

<b>DCF - Prevention and Protection Services</b>								
<b>Contract Management</b>								
<b>Reintegration/Foster Care/Adoption Monitoring Protocol</b>								
<b>Provider:</b>								
Date of Review:								
Period of Review:								
CPA / CWCMP:								
CWCMP Review Team:								
DCF Review Team:								
Final Report Distribution: Provider CEO; CWCMP Program Directors; Assistant Regional Directors; PPS Program Administrators; Regional Performance Improvement; PPS Management Team; PPS/CO Program Managers, DCF Foster Care and Residential Facility Licensing Division								
Item #	Administrative Requirement	Methodology / Source	Compliance Yes No NA			Comments	Action Indicated	Action Taken Date
A	Section 4.3.F (24) The contractor shall notify DCF-PPS in writing of all initial and subsequent changes in subcontractors utilized in the execution of this agreement.	Review documentation provided to PPS						
B	Section 4.3.F (24) (b) The contractor shall provide <u>Quality Assurance</u> monitoring of the subcontractors, the results of which shall be share with DCF at least annually.	Review annual reports containing the results of their on-site reviews.						

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C	Section 4.3.G (23) (d) <u>Qualification of Staff</u> All paraprofessionals working directly with families and children shall have a High School Diploma, or equivalent, and two years experience or additional education in the children and family services field.	Review documentation that paraprofessionals providing direct services to consumers have an annual KBI and Child Abuse/Neglect Central Registry check.						
D	Section 4.3.G (23) (e) <u>Qualification of Staff</u> Clinicians and therapists must be licensed by the Behavioral Sciences Regulatory Board and meet the Board's educational and experience requirements.	Select only clinicians and therapists from the organization chart and use Item "C" method for review.						
E	Section 4.3.G (23) (f) <u>Qualifications of Staff</u> Staff assigned to recruit foster families shall know the demographics of children needing both foster adoptive care in the State of KS and have knowledge of the requirements (regulatory and state-required) to become foster/adoptive resources.	Select only staff who are responsible for foster parent recruitment from the organization chart and use Item "C" method for review.						
F	Section 4.4.C (35) <u>Contract and Program Requirements</u> Participate in any mandated trainings and provide training required due to CFSR PIP, new policy or statutory changes, and/or PPS initiatives.	Review Provider and PPS attendance sheets of mandated training to determine that Provider was represented.						
G	Section 4.3.G (21) (b) <u>Vendor Qualifications</u> Must be accredited with a National Child welfare Organization. Contractors must provide a letter from the accrediting body reflecting current standing and submit results of the most recent reaccreditation survey.	Review current accreditation certificate within the Providers files.						

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H	Section 5.4.5 <u>Random Moment Study</u> .	Verify that Provider is in compliance with: 1. Timeline 2. Training 3. Staff Roster  Review current policy and training curriculum.						
I	Section 5.4.4 Contractors shall submit Quarterly <u>Fiscal</u> Reports in Microsoft Excel to DCF including (A) Annual Budget, (B) Balance Sheet, (C) YTD Income Statement	Submitted timely in accordance with Section 3, 43						
J	Section 5.4.2 <u>Fiscal</u> : The contractor shall submit an annual certified public audit of the organization within 180 days of the organization's fiscal year end.	Determine the date of the organization's fiscal year and document the date of receipt of the CPA report as reported by DCF Office of Audit and Consulting Services.						
K	Section 4.3.F (4) Required to have an Advisory Board for each Region that meets and submits reports to DCF at least quarterly.	Review information and minutes of meetings which apply.						
L	Section 4.3.F (2) (b) <u>Affiliate agreements</u> shall be negotiated with other CPAs if a contractor anticipates using their foster families for placements.	Review Affiliate Agreements.						
M	Section 4.4.C (37) Participate in <u>stakeholder</u> policy, program improvement, and other regional and statewide events to support and promote child welfare issues.	Review information and minutes of meetings which apply.						

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N	Section 4.3.E (1) <u>Constituency Services</u> Provider will maintain a process for responding timely to consumer complaints and shall inform DCF as to the resolution of these complaints. Response is required within 3 days.	Review PPS Records and Provider system, policy and records.						
O	Section 4.4.C (36) Assure family involvement at a policy-making level for the organization and hold at least one stakeholder feedback meeting per year to solicit input and feedback from families and youth concerning agency policy.	Review appropriate meeting minutes regarding membership and input provided.						
P	Section 4.4.C (40) The Provider will participate in performance improvement activities.	Case Read Process						
Q	Policies and procedures are in place to address Conflict of Interest; Performance and Quality Improvement; Confidentiality; Behavior Support and Management Practices (discipline, isolation, restraint) ; Critical Incident Reporting; Intake (identification of placements, designation of case manager, proper consents); Preparation for Adoption (provision of background information, pre-placement visits).	Provider Policies sent to PPS						

