exhibit B, Foster Family Agency's Program Statement; Page</p>	<p>The Exhibit does not include instructions for Contractors to complete their Program Statement.</p>	<p>Recommend providing instructions for Contractors to complete their Program Statement.</p>	<p>No change. Program Statements need to be completed prior to submission of SOQ.</p>
<p>Exhibit J, Statement of Dangerous Behaviors</p>	<p>The Exhibit is missing some pages since it begins with the letter "t" rather than "a."</p>	<p>Recommend providing the missing pages in the RFSQ for prospective Contractors to review.</p>	<p>No pages are missing. Exhibit J specifically references CDSS MPP Division 31, Section 31-405.1 (t), not (a through s).</p>

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<p>Exhibit N, FFA Contract Investigation/ Monitoring /Audit Remedies and Procedures</p>	<p>Some revisions were made to Exhibit N.</p>	<p>Recommend revising the following items:</p> <ol style="list-style-type: none"> <li>1. On page 3, item C-1, delete the word "Insurance" from the first line.</li> <li>2. On page 4, item C-2, recommend revising the language to state, "For Administrative (except Insurance Provisions) Holds, DNR, or DNU Status, a Vendor Notification Letter is sent, via fax and certified mail, <del>within 15 days</del> <i>15 days prior to</i> DCFS' decision to place Contractor on Hold, DNR, or DNU Status...to the extent possible. For Administrative (Insurance Provisions) Holds, DNR, or DNU Status, a Vendor Notification Letter is send, via fax and certified mail, 3 days prior to DCFS' decision...to the extent possible."</li> <li>3. On Page 4, C-3, recommend revising the language to state, "During the Review Conference, the Contractor will with the Department's <del>representative at the Division Chief/Regional Administrator level</del> <i>Out-of-Home-Care Division Chief</i>, other County Departmental staff..."</li> <li>4. On Page 4, C-4, recommend revising the language to state, "The Out-of-Home-Care Management Division' <del>Children's Services Administrator III or designee</del> <i>Chief</i> will facilitate the review conference."</li> <li>5. On Page 5, C-5, recommend revising the language to state, "The <del>Out-of-Home-Care Management Division Chief or Regional Administrator level staff</del> will assess the information presented by the Contractor and make a final determination whether to withdraw the recommendation or..."</li> </ol>	<p>The language will be amended in a future addendum to read:          "County will notify Contractor in writing 15 days prior to DCFS'/Probation's intention to place Contractor on Hold for Administrative reasons (except Insurance Provisions). County will notify Contractor in writing 72 hours prior to DCFS'/Probation's intention to implement Do Not Refer, or Do Not Use Status related to Administrative reasons (except Insurance Provisions)."</p> <p>3. No change</p> <p>4. No change</p> <p>5. No change</p>
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**\* The future addendum referenced throughout this document will be posted on DCFS' Website on or about January 29, 2008**

Exhibit Z, Discharge Summary: FFA	The new Discharge Summary form is duplicative of the Termination Report.	Recommend incorporating the Discharge Summary information into the Contractor's Termination Report required by Title XXII.	Exhibit Z is needed. No change.
Exhibit CC, Contractor's Administration	The form is new.	Recommend clarifying who an "authorized official" is to complete this section.	Exhibit CC will be amended in a future addendum.