

DCF - Prevention and Protection Services

Contract Management

Family Preservation

Provider:

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 Manager

Item #	Administrative Requirement	Methodology / Source	Compliance			Comments	Action Taken	Date
			Yes	No	NA			
A	Section 4.5.D <u>Qualification of Staff</u> - All staff providing direct services to consumers shall have annual criminal record checks through the KBI and be cleared annually through the Kansas Child Abuse and Neglect Central Registry. Staff who have re-located to Kansas in the last five years shall have an FBI fingerprint check. The FBI fingerprint check is only required one time at the time of hire.	Review documentation that staff providing direct services to consumers have an annual KBI check and annual clearance through the Child Abuse & Neglect Central Registry with no exceptions.						
B	Section 3, 12B <u>Qualification of Staff</u> Every staff member in a professional position including case manager and social worker shall have a Bachelors Degree in the field of human services from an accredited University and shall be licensed by the BSRB to practice in Kansas. (i.e. Social Worker; Marriage and Family Therapist; Psychologist; Professional Counselor and/or Alcohol and Drug Counselor).	Review personnel files to verify degree for direct service staff.						

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C	Section 4.5.G <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.	Select only family support workers from the organization chart and use Item "D" method for review.						
D	Section 3,12E <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 "D" method for review.						
E	Section 3, 12F <u>Qualifications of Staff</u> Services to families where a pregnant woman is affected by substance abuse shall be provided by an Addition And Prevention Services (AAPS) credentialed counselor or an AAPS Counselor Assistant credential. If provider does not have credentialed employees, the provider may subcontract with a licensed substance abuse treatment program.	Select only staff who are responsible for services to pregnant women from the organization chart and use Item "D" method for review.						
F	Section 4.4.1B <u>Contract Requirements</u> Assure all staff with case management responsibility have DCF pre-service training. Staff must also receive on-going training whenever deemed appropriate by DCF, regarding family systems, service delivery related to family preservation, new policy, statutory changes, initiatives, and other matters pertinent to effective contract performance.	Review Provider and PPS mandated training documentation to determine that Provider was represented.						
G	Section 4.5.B <u>Contractor Qualifications</u> The bidder must be accredited by a national child welfare organization. Bidders must provide a letter from the accrediting body reflecting current standing and submit results of the most recent re-accreditation survey.	Review current accreditation certificate within the Providers files.						
H	Section 5.3.5 <u>Random Moment Time Study</u> (RMTS)	Verify that Provider is in compliance with: 1. Timeline 2. Training 3. Staff Roster Review current policy and training curriculum.						

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I	Section 5.3.2 <u>Financial Requirements</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.						
J	4.3.1U Assure <u>families are involved</u> with their agency at a policy making level and will hold at least 1 stakeholder meeting per year to solicit input and feedback from families and youth. Reports shall be submitted to DCF.	Review information and minutes of meetings which apply.						
K	Section 4.3.1Y 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.						
L	Section 4.3.1F Contract Requirements The contractor shall maintain a process for responding timely as dictated by DCF policy to consumer complaints and shall inform and collaborate with DCF as to the resolution of these complaints. Response to DCF is required on a DCF specified form, within three (3) working days from the complaint date or sooner if requested. Bidders shall include their model of complaint response in an addendum to the proposal. As defined by DCF policy, if the concern is a Critical Incident, a response may be required by the Contractor the same day or next business day from the event.	Review PPS Records and Provider system, policies and records.						
M	4.4.1 Z Convene a standing advisory board, each member of which is subject to DCF approval, to provide information/feedback on policies and practices. The advisory board shall be convened, at least, quarterly and reports shall be submitted to DCF.	Review information and minutes of meetings which apply.						
N	4.4, 1AA <u>Contract Requirements</u> The Provider will participate in the PPS Quality Assurance process to work toward improving performance.	Case reads						

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O	Policies and Procedures are in place to address Conflict of Interest; Performance & Quality Improvement; Confidentiality; Critical Incident Reporting; Reporting Child Abuse/Neglect; Designation of case manager.	Review Provider policies on site.						

