**Questions Case Management RFP**

1. I. Overview, p.4 and p.9 A1 – “Eligible applicant agencies include: nonprofit, not-for profit 501(c)3 and/or for-profit child welfare agencies with a physical location, including all infrastructure and administrative functioning, in the State of Kansas or a physical location in place by implementation”, What is meant by a physical location, including all infrastructure and administrative functioning in Kansas? For example, does Grantee’s administrative support (Quality Assurance, MIS team, billing office) and executive level staff (CEO, COO and CFO) need to be in KS or can they operate from another state?

Staff required to implement and provide the required work and day to day operations in Kansas must be located in Kansas. Executive and administrative supports not required for day to day operations may be located at a location of the bidder’s choosing. However, no grant funds shall be expended for staff located outside of Kansas to travel to and from Kansas.

1. P.4 and p.9 A2 – Does a CPA have to have licensed homes in Kansas?

No.

1. II. Funding Opportunity/Program background, p.5 – “must be licensed as a Child Placing Agency within the State of Kansas, or become licensed prior to the implementation date and must demonstrate experience with performing case management services.” Does Grantee have to have experience in case management services in KS or can it be from another state?

It can be from another state.

1. P.5 – With the Family Support Workers what is intent of duties? Visits, administration?

The Paraprofessional position (also identified as a Family Support Worker) is to support Case Managers and work with children and families.

1. Program Philosophy, p.7 – Can the online Child Welfare Philosophy of Care, Documentation 101, and Child Welfare Provider Pre-Service courses be offered as one training?

This will be considered.

1. Program Philosophy, p.7 – Is it acceptable to utilize the 6 Protective Factors endorsed by the US Department of Health & Human Services, Administration for Children & Families, and the Children’s Bureau, who include “nurturing and attachment” as one of the protective factors?

Yes

1. Purpose, Goals and Objectives, p.8 – Regarding the following statement: “…however only one grant will be awarded in the region identified within the application.” Does this mean that a prospective Grantee bidding on 3 proposals (1 Family Preservation, 2 RFCA) within a single DCF region, which may include multiple catchment areas, will only receive one of the 3 bids, or that they are eligible to receive both RFCA areas within that region since they are providing one service?

It is the intent, an applicant may receive either the Family Preservation application or, one/both Case Management applications in the same DCF Region.

1. Purpose, Goals and Objectives, p.8 – “Grantees may bid on more than one program grant within a DCF region, however only one grant will be awarded in the region identified with the application.” The grant cannot be in the same region/catchment clarify which one, can Grantee have Foster Care and FPS or just one? Can a Grantee awarded in Region 2 for Family Preservation also be awarded Areas 3 and/or 4 for Foster Care?

It is the intent, an applicant may receive either the Family Preservation application or, one/both Case Management applications in the same DCF Region.

1. Purpose, Goals and Objectives, p.8 - If a Grantee intends to submit a proposal for each service area available in this RFP, will they need to submit a total of four (4) proposals for the four (4) DCF regions, OR will they need to submit a total of eight (8) proposals, one for each of the eight (8) DCF catchment areas?

Applicants are required to submit a proposal for each catchment area. If they were to apply for all catchment areas then eight (8) applications would be required.

1. Purpose, Goals and Objectives, p.8 – Is there considering for keeping Reno County in Area 1 (Western Kansas)? Past evidence shows that this makes providing services to Western Kansas more affordable.

Catchment areas are defined within the RFP on page 8.

1. Purpose, Goals and Objectives, p.8 - “Grantees may bid on more than one program grant within a DCF, however ­only one grant will be awarded in the region identified within the application.” Does this mean that an applicant can bid both a Case Management and a Family Preservation grant within a DCF region, but they will only be awarded one or the other – not both?

It is the intent, an applicant may receive either the Family Preservation application or, one/both Case Management applications in the same DCF Region.

1. Purpose, Goals and Objectives, p.8 - “Grantees may bid on more than one program grant within a DCF, however ¬only one grant will be awarded in the region identified within the application.” If a case management contract is awarded to a foster care agency, can an affiliate to that foster care agency become a Family preservation provider and vice versa?

No.

1. Purpose, Goals and Objectives, p.8 - “Grantees may bid on more than one program grant within a DCF, however ¬only one grant will be awarded in the region identified within the application.” Can there be two or more contractors within the same region? For example in the Kansas City region can there be one contractor f or catchment area 5 and a spate contractor for catchment area 6?

Yes.

1. Qualification #2, Child Placing Agency, p.9 – Is the license region specific or can we add locations?

It is statewide.

1. II. A. Grantee Qualifications, 4., p.9 – Please clarify whether property damage insurance should cover any/all CPA’s foster homes. Currently, insurance providers offer coverage to homes sponsored by the organization holding the policy.

This RFP is for Case management services. Insurance to cover foster homes will be addressed in separate CPA agreements.

1. Item 7a, p.9 – To verify, does Grantee have to have the fingerprint back or if submitted to KBI, can they hire on the condition if something found they would not be able to continue? There were times this has taken a bit of time and held up hiring.

The offer for hire can be extended, but they cannot work with children and families until clearances are received clear.

1. II. A. Grantee Qualifications, 7. b), p.9 – Qualifications do not identify case mangers needing to be licensed while other sections refer to a licensed case manager. Please clarify whether or not a license is required.

Case Manager requirements are identified on p.9, 7.b)

1. Service Description – A. Grantee Qualifications 7. b), p.9 – “… all case managers … shall have a minimum of a bachelor’s degree …” Do case manager positions require licensure by the BSRB?

Case Manager requirements are identified on p.9, 7.b)

1. II. A. Grantee Qualifications, 7. a), p.9 – Are all staff required to have fingerprint based background checks completed, or just those who have relocated to Kansas within the past 5 years?

All staff are required to have KBI fingerprint based background checks.

1. Service Description A-7-3, p.10 – “Clinicians and therapists shall have a master’s degree and hold a current clinical license in the Human Services field through the BSRB (i.e. Social Worker, LSCSW; Marriage and Family Therapist, LCMFT; Master Psychologist; Professional Counselor, LCPC and/or Addition Counselor, LCAC).” Please clarify if a clinical license is required. Per the BSRB regulations, LMSW can currently provide therapy.

Please replace “Social Worker” with LMSW.

1. B1, p.10 – Does the full-time Program Director in each region/catchment have to hold a master’s degree?

No

1. Section B1, p.10 – states “Grantee shall assign a social worker licensed through the BSRB to serve as a full-time Program Director. The Program Director role shall be in place throughout the duration of the grant. The Program Director shall serve as a liaison to DCF on all program and grant matters.” Please clarify if the program director must be a social worker or if “licensure with the BSRB” is the requirement.

A licensed social worker is preferred, however another licensure with the BSRB will be considered.

1. There are a few locations in the RFP in which a “licensed case manager” is referenced. Some examples are page 10 B.3, page 29 F.6.d. Please clarify if a license is required in these instances.

Case Manager requirements are identified on p.9, 7.b)

1. Item B.2, p.10 – Does Grantee have to employ an attorney or is contracting for the service sufficient?

The attorney shall be an employee.

1. B.2 Attorneys, p.10 – To clarify, what type of legal work is occurring? How many attorneys would be needed in order to determine cost?

Any work with legal considerations should be reviewed by an attorney. How many is determined by the applicant’s individual needs.

1. B.2, p.10 – What responsibilities would Grantee have regarding training for the attorney(s)?

Continuing education committee in Kansas oversees continuing legal education.

1. II. B. Grantee Expectations, 1., p.10 – Please clarify whether this position is exclusive to the social work professions, or if another discipline with a BSRB license be assigned as program director?

A licensed social worker is preferred, however another licensure with the BSRB will be considered.

1. Service Description – B. Grantee Expectations 10. b), p.10 “Grantee will designate a person … reviewing all requests …” & 10. c) i. “… one individual per operating location …”, p.10 – Please clarify the number of individuals needed in this role.

One individual per operating location, however, it is anticipated this individual may have other job duties in the organization and not be solely dedicated to receiving and reviewing requests for accommodation. The purpose of this provision is so that every operating location has a single point of contact for requests for accommodation. The individual’s job duties may or may not include participating in decision making on requests for accommodations. Grantee must only demonstrate an effective process for accommodating disabilities.

1. II. A. Grantee Qualifications, 7. d), p.10 – “Paraprofessionals shall have a high school diploma or equivalent, and/or previous work experience. An Associate’s Degree in a Human Services field may be substituted for experience.” What is meant by the “and/or” for high school diploma and work experience? Does this mean that experience is adequate substitution for a high school diploma? If so, how much experience is needed to adequately substitute a high school diploma? Required experience in the Family Preservation RFP is listed as 2 years.

They must have a minimum of a high school diploma or equivalent. The “and/or previous work experience” shall be tied to the Associates Degree, not the high school or equivalent requirement.

1. II. Grantee Qualifications, 7. e), p.10 - Does this mean that clinical services are to be a part of the model? How does this fit with the requirement contract with the MCOs? (F. Medicaid, p. 18)

Clinical services are not required to be within the organization. They can be sub-contracted.

1. II. B. Grantee Expectations, 1., p.10 - Can there be only one (1) Program Director for foster care in each region?

No, a successful bidder shall employ a Program Director for each catchment area awarded.

1. II. B. Grantee Expectations, 3., p.10 - Language regarding assigning a “licensed staff” conflicts with the qualifications listed in section A. 4, page 9. Please clarify.

Case Manager requirements are identified on p.9, 7.b)

1. Service Description – B. Grantee Expectations 3, p.10 – “for each referral … shall assign a licensed staff to perform case management services …” Do case manager positions require licensure by the BSRB?

Case Manager requirements are identified on p.9, 7.b)

1. Licensed Staff B.3, p.10 – This requirement says that the Grantee shall assign licensed staff to provide case management. Prior sections of the RFP do not state licensure as a requirement for the case management position. Do case managers have to be licensed? Which is correct?

Case Manager requirements are identified on p.9, 7.b)

1. “The minimum staff qualifications necessary to protect children while maintaining the Grantee’s ability to retain and recruit qualified staff include as follows ….”, p.9-10 – If as currently stated in the RFP (no license is required for CMs or paraprofessionals, just for supervisors) will CPA Licensing responsibilities (walkthroughs, renewals, etc.) have to be completed by a licensed worker?

An unlicensed worker may perform CPA licensing responsibilities, provided a licensed worker reviews and approves in writing.

1. II. B. Grantee Expectations, 10. c) iii., p.11 - Does this pertain to promptly granting reasonable accommodations to the parents/caregivers, foster parents and/or guardians? What is to be promptly granted is not specified.

Yes, please edit the statement to read, “If Grantee does not promptly grant the requested accommodation to the parents/caregivers, foster parents and/or guardians . . . .”

1. Service Description – B. Grantee Expectations 17 “… shall utilize a trauma-informed evidence based intervention…”, p.12 – Are there any specific criteria for determining “evidence-based” such as the California Clearinghouse? For Trauma-informed?

Yes. No.

1. II, B. Grantee Expectations, 20., p.12 - Will a copy of the DCF dress code be made available to providers? What has been changed in the dress code?

Please see document here:

 

1. #20, p.12 – What is the DCF dress code?

Please see document here:

 

1. Service Description – B. Grantee Expectations 23 “Maintain caseloads of 25-30 children per case manager…”, p.13 – Will there be exceptions for catchment areas that contain a high proportion of rural and frontier areas?

This shall read “Maintain caseloads **no more than** 25-30 children per case manager ….”

1. #23, p.13 – The size of case load for Foster Care is a high number of cases to carry. Can a Grantee implement a smaller caseload ratio per accreditation guidelines?

Yes

1. P.13 and P.44 – May smaller than prescribed caseload sizes be maintained?

Yes

1. II. B. Grantee Expectations, 25., p.13 - Is the Grantee required to provide DCF with full access to everything within and outside of the contract?

Full access to everything within the grant award shall be available to DCF. If grant information is on a shared system, then outside information shall be appropriately segregated from DCF grant information to allow for DCF full access to said modules within the system. This includes files, staff and data.

1. Service Description – B. Grantee Expectations 29 “Grantee shall identify how to integrate existing as well as any future DCF initiatives …”, p.13 – How will future DCF initiatives implemented by the Grantees be funded?

The expectation is that minor, routine changes would be the responsibility of the Grantee. However, if significant pre-approved expenses are incurred, at the requirement of the State, payment will be negotiated with the Grantee.

1. Service Description – B. Grantee Expectations 29 “Grantee shall identify how to integrate existing as well as any future DCF initiatives …”, p.13 – Which of the initiatives listed have been implemented by DCF?

The initiatives listed in this section are already in place within DCF and must be a part of the successful Grantee’s service model. The training is provided by DCF, however the staffing needed to accomplish these initiatives shall be included in the application.

1. #29 (a), p.13 – Is the state providing EBP training and certification for Grantee staff (i.e. K-PMTO) or is this a startup cost?

Please include only K-PMTO training in the cost proposal.

1. #29, p.13 – Does Grantee need trainers certified to train Strengthening Families and Kansas Parent Management Training Oregon Model?

No, trainers certified to train are not required.

1. II. B. Grantee Expectations, p.15 - What does “at its own expense to pursue and implement innovation” mean?

DCF, at its own expense, will pursue and implement innovative, promising practices …..

1. Grantee Training, 1., p.15 - Will the Child Welfare Provider Pre-Service course be updated to reflect changes that have occurred since its last update in 2013?

This course is in revision now.

1. C1, p.15 – Is the required Grantee training (CORE) considered a startup cost?

No

1. C1, p.15 – Will there be a cost to Grantee to go through the Pre-Service Case Management Course and the Caseworker Core Models?

No, other than Grantee travel, per diem, etc. they may incur.

1. C4, p.15 – What positions would DCF propose for this? Would Grantee need to provide training requirements only for the positions in this contract?

Each staff position working with children and families. Yes, only positions within this grant.

1. C5, p.15 – Would this be a new training to be developed regarding decisions on reasonable accommodations for children with disabilities?

DCF would consider training appropriate if consistent with the American with Disabilities Act pertaining to the process of granting, denying and/or considering requests for reasonable accommodation for children with disabilities and is delivered annually to those individuals involved in such process. If current training is not appropriate, new training must be developed. Information is available from the Kansas Commission on Disability concerns and State ADA Coordinators to assist in development of any new training.

1. C6, p.15 – Is there a way to have the LMS systems communicate so Grantee does not have double entry of training credits?

It is possible. Will depend on the system Grantee is utilizing.

1. C6, p.15 – Will there be a fee/charge for Grantee to access the DCF Learning Management System?

No.

1. Service Description – C. Grantee Training 6 “Grantee will utilize the DCF Learning Management System…”, p.15 – What are the reporting capabilities and entry requirements for the DCF Learning Management System?

The agency LMS, Pathlore System, can track many aspects of participants’ training, provide transcripts, data, etc. and organize the data for various reports. Entry requirements will either be manual or possibly an export/import process depending on system information to be determined upon award.

1. C. Grantee Training, p.15 – Is DCF training Grantee staff or can they train their own staff?

Both

1. Grantee Training, p.15 – What staff level training is required (topics, hours, etc.)? Of that required training what is provided by DCF? How frequent is training offered? Are there restrictions on training a staff person may have prior to working and carrying caseload?

Training Needs Assessments are ongoing and required/recommended trainings are determined accordingly. Currently required trainings for Providers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course**  | **Delivery Method** | **Time** | **When Required** |
| Documentation 101 | Online/on demand | 1 hour | Pre-Caseload |
| Pre-Service | Online/on demand | Approximately 15 hours | Pre-Caseload |
| Policy Venue | Online/on demand | 1 hour | Pre-Caseload and ongoing updates |
| Policy Venue  | Instructor-led | This course is the same policy update content as the online course, but is **sometimes** offered as an instructor-led session. This is determined at the time of the policy updates, usually in January and July, but may be more frequent if needed. | Pre-Caseload and ongoing updates when offered as an instructor-led session |
| Child Welfare Philosophy of Care | Previously Instructor-led | 2 hours | Not currently being offered at this time |
| Child Welfare Philosophy of Care | Online/on demand |  | Pre-Caseload |
| Core Training | Instructor-led | 96 hours total taken as two or three day trainings, approximately one time per month over a period of approximately six months | Begin sometime within the first 12 months following the start of caseload |
| Assessor Training for Foster Care and Adoption Workers (Currently a recommended training, but has been noted for required training) | Instructor-led | 108 hours total---(includes Core Module 7 and Module 8, which do not have to be repeated if already taken in Core Training) | TBD |

1. P.15 – How many foster parents would a Grantee be required to recruit? Would Grantee be responsible for pre-service or in-service training?

Case Management Grantees are not required to recruit foster parents as part of Case Management grant. Case Management Grantees will not train foster parents, the Child Placement Contractors will be training foster parents.

1. D. Work Groups 5, p.16 – Is there a comprehensive list of current work groups? Topics or charters for the work groups? Frequency of meetings?

Please see document here:

 

1. Collaboration Requirements, 6., p.16 - What is the Caregiver Support Association? Is this the same as the Kansas Foster and Adoptive Parent Association?

It is similar to the Kansas Foster and Adoptive Parent Association, however will have an expanded role, requirements and outcomes. The Caregiver Support Association will focus on membership, carrying forward the voice of their members to the Secretary of DCF and a more involved statewide approach to all caregivers of children in Foster Care.

1. D10, p.16 – Would there be training requests regarding becoming a Managed Care Organization in KS? If so, what would that involve?

This RFP does not require a Grantee to become an MCO, just collaborate with MCOs. MCOs are administered by Kansas Department of Health and Environment.

1. Service Description – F. Medicaid “The Grantee shall enroll as a provider …”, p.17 – To provide which Medicaid funded services?

Any services allowed by the Medicaid program.

1. Regarding direct services for families what is the Grantee’s responsibility for providing services to the parents if they do not have Medicaid?

If parents need services to fulfill case plan goals, then services need to be provided/paid. Family insurance is billed for services first, while Medicaid is the secondary payer of services. If no other options are available, then services shall be paid by Grantee.

1. F., p.17 – May the Grantee bill Medicaid for therapeutic services outside of the case management rate?

Yes

1. Reintegration Foster Care Services, p.18 - If DCF facilitates the initial case plan at the IFM, will they be responsible for taking it back to their agency to complete, and will they provide a copy to the Grantee? Will DCF provide a copy to the family?

DCF will complete the initial case plan and provide a copy to the family. See page 21, #2 j.

1. Reintegration Foster Care Services, A. Intake Process, 3., p.18 - When DCF takes physical custody of the child and transports to the local Case Management provider, will they be taken to the local provider’s office that serves the child’s home county, or the local provider’s office that is closest to where the child is placed during the investigation period? Example: An Osborne County child who is placed in Garden City for PPC at time of referral- will DCF transport to the Garden City office or Hays Office?

Depending on the circumstances of the case, DCF will work with the Grantee and take them to the Grantee office that serves the child’s home county once they are in custody and a referral has been made.

1. Reintegration Foster Care Services, A. Intake Process, 2., p.18 - Are there any exceptions to accepting referrals for foster care? None are listed. Current PPM states that the following cases cannot be referred: 1. Children in DCF custody who remain at home; 2. Children living with relatives who have direct placement by the Court; 3. Children on runaway status; 4. Children who have been hospitalized, medical or acute; 5. Children in a State hospital; 6. Children not in state custody and placed in PPC.

Grantees are required to follow not only the grant award, but DCF PPS PPM.

1. Reintegration Foster Care Services, A. Intake Process, 4., p.19 - Who is intended to transport the referred child to placements?

Grantee

1. Reintegration Foster Care Services, A. Intake Process, Human Trafficking, 1., p.19 - Please clarify if it is the Grantee’s responsibility to conduct HT assessments on non-referred/non-custody victims.

Please remove the Human Trafficking section, paragraph 1. a, b, and c.

1. Reintegration Foster Care Services, A. Intake Process, Human Trafficking, p.19 - Does rapid response to HT victims exist outside of Wichita, and if not, are Wichita’s rapid response staff expected to travel to work in unison with DCF, law enforcement, and Juvenile Intake and Assessment Services?

Rapid Response exists outside Wichita.

1. II. B. Case Management Services, Case Planning Services, p.20 - Is the IFM facilitator expected to be a separate person from the Case Manager? If yes, can the Case Manager and IFM facilitator be the same person in frontier areas?

It is preferred they are two separate individuals, however it is not required.

1. B. Case Management Services, 1., p.20 - Does the Grantee’s court report form need to mirror the DCF PPS PPM?

Yes, all DCF PPS PPM reports are to be used.

1. B. Case Management Services, 2., p.20 - What happens when a Grantee is not notified of a hearing? In smaller counties that our organization currently covers, we are not notified of all hearings.

Grantees shall collaborate with DCF and the local county District Attorney’s office.

1. B. Case Management Services, Case Planning Services, p.20 - Can the licensed supervisor designate a substitute to attend a case plan meeting in their absence?

The case manager is the only substitute.

1. II. B. Case Management Services, Case Planning Services, p.20 - Who makes the determination of whether it is “in the best interest of all parties to attend?”

Grantee with consultation of DCF if needed.

1. Transportation Services for Parents, p.20 – Can you provide practical examples and details of transportation requirements related to parents?

If transportation is a barrier, then Grantee shall work with the family to coordinate transportation resources such as bus passes, taxi, gas cards, etc. or provide the transportation.

1. P.20 – What is the frequency of court hearings?

Minimum is every 12 months, but local courts may have more frequently.

1. Case Planning – 3. Screening and Assessment a) i. A. “The Grantee shall use the SDM tool for assessing Risk and Safety…”, p.21 – Which SDM tool? There are many versions of the risk and assessment tools.

National Council on Crime and Delinquency (NCCD)

1. 3(a)(i)(a), p.21 – Does the Grantee have any startup or ongoing cost associated with SDM?

Yes. Applicant will need to contact NCDD for their costs associated with SDM. Please identify these costs separately within the “Operating Expenses” tab as one of the “Other” categories.

1. II. B. Case Management Services, Case Planning Services, 1. c), p.21 - Please define “court proceedings” in regard to unsuitable places for the IFM. In Sedgwick County, this is done at the temporary custody hearing due to transportation. Is this no longer acceptable?

That is correct.

1. II. B. Case Management Services, Case Planning Services, 1. c), p.21 - Does this stipulation specifically mean that the IFM cannot occur while the court case is being heard, on the record, or that it cannot occur after court and in the courthouse?

That is correct.

1. 3. a), p.21 – Will the Family Based Assessment be completed at the time of referral in order to use this for additional assessments as referenced?

Not at the time of referral.

1. II. B. Case Management Services, 3. I, p.21 - DCF will fully implement Structured Decision Making (SDM) by 2020. Are grantees expected to begin using SDM Risk and Safety Assessment at the beginning of the award period (June 2019), or will they continue to use the current tool until DCF formally implements SDM?

They should implement SDM July 1, 2019.

1. II. B. Case Management Services, 3. i., p.21 - Are Grantees expected to contract with NCCD Children’s Research Center independently to be prepared to begin utilizing SDM beginning July 1, 2019?

Yes

1. II. B. Case Management Services, 3. i., p.21 - Are the Grantees expected to contract with NCCD Children’s Research Center and formulate a Structured Decision Making Family Strengths and Needs Assessment and Reunification Assessment for case planning and determination of readiness for reunification?

Yes

1. B. Case Management Services, 2. j), p.21 - What is the initial removal plan, and is an example available?

The initial case plan will serve as an abbreviated version of the later developed full case plan. The initial case plan will assist the parents in understanding and addressing the reason(s) for removal.

1. B. Case Management Services, 2. n), p.21 - Are only children ages 14 and older to be involved in case planning? The Family Preservation RFP lists age 7 as the designated age of involvement in case planning.

School aged children shall be involved.

1. B. Case Management Services, 3. a) ii., p.22 - CAFAS is not listed. Is it no longer to be utilized even though it is referenced in Appendix A, Section VI?

It shall be utilized.

1. Case Planning – 3. Screening and Assessment a) ii. “… Grantee shall conduct the following …”, p.22 – Is the grantee responsible for all training and fees associated with the screens and assessments list in the RFP?

Yes

1. 3(a)(ii), p.22 – Will the state provide the required trauma screenings and assessments? Does DCF provide training on the trauma screening and assessment, or would Grantee need to have training staff to do that?

No. Grantee needs to have their staff trained.

1. C. Family Reintegration, 11., p.26 - What does “non-traditional search techniques to identify and engage the broadest family network” mean? Please give specific examples.

The grantee shall research and provide creative ideas on searching for relatives early on in the case by completing genograms and following up with family members on maternal and paternal sides of the child’s family, including non-related kin.

1. C. Family Reintegration, 19., p.26 - This language contradicts the requirements for specialized Aftercare and Adoption teams. Please clarify what is meant by this stipulation.

This should be from referral to placement at home or termination of parental rights.

1. C.19, p.26 – states “Ability to implement foster care and reintegration services utilizing a single case manager from referral to release of custody.” Would this be the case worker for the life of the case *in addition to* an adoption worker identified on page 35 (Adoption Services) and *in addition to* an aftercare worker that is assigned at permanency date on page 44? Or does the assignment of adoption worker and aftercare worker indicate acceptable changes in case managers in these two instances?

Yes. Yes.

1. C20, p.26 – Is the provision of aftercare services only required with the MAH case plan goal?

No. It’s for all case plan goals.

1. F. Work with Parents/Caregivers, p.27 - Will DCF reimburse the Grantee for expenses paid on a parent’s behalf for required expenses that they cannot cover? For example: mental health evaluations, drug/alcohol evaluations, parenting classes, or transportation to case plan activities, etc.

If parents need services to fulfill case plan goals, then services need to be provided/paid. Family insurance is billed for services first, while Medicaid is the secondary payer of services. If no other options are available, then services shall be paid by Grantee.

1. 1, p.28 – When do Icebreaker meetings have to be held as there is nothing in the PPM?

Please review P. 14 item c).

1. F. Work with Parents/Caregivers, 4., p.28 - Please describe what is intended to result from “4. Carry out an action plan outlining how parents/caregivers will be involved in DCF PPS PPM reviews.”

A plan to include the parents/caregivers so they will have an opportunity to provide input regarding policy.

1. F. Work with Parents/Caregivers, 6. d), p.29 - Is the reference to the “child’s case manager” the same as the “licensed staff person” listed in this paragraph?

This should say Case Manager, remove “licensed staff person”.

1. F. Work with Parents/Caregivers, 6. d), p.29 - Please clarify and address why reference is made to a “licensed staff person” when A. 7. b) (p. 10) does not reference “licensed staff” in the qualifications.

This should say Case Manager, remove “licensed staff person”.

1. F. Work with Parents/Caregivers, 6. d), p.29 - What happens if a parent is unwilling to allow observation of half-siblings who are not a part of the case? The language here states that “all children” must be visually observed at least once a month.

In a reintegration plan, half-siblings are a part of the case whether out of the home or not. Concerted attempts shall be made and documented accordingly.

1. F. Work with Parents/Caregivers, 6. d), p.29 - Not every parent has a home. What is a case manager required to do if a parent is unavailable for visitation (i.e., residing outside of the country, incarcerated)

Make concerted attempts and document accordingly. Maximize use of technology.

1. Section 6d. “The child’s case manager shall visit children in person at least once a month.” And “The licensed staff person who visits the child must be listed on the case plan and visits must meet federal guidelines regarding quality.”, p.29 – If case managers nor paraprofessional staff are required to be licensed should this be “The staff person…”? Can a paraprofessional be the designated worker to see the child monthly?

This should say Case Manager, remove “licensed staff person”. No, the Case Manager shall see the child.

1. Licensed Staff 6d, p.29 – There is a reference to case management visits to child by “Licensed staff”. Is this reference to licensed staff in error, since case managers are not required to be licensed?

This should say Case Manager, remove “licensed staff person”.

1. 6d, p.29 – Does the worker/child monthly in-person contact have to be done by a licensed worker?

This should say Case Manager, remove “licensed staff person”.

1. F. Work with Parents/Caregivers 6. e), p.29 - Can the family support worker assigned to the child’s case complete the in-person home visits with the parents/caregivers?

No.

1. Section 6e. “The child’s case manager shall have a minimum of one in-person, home visit with the parents/caregivers per month if reintegration is the case plan goal.”, p.29 – Can a paraprofessional be the designated worker to see the child monthly?

No.

1. G. Work with NRKIN Families, 1., p.30 - Is this referring to the Grantee case management staff or the CPA who will be licensing NRKIN homes?

This is referencing the Grantee caseworkers training.

1. G. Work with NRKIN Families, p.30 - There is no reference to Agency Approved homes- only NRKIN (licensed) or relative homes. Will there be Agency Approved homes?

Possibly, for youth 16 and older only.

1. H. Work with Licensed Foster Families, 12., p.30 - What is the approved placement management system?

This is to be determined by a contract award by approximately January 2019, please refer to EVT0005906 <http://admin.ks.gov/offices/procurement-and-contracts/bid-solicitations>.

1. I. Placement decisions, p.31 – Can you please describe the decision making process, since DCF is making decisions about where to place a child for relative and NRKIN? How is DCF making those decisions? What is the expectation for information to be provided to make decisions? What is the time frame for decisions to be made and communicated to Grantee? Is there a process to resolve differences in opinion about best placements, for example, between family team’s and DCF? What is the timeline for this?

DCF PPS PPM 5230 and 5040 addresses these questions.

1. If a child requires a specialized placement type that is not covered by Medicaid (e.g. transitional living placement for youth with special needs), will that placement be reimbursed by DCF, outside of the monthly payment rate?

Placements are paid through a different agreement. See questions 283 and 284.

1. I. Child Placement – “… utilizes a placement management system to ensure the best placement …”, p.31 – Will there be mechanisms for exceptions – for example, no best match identified or best matches are unavailable?

No.

1. H. Work with Licensed Foster Families, 12., p.31 - Is respite considered to be a reimbursable expense? Will it be paid through the placement management system?

All placement costs for licensed placements will be paid by the child placing agency (CPA). All placement costs for unlicensed relatives/NRKIN and other out of state placements will be paid by the Case Management Grantee. All placements are paid at the approved rates as identified on placement rate sheets provided after award. DCF will then pay these costs as supporting encounter data is provided. ICPC placements will also be paid by the Case Management Grantee. The rates may vary from state to state and based on circumstances. DCF will pay the Case Management Grantee for all reasonable costs for these placements as supporting encounter data is provided. Respite care will be paid by the CPA or Case Management Grantee, whichever is responsible for the regular placement for which the respite care is providing relief at the approved rate. Again, DCF will pay the appropriate party as described above, i.e., when supporting encounter data is provided.

1. H. Work with Licensed Foster Families, #s 3, 4, 10, 12., p.31 - None of these requirements are mentioned for the relative placements. Are they required for relative placements? (ESSA transportation, submitting timely court reports, Lifebook, individualized respite plan.)

Yes.

1. I. Child Placement, p.31 - “Children shall be placed with grandparents or other relatives unless it is not in their best interest.” How will a child’s best interest be determined?

Decisions are made with the ultimate goal of fostering and encouraging the child’s happiness, security, mental health and emotional development into young adulthood. K.S.A. 38-2201 (b) includes many subsection provisions to help determine a child’s best interest.

1. I. Child Placement, p.31 - “Siblings will be placed together unless it is not in the best interest of the children.” What if placement together is not available?

All efforts shall be made to place siblings together. DCF PPS PPM 5237 addresses Sibling Placements and Connections.

1. I. Child Placement, p.31 - How do Child Placement procedures in this RFP work with the Child Placement Management RFP that was just released? Is a Grantee responsible for Child Placement, or responsible for working with the Child Placement Management Grantee?

Grantee will utilize the Placement Management system to be awarded in finding a foster home or residential placement for a child brought into custody for out of home placement should the Case Management Grantee be unable to find a relative or NRKIN placement. If a relative or NRKIN placement is found, the Case Management Grantee will enter their information into the system upon confirmed determination. There will not be a Child Placement Management Grantee.

1. The steps to identifying appropriate placement include, entering all child info into the system, searching for a relative or NRKIN, entering all relative/kin info into the system, assessing identified relatives/kin, getting DCF approval – then searching for a foster care or non-family based placement, p.32 – For new referrals, is there an estimate on how long this may take? Where will the child be during this process?

Once a child is placed in the custody of the Secretary, DCF will take physical custody of the child and transport to the local Case Management provider office. The local Case Management provider staff shall find a placement as expeditiously as possible.

1. I. Child Placement, p.32 - Will the Grantee contact the CPA for the recommended home or foster home?

Case Management Grantee will contact the foster home directly and referral will be sent to the CPA and DCF from the Placement Management System.

1. I. Child Placement, p.32 - Will payment be remitted for out-of-state licensed case management?

Case Management for incoming ICPC will be a part of the regular caseload.

1. I. Child Placement, p.32 - Relatives will not be expected to apply for TANF?

Relatives are not required to apply for TANF, but may do so if they choose to. Case Management Grantee staff shall inform relatives of options to either apply for TANF benefits or receive a relative payment from the Grantee. Benefits of each shall be explained in detail to the relatives.

1. I. Child Placement, p.32 - Please detail the procedures to be taken to ensure that a proper placement search is completed.

Child’s information will be entered into the Placement Management system and any scores/questions are required to be answered accordingly within the system to be able to find the best possible matches for the child. The exact process and procedure will be determined once a placement management system has been chosen and shared with all Grantees awarded.

1. I. Child Placement, p.32 - What is the specific, established timeframe to receive a response from a recommended placement?

Results are required to be very timely for all results provided. The exact timeframe will be identified by the placement management system chosen and will be shared with all Grantees awarded.

1. I. Child Placement, p.32 - What pre-determined rules have been established to provide additional placement recommendations in place of non-responsive recommended placements?

Will be working with CPAs over the next several months to work through these rules.

1. I. Child Placement, p.32 - How will higher acuity youth needing either secure-care placement or a PRTF placement be assessed? If so, will the placement management system monitor those placement availabilities and criteria for admission when making recommendations for placement?

Assessment will be followed as per requirements. These placements will be entered in the system, however, they are not system generated.

1. I. Child Placement, p.32 - What role will the Grantee play in the assessment, advocacy and coordination with the highest acuity youth in regard to: a) the placement matching system; b) MCO and CMHC; and c) the Court?

The Grantee will assess, advocate and coordinate with all of the above.

1. I. Child Placement, p.32 - When a child comes into out-of-home care for the first time, and for subsequent placements, what tools will be utilized to assess the level of care in regard to placement recommendations? Who will be completing the assessments?

The level of care tools will be determined by DCF and used by the Grantee. The Grantee will be completing assessments.

1. I. Child Placement, 1. c), p.32 - Adult Abuse Registry is required for relative placements but it is not mentioned in the section for NRKIN. Please clarify.

Adult Abuse Registry is also required for NRKIN.

1. I. Child Placement, 1. d), p.32 - Please clarify why “licensed worker” is referenced here when A. 7. b) (p. 10) does not reference “licensed” staff in the qualifications.

This shall say Grantee Relative support worker, remove reference to “licensed.”

1. I. Child Placement, 1. d), p.32 - “Grantee Relative Support licensed worker will perform relative home walk through and assessment per DCF PPS PPM to include safety assessment and safety plans.” Our organization’s workers cannot do this outside the state of Kansas if they are not licensed out-of-state. What is to be done in this case?

This should be completed through the ICPC process, unless a border agreement is identified between states.

1. 1d. “Grantee Relative Support licensed worker will perform relative home walk though and assessment per DCF PPS PPM to include safety assessment and safety plans.”, p.32 – Must this worker be licensed? Previously stated that Case managers are not required to be licensed.

This shall say Grantee Relative support worker, remove reference to “licensed.”

1. 1.d, p.32 – references “Grantee Relative Support licensed worker…” Must the Relative or NRKIN Support worker be licensed? Professionals with a related degree are now eligible to be Case Managers; can Relative Support Workers meet the same requirements?

This shall say Grantee Relative support worker, remove reference to “licensed.”

1. I. Child Placement, 1. g), p.32 - Please clarify why “licensed worker” is referenced here when A. 7. b) (p. 10) does not reference “licensed” staff in the qualifications.

This shall say Grantee Relative support worker, remove reference to “licensed.”

1. I. Child Placement, 1. g), p.32 - Currently, paraprofessional staff complete home walk-throughs and licensed staff complete assessments. Please clarify if home walk-throughs can be completed by non-licensed staff.

Yes.

1. 1g. “Grantee Relative Support licensed worker will provide intensive services and support for the relative placement for the first three months or longer as needed, regardless of the type of placement.”, p.32 – Must this worker be licensed? Previously stated that Case managers are not required to be licensed.

This shall say Grantee Relative support worker, remove reference to “licensed.”

1. I. Child Placement, 2. NRKIN Placements, b), p.33 - Are there timeframes that accompany Grantees uploading NRKIN information as gathered for the Child Placement Management system?

Information shall be entered upon determination of the placement for the child.

1. I. Child Placement, 2. b), p.33 - Please clarify description of NRKIN. The description in this section is not consistent with the first paragraph in G. Work with NRKIN Families (p. 29).

Is defined as per statute K.S.A. 38-2202 effective July 1, 2018.

1. I. Child Placement, 2. d), p.33 - Please clarify why “licensed worker” is referenced here when A. 7. b) (p. 10) does not reference “licensed” staff in the qualifications.

This shall say Grantee NRKIN Support worker, remove reference to “licensed.”

1. 2d. “Grantee NRKIN Support licensed worker will perform NRKIN home walk through and assessment per DCF PPS PPM to include safety assessment and safety plans.”, p.33 – Must this worker be licensed? Previously stated that Case managers are not required to be licensed.

This shall say Grantee NRKIN Support worker, remove reference to “licensed.”

1. 2(d), p.33 – Are the case manager and family support worker the only non-licensed staff within the service delivery design?

Yes, for case management only.

1. I. Child Placement, 2. e), p.33 - Please clarify why “licensed worker” is referenced here when A. 7. b) (p. 10) does not reference “licensed” staff in the qualifications.

This shall say Grantee NRKIN Support worker, remove reference to “licensed.”

1. I. Child Placement, 2. e), p.33 - Currently, staff with 4-year degrees who meet CPA regulations provide NRKIN family supports. Please clarify the educational and licensing requirements for staff providing NRKIN supports.

This shall say Grantee NRKIN Support worker, remove reference to “licensed.”

1. “Grantee NRKIN Support licensed worker will provide intensive services and support for the child and NRKIN placement until licensed.”, p.33 – Must this worker be licensed? Previously stated that Case Managers are not required to be licensed.

This shall say Grantee NRKIN Support worker, remove reference to “licensed.”

1. I. Child Placement, 2. f), p.33 - Will an extension to the temporary permit be granted if the NRKIN is not able to complete all licensing requirements within 90 days?

Extensions are not automatic and efforts should be made to complete licensing within ninety (90) days.

1. I. Child Placement, 2., p.33 - The Grantee “is required to analyze each match provided and verify with the characteristics known for each child.” What does this mean?

The Grantee shall use critical thinking skills to make the final decision in the best interest of the child.

1. I. Child Placement, p.33 - Please explain the process to access placements if the list of best placements for the child fails to secure a placement.

Critical thinking skills shall be employed to identify all options.

1. I. Child Placement, p.33 - Is the case manager the only staff member who can analyze and select a placement match, or can it be another licensed worker or family support worker?

It can be another qualified worker.

1. I. Child Placement, p.33 - Is it the Case Manager specifically who is responsible for transporting the child to placement?

It is preferred.

1. “The Grantee Case Manager assigned is required to analyze each match provided and verify with the characteristics known for the child. After verification, the Grantee Case Manager will contact the CPA for the recommended foster home or the group/residential facility to ensure available placement for the child. Once the proper placement is established, the Grantee case manager will transport the child to the placement.”, p.34 – Can a paraprofessional or placement coordinator staff analyze the match and contact the CPA for placement? Can a paraprofessional transport the child to placement?

Another qualified worker may analyze the match. It is preferred the Case Manager provide transportation.

1. Currently, if a young adult is in an adult residential setting with a planned transition to adult services through a CDDO, the contractor pays the daily rate until DCF custody is released. Will DCF pay for this placement directly as with other placements?

Yes.

1. J. Interstate Compact, 1., p.34 - How many incoming ICPC cases are received per year in each DCF region, and each DCF area?

Data is not available per region. There was a total of 663 incoming requests for the entire state in 2017.

1. J. Interstate Compact, p.34 - Will incoming ICPC cases now be considered a referral to the grantee and processed in the same manner?

Yes

1. J. Interstate Compact, 4., p.34 - Please define the DCF education requirements referred to in this section.

The education requirements will be defined as the current state policy. When completing a home study, the person completing the home study must be licensed or supervised by a licensed professional and the licensed professional must sign off on the Adoptive Home Study.

1. J. Interstate Compact, 6., p.34 - Please clarify what is meant by “local case manager.”

The Grantee agency’s local case manager.

1. J. Interstate Compact, 6. b), p.35 - If an incoming ICPC case requires a home to be licensed, will this now eliminate Client Service Agreements previously issued to CPAs for this service provision?

Yes, the Grantee will be responsible to work with the CPA and family to become licensed.

1. J. Interstate Compact, 6. c), p.35 - If an incoming ICPC case requires a home to be licensed to receive monthly support, license renewal, etc., will this now eliminate Client Service Agreements previously issued to CPAs for this service provision?

Yes, the Grantee will be responsible to work with the CPA and family to become licensed.

1. J. Interstate Compact, 6. c), p.35 - How many incoming ICPC referrals typically require licensing? Please provide data.

In 2017 there were 136 cases in the state requiring licensing out of the 663 incoming ICPCs.

1. J. Interstate Compact, 6. e), p.35 - Please clarify qualifications of a “licensed professional” referenced here, as it is inconsistent with the qualifications stated in A. 7. b) (p.10).

Case Manager requirements are identified on p.9, 7.b)

1. J. Interstate Compact, 6. b), c), e), p.35 - Can the same staff person provide the licensing reports and child supervision reports (i.e., monthly licensing, visits, annual renewals, supports, in-person supervision for the child, progress reports)?

No.

1. J. Interstate Compact, 7., p.35 - Please clarify how payments to the ICPC home will be made if payment/reimbursement is necessary.

See question #114.

1. J. ICPC, p.34 – What is meant by incoming ICPC? In order to best inform potential bids and planning, can DCF please provide information about the volume of ICPC work by region that would be anticipated or information based on historical data?

Child coming to Kansas from another state. In 2017 there were a total of 663 incoming new referrals. 152 – Parent, 226 – Relative, 84 – Public Adoption, 136 – Foster Care.

1. P.34 – Does DCF provide ICPC training? Is there a cost to Grantee for this training?

One will be developed.

1. ICPC 10, p.35 – Confirm what is meant by “shall be responsible for insuring the same level of medical coverage”? Should Grantee be asking a question to confirm that children in Kansas custody, placed per ICPC standards, are actually eligible for Medicaid in other states? Also, that the Grantee doesn’t have control over whether another state’s Medicaid system covers or doesn’t cover services.

Yes. If the other state does not provide coverage the grantee shall be responsible. Currently four states do not participate in the State Funded medical card and they are Illinois, New Mexico, Hawaii, and Nevada. New states continue to be added to the compact. Contact the ICAMA Compact Administrator at Department for Children and Families to ascertain if a specific state is a member of the compact or the website at [www.aphsa.org/AAICAMA](http://www.aphsa.org/AAICAMA).

1. Interstate Compact on the Placement of Children (ICPC) – Will payment to ICPC placements align with foster home and relative placements as outlined in the RFP?

See question #114.

1. Interstate Compact on the Placement of Children (ICPC) – If an ICPC home in Kansas becomes licensed, will DCF pay the home directly?

An ICPC home in Kansas would be for the placement of children from out of state. These children would not be the responsibility of the case management provider and, therefore, not a part of these contracts.

1. Interstate Compact on the Placement of Children (ICPC) – If a child in the grantee’s care is placed through an ICPC with a foster parent in another state, will DCF pay that placement/receiving state directly?

See question #114.

1. A11, p.35 – Does the assigned ICPC Liaison have to be licensed?

The staff must meet the guidelines per DCF policy. All home studies require a licensed work to approve the work per PPS Policy and Procedure Manual.

1. P.35 - Can DCF provide information on volume of children by region needing adoption services – in order to determine caseload sizes and staffing costs?

Information can be found in the “Permanency Goal for Children in Out of Home Placement” document found at [http://www.dcf.ks.gov/services/PPS/Pages/FosterCareDemographicReports.aspx](https://dcfauth.dcf.ks.gov/services/PPS/Pages/FosterCareDemographicReports.aspx)

1. P.35 – What are the staffing requirements for the dedicated adoption unit?

Applicant shall provide what they believe is necessary.

1. Adoption Services, p.36 - “When in the child’s best interest, children shall be moved to an approved relative placement without delay.” Who determines what is in the child’s best interest and how is best interest determined?

A staffing team shall make the determination based on the facts within the case.

1. Adoption Services, E. Parental Custody Relinquishment, p.38 - Why is it not recommended that an attorney discuss relinquishment and give pertinent information from the outset? A case manager is not a legal advisor, and this may create conflict and misunderstanding between the parent/caregiver and the parent attorney.

Parent(s) shall be provided information about the implications of relinquishment by the Case Manager, not legal advice, and encourage them to confer with an attorney before making the final decision.

1. P.39 – What are the staffing requirements for the children with a permanent custodianship goal?

Applicant shall provide what they believe is necessary.

1. P.40 – What are the staffing requirements for the Independent Living program?

Applicant shall provide what they believe is necessary.

1. P.40 – Please provide data on the percentage of children in custody in each area who are receiving Independent Living services.

As of May 31, 2018, the following percentages of youth in foster care qualify for Independent Living services provided by the Foster Care Case Management Grantee:

* + Area 1- 27.9% (250 youth ages 14 to 20, 897 youth total in out of home placement)
	+ Area 2- 23.9% (282 youth ages 14 to 20, 1178 youth total in out of home placement)
	+ Area 3- 23.7% (255 youth ages 14 to 20, 1075 youth total in out of home placement)
	+ Area 4- 25.2% (282 youth ages 14 to 20, 1118 youth total in out of home placement)
	+ Area 5- 23.1% (224 youth ages 14 to 20, 968 youth total in out of home placement)
	+ Area 6- 30.2% (232 youth ages 14 to 20, 769 youth total in out of home placement)
	+ Area 7- 20.5% (231 youth ages 14 to 20, 1129 youth total in out of home placement)
	+ Area 8- 23.2% (123 youth ages 14 to 20, 531 youth total in out of home placement)
1. 7 & 8, p.41 – If there are costs associated with these, is there historical information to use in making projections?

In reference to #7, there is no historical data available regarding the costs of youth’s participation in the Kansas Graduated Driver’s Licensing program.

In reference to #8, there are no costs associated with credit reports. Child welfare agencies may establish accounts with Experian, Equifax, and TransUnion to obtain free annual consumer credit reports for each youth in foster care ages 14 and older, until the youth is discharged from foster care. Under the Child and Family Services Improvement and Innovation Act and the Preventing Sex Trafficking and Strengthening Families Act, states are required to request the annual credit reports and assist with correcting any discrepancies found on the reports.

1. Independent Living, paragraph 2, A.1, p.40 - The Family First Prevention Services Act includes amendments to the Chafee Foster Care Program for Successful Transition to Adulthood. How will the changes implemented within the DCF Independent Living Program and the Kansas child welfare system?

The DCF Independent Living Program is working to apply the changes to the Chafee Foster Care Program for Successful Transition to Adulthood by reviewing and updating eligibility guidelines and program services. Regarding youth in foster care, federal guidelines now require transition planning to begin at age 14 for all youth in foster care, regardless of case plan goal. In addition, youth who have experienced foster care at age 14 or older are eligible for Chafee services. Applicable DCF policies will be updated and training will be provided to Independent Living staff to ensure compliance with all components of the updated federal Chafee program.

1. Independent Living, A. 10., p.41 - Are youth who have aged out of foster care and are receiving aftercare services able to come back into care?

Kansas does not currently offer foster care re-entry for youth who have aged out of foster care.

1. Independent Living, A. 10., p.41 - What happens when youth in aftercare are not willing to engage in services, as they are voluntary? What are the Grantee’s obligations should they refuse this service?

If the youth refuses aftercare services, the Grantee has no further obligation. For youth who have not responded for a period of 60 days after referral, the Grantee shall utilize reasonable efforts to contact and engage the youth in aftercare services. For the DCF Independent Living Program, reasonable efforts are defined as more than one attempt, utilizing more than one strategy. Strategies may include in person, phone, e-mail, letter, approved social media networks, and texting. Attempts to contact the youth shall be documented. See PPM 7300 for reference.

1. Independent Living, A. 10, p.41 - What services are expected that DCF does not already provide in Aftercare?

The Grantee is responsible for providing whatever services are needed to ensure transition plan is successful.

1. Independent Living, A. 10, p.41 - Does the six (6) month period for Aftercare begin at the release of custody date?

Yes.

1. 10, p.41 and p.44 – Can DCF provide information on volume of children in aftercare by region – in order to determine caseload sizes and staffing costs?

The current volume of children in aftercare as of May 31, 2018, is:

 East Region 1,089

 KC Region 876

 West Region 1,341

 Wichita Region 1,013

1. Independent Living, A.10, p.41-42 – How will aftercare services for youth who age out of foster care differ from the services offered by the DCF Independent Living Program?

The aftercare services provided by the Grantee will target youth who require additional services beyond those provided by the DCF Independent Living Program, and who are at high risk for poor outcomes. Referrals for these services may include youth who have acute mental health needs, youth who have diminished functioning, and youth who are experiencing significant trauma or complications due to past trauma. DCF Independent Living staff will refer youth to aftercare services. Referrals will include youth who are participating in the DCF Independent Living Program and foster youth who are preparing to age out of the foster care.

1. II. G. Adoption Activities, Independent Living, A. 14, p.42 - Regarding #14, will each grantee train only in their awarded field in the area/region which they have been awarded? If multiple areas/regions are awarded to a single grantee, will placement resources expect training from all areas utilizing their services?

Yes, yes.

1. II. G. Adoption Services, Independent Living, A. 14, p.42 - Regarding #14, how will training activities be coordinated to avoid duplication of services?

Applicant shall provide what they believe is necessary.

1. P.42 – How many meetings of each group are there?

RYAC meetings occur monthly. KYAC meetings occur at least once per quarter, but often more frequently when planning KYAC events and initiatives.

1. P.42 – Will there be dedicated Life Skills trainers – or will any of that fall to Grantee?

Grantee is responsible, see p.43 C1. Applicant shall identify how they will fulfill this obligation.

1. Independent Living, A.16, p.42 – Will Grantees assist DCF in administering the National Youth in Transition Database (NYTD) surveys to 19 and 21-year old youth who are in foster care during the designated survey collection period?

Yes

1. P.43 – Please confirm that Grantee is responsible for services, but not placement costs, of youth in Independent Living/APPLA status?

Grantee is responsible for Independent Living services for youth ages 14 and older who are in the Secretary’s custody. The DCF Independent Living Program provides Independent Living services for youth who have left/aged out of foster care custody.

1. P.44 – What are the qualifications for the Aftercare case managers?

Same as other case managers.

1. P.44 - What is the expected outcome for voluntary aftercare services?

Families become self-sufficient, have continuing stability, safety, permanency and well-being as outlined in their case plan.

1. B. Aftercare Services, A. 1., p.44 - If families refuse Aftercare Services, as they are voluntary, what are the Grantee’s obligations?

Concerted efforts shall be made to engage the child and family with services and document efforts accordingly. Not all aftercare services are voluntary.

1. B. Aftercare Services, A. 1., p.44 - If a child or youth returns to out-of-home placement or is placed within the Secretary’s custody within the 6-month Aftercare period or following that period, does this create a new referral?

Yes.

1. B, p.45 – How often are Aftercare cases still under supervision of the court?

There is no data on this.

1. B. Aftercare Services, p.45 - Please define “intensive in-home services” applicable to this.

Services necessary to safely maintain the child(ren) in the home.

1. B. Aftercare Services, D., p.45 - Do Aftercare Services apply to out-of-state permanencies?

Not usually as per DCF PPM.

1. MIS Requirements, p.46 - “All materials developed by the Grantee shall be owned and transferred to DCF at the conclusion of these grants.” Please define what is intended by a Grantee being granted the nonexclusive right to reproduce, translate, and use all materials for its own non-commercial purposes. Please be specific.

Grantee will retain ownership and all intellectual rights of all proprietary software components, excluding any State provided Managed software. All data is owned by the State. Any forms, procedures, manuals, system descriptions and workflows developed under this agreement shall be owned and transferred to the State.

1. P.46 – What does “full and unrestricted access to all Grantee owned systems used in the administration of these grants” mean (first paragraph, last sentence)? Would you consider adding language that limits this access to only the information in those Grantee owned systems that is related to the performance of the grant? Our concern is that once “full and unrestricted access to all Grantee owned systems” is granted, information could be accessed that is unrelated to the grant, including protected health information of clients not served under the grant.

Grantee will be required to provide full and unrestricted access to all information related to the grant and systems where this information is being held. Any information related to a grant award should be segregated from other Grantee information in order for all information to remain secured appropriately.

1. MIS Requirements, Paragraph 1, p.46 – Could you tell us if there is going to be a standard interface (i.e. HL7) expectation with our Electronic Health Record (EHR) and any or all of your state computer systems? Will it be required, preferred, or not allowable to directly connect our EHR to your state systems to electronically exchange information?

Will be determined with Grantee after grant award.

1. MIS Requirements, Paragraph 1, p.46 – Will end user device operational requirements be provided to the Grantee in order to ensure compatibility?

Yes.

1. MIS Requirements, Paragraph 1, p.46 – Could you go into more detail about the expectations and requirements surrounding the statement “The grantee shall have the ability to communicate with state systems electronically, including the ability to attach documents, as well as provide an electronic way to maintain case files accessible at all times to DCF”?

Grantee shall have an electronic way to maintain case files and be able to communicate information with state systems electronically as well as be able to attach documents as necessary.

1. MIS Requirements, Paragraph 1, p.46 – Is it possible that the selected placement management system vendor could have additional costs to pass on to the Grantee?

No

1. MIS Requirements, Paragraph 1 & 2, p.46 – If the Grantee chooses to use its own EHR in addition to the required state systems, what is the required method to provide case record forms back to the state from our EHR: printed, e-mailed, flash drive, etc.?

The successful Grantee is required to use the State’s Computer Systems to include but not be limited to: FACTS, KIDS, and eSCRIPTS. The grantee shall have the ability to communicate with state systems electronically, including the ability to attach documents, as well as provide an electronic way to maintain case files accessible at all times to DCF.

1. MIS Requirements, Paragraph 1, p.46 – Is the state open to being given user access X and training on the Grantee’s EHR, so that liaisons could directly access client information, receive alerts and approve/reject work (court reports, case plans, etc.) all within the Grantee’s EHR as an alternative or in addition to secure e-mail?

No

1. MIS Requirements, Paragraph 1, p.46 – Is the state open to the Grantee recreating state forms in the Grantee’s EHR, so the date entry, print outs and reporting would mirror the paper form(s) and output expectations the state has?

Will be determined with Grantee after grant award.

1. MIS Requirements, p.47-49 – Will the state provide the Grantee the full list of report field options to choose from? For example, from the list on pages 47-49, the state’s defined categories of ethnicity, race, sex, etc.

Yes

1. MIS Requirements, Paragraph 1, p.47 – Does the state utilize VPN or some other direct connection requirement when Grantee staff are accessing state systems?

VPN

1. MIS Requirements, p.47 - DCF will continue to expand its use of electronic storage and exchange information. If grantee incurs costs to be compatible with DCF’s IT expansions, will cost be reimbursed?

The expectation is that minor, routine changes would be the responsibility of the Grantee. However, if significant pre-approved expenses are incurred, at the requirement of the State, payment will be negotiated with the Grantee.

1. MIS Requirements #4, p.47 – Regarding the statement on page 47, The Grantee shall: 4. – “…allow possible imports of this information into their computer system.” What is the specified format the imports would be sent to the Grantee in?

All interface formats will be determined with successful Grantee.

1. MIS Requirements #5, p.47 – Regarding the statement on page 47, The Grantee shall: 5. – “Submit all data and case file reports and any other requested information in a DCF approved format.” What are the approved formats?

The approved formats vary by requirement. When required and/or requested, DCF will provide the awarded Grantee the format necessary to meet the requirement.

1. MIS Requirements #6, p.47 – Regarding the statement on page 47, The Grantee shall: 6. – “…able to be shared through DCF electronic interfaces.” Could you describe in detail what the DCF electronic interfaces are?

All interface formats will be determined with successful Grantee.

1. MIS Requirements #6, p.47 – Are there any network or bandwidth requirements that the state would provide as guidance for accessing their systems?

VPN

1. State Services to be Provided, D., p.50 - “DCF staff will be available by phone to answer questions about the referral.” No time limit is given for expectation of DCF staff to be available, including after hours.

Someone shall be available for at least two (2) hours after child is given to the local Case Management provider office.

1. State Services to be Provided, p.50 - State Services to be Provided does not mention the clause referenced on p. 18, A. 3 (Intake Process) which states that “DCF will stay and help with transition, explain to the child why they are in out-of-home placement, ensure any immediate needs are relayed, help ensure the child is comfortable and the provider has the needed information and documentation to take the case.” Why was this not included?

It is covered in the Intake Process p. 18, A.3

1. State Services to be Provided, G., p.50 - Please clarify what “develop the initial case plan” encompasses. Will this include providing objectives to the grantee (current practice) or will it include partnering with the grantee to determine needs on the case plan, etc.

Please see p.20-21 #1 and #2.

1. State Services to be Provided, M., p.50 - Is this limited to adoption cases, or any time that siblings are placed in a separate home? This is not clear.

Any time.

1. Services to be Provided, M., p.50 - What is the approval process for splitting siblings?

This is outlined in DCF PPS PPM.

1. State Services to be Provided, R., p.50 - Please clarify how it will be determined what court hearings DCF will attend, and who will determine this. Will DCF still be expected to attend adjudication hearings to speak to, or testify as requested, why the child is a CINC?

DCF will make this determination based on circumstances and court orders.

1. P.54 – How will the liquidated damages be calculated?

Damages will be determined in relationship to any federal level penalties DCF is assessed for non-compliance in meeting outcomes contained in the RFP. In addition, damages could be assessed for costs DCF would be required to pay as a result of non-compliance. A PIP would be initiated outlining the damages before any penalties would be imposed.

1. Program Outcomes, p.54 - What is the process for creating a Corrective Action Plan?

Please see DCF PPS PPM 8000.

1. Program Outcomes, p.54 - If the Grantee fails to meet CAP provisions and is required to reimburse DCF for costs incurred in resolving the problem, how specifically will the costs incurred by DCF be determined?

Damages would be determined in relationship to any federal level penalties DCF were to be subjected to for non-compliance in meeting the outcomes contained in the RFP. In addition, damages could be assessed for costs DCF would be required to pay as a result of non-compliance.

1. Program Outcomes, p.54 - If the Grantee fails to meet CAP provisions and is required to reimburse DCF for costs incurred in resolving the problem, will DCF apply a standard cost rate to the time their staff members spent in problem resolution, and to what level of DCF staff will those charges apply?

Circumstances requiring excessive efforts by the agency could result in such expenses being charged to the contractors.

1. Program Outcomes, A. Child Specific Grant Outcomes, p.54 - If negotiated improvement goals are not met, how will the liquidated damage amount for each outcome not met be determined? Specifically, will the damage amount be a certain dollar amount or a certain percentage of the value of each outcome not met, and how are these values to be determined?

Damages would be determined in relationship to any federal level penalties DCF were to be subjected to for non-compliance in meeting the outcomes contained in the RFP. In addition, damages could be assessed for costs DCF would be required to pay as a result of non-compliance.

1. Program Outcomes, A. Child Specific Grant Outcomes, p.54 - Since DCF may also impose liquidated damages if outcomes are not met during subsequent years of the grant, how will the amount of liquidated damages be determined? Please provide clarification on this matter, as it poses a significant unmeasurable business risk to all Grantee applicants.

Damages would be determined in relationship to any federal level penalties DCF were to be subjected to for non-compliance in meeting the outcomes contained in the RFP. In addition, damages could be assessed for costs DCF would be required to pay as a result of non-compliance.

1. Program Specific Outcomes, A. Child Specific Grant Outcomes, p.54 - Several outcomes are related to child placement and will be impacted directly by the placement management system who will provide recommended placements for children (listed below). Please indicate how DCF will adjust outcome measures for case management providers, or how outcomes will be measured for the two entities, regarding the following outcomes:
2. Placement Stability;
3. Children are entitled to live with other siblings in care when in the best interest of the child;
4. Children are entitled to live with relatives while in care when in the best interest of the child;
5. Placement in a family-like setting;
6. Children are entitled to remain in their same school when in the best interest of the child.

 No change to measurement.

1. P.55 – Are there any incentives for a Grantee who meets or exceeds all program outcomes?

No

1. III. Award Information, Allowable Uses of Funds, p.71 - What specific DCF policy will be used to determine and approve the allowable use of award funds?

DCF will use State of Kansas Procurement guidelines, DCF Procurement Guidelines, the Uniform Grant Guidance, and OMB Circulars. Some allowable costs include planned costs (i.e. those within the grant proposal, costs within the grant agreement budget, reasonable costs, necessary costs).

1. Eligibility, p.71 – What does it mean for full administrative function in the state? How high up does this need to be (Program Director or to the CEO)?

See question #1.

1. P.73 – Standing Advisory Board – Can Grantee have one for both?

No

1. “The Program Narrative must include five sections – Statement of the Problem, Project Design, and Implementation Plan in the order listed below.”, p.75 – Only 3 sections are listed in this sentence. Should this be three instead of five in this sentence?

Yes

1. C, p.75 – Can a Grantee include allocated costs of personnel who provide services under this award as well as other programs in case management salaries?

Yes, when supported by time records and an acceptable cost allocation method.

1. P.75/76 – In what category on the Budget Request form are payments to unlicensed relatives captured?

Payments to relatives and unlicensed NRKIN paid by the Grantee will be based on a rate set by the State. The Budget Request form is for expenses relevant to this award only.

1. Section 7 – Depreciation – Building – “Amounts reported must be reconciled to a detailed depreciation schedule included with this application.”, p.77 – Does a detailed report of capital building purchases and depreciation need to be submitted with the proposal or is a part of the reporting requirements of the contract?

Yes, please submit RFP bid with estimated costs, then actual costs will be a part of the reporting requirements during the award.

1. Section 8 – Depreciation – Equipment – “Amounts reported must be reconciled to a detailed depreciation schedule included with this application.”, p.78 – Does a detailed report of capital building purchases and depreciation need to be submitted with the proposal? Does a detailed report of capital equipment purchases and depreciation need to be submitted with the proposal or is a part of the reporting requirements of the contract?

Yes, please submit RFP bid with estimated costs, then actual costs will be a part of the reporting requirements during the award.

1. P.78/79 – Does DCF pay for placement and services for a baby of a foster child, if the baby is not in custody?

A placement rate specific to a non-custody child of a child in custody will be established.

1. VII. Post-Award Requirements, Supplemental Reports Required, p.81 - What other reporting is anticipated to be “required as determined upon award” so that the applicants can include these costs in their application?

Financial reporting, case related data reports, case related qualitative reports, case related quantitative reports, as well as possibly others.

1. No funds may be expended by the recipient of this award to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of the Legislature or an employee of a member of the Legislature, or to expend in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.”, p.82 – Does this mean the grantee cannot spend the funds of this grant specifically, or any funds at all? Does this apply only to lobbying within KS or Fed gov’t? What about other state gov’ts?

Funds of this grant specifically. Grantee cannot use any money from this award to lobby anyone.

1. Application Checklist, p.82 – Event Details is not listed on the checklist, will there be event details and where will they fall on the checklist?

There are no event details applicable to DCF grant RFPs.

1. Application Checklist, p.82 – Will there be amendments, and if so where do they fall on the checklist?

There are no amendments to a DCF grant RFP.

1. VIII. Checklist, Cost Section of Grant Application, p.82 - The Checklist’s wording, “Grant Budget Request (Total of 4) and Budget Narrative/Justification (Total of 4”) indicates that a total of only four total (4) budget requests are required, which could mean that one (1) budget request would be required for each region of the (4) DCF regions. Is this the case? If not, if grant awards are to be made for each of the eight (8) catchment areas, will the RFP be amended to show that eight (8) Grant Budget Requests are required?

Applicants must submit a Grant Budget Request Workbook, a Budget Narrative/Justification, and a Cost Allocation Plan for all years requested within the RFP. If applicant is applying for all eight (8) catchment areas they would need to provide eight (8) applications with four (4) budget documents (one for each year of the award) for each application.

1. VIII. Checklist, Attachment B- Grant Budget Request, p.82-83 - If a Grantee intends to submit a proposal for each service area available in this RFP, will they need to submit a total of four (4) accompanying project budgets for the four (4) DCF regions, OR will they need to submit a total of eight (8) project budgets, one for each of the eight (8) DCF catchment areas?

Applicants must submit a Grant Budget Request Workbook, a Budget Narrative/Justification, and a Cost Allocation Plan for all years requested within the RFP. If applicant is applying for all eight (8) catchment areas they would need to provide eight (8) applications with four (4) budget documents (one for each year of the award) for each application.

1. Attachment B, Grant Budget Request, p.83 - The RFP states that “Grant Budget Requests shall be submitted for each region for which the applicant is applying.” This language implies that Grant Budget Requests shall only be submitted for each region for which the applicant is applying and since there are only four (4) DCF regions, only four (4) Grant Budget Requests are required. Is this correct? Why would more than four (4) Grant Budget Requests be required if there will only be four (4) RFCA awards? Or, if grant awards will be made for each of the catchment areas, will eight (8) Grant Budget Requests need to be submitted?

Applicants must submit a Grant Budget Request Workbook, a Budget Narrative/Justification, and a Cost Allocation Plan for all years requested within the RFP. If applicant is applying for all eight (8) catchment areas they would need to provide eight (8) applications with four (4) budget documents (one for each year of the award) for each application.

1. Foster Care Budget Request Cover Sheet States “Per instructions in this section of the RFP, submit rates and budget requests for each region for which an application is being submitted”, p.83 – Are agencies to submit bids on catchment areas or regions?

Catchment Areas

1. Attachment B, Grant Budget Request, p.83 - Please clarify when the Grantee will no longer be responsible to pay the NRKIN fee and when DCF will begin to pay; when the temporary permit is issued OR when full licensure is issued?

When the NRKIN receives their temporary permit and has signed on with a CPA.

1. Attachment B, Grant Budget Request, p.83 - Since the bid rate is a monthly payment rate based upon an average number of estimated caseloads, what process and assured timing will DCF use to review actual changes in monthly rates, as compared to the estimated caseload rates used in the grantee’s application, should caseloads vary by 10% more or less?

When the caseload exceeds the 10% range, an additional month will be allowed to lapse to assure the caseload is outside the range after adjustments to the counts. Two months will then be allowed to review the costs and agree on the rate change. The change will be paid, or recouped, retroactive for the months outside the original range.

1. Attachment B, Grant Budget Request, p.83 - Please explain whether the payment for AWOL children is only intended to cover placement. When a child is AWOL, intensive efforts by the case management team are concentrated on finding the child. Court proceedings for the child do not always cease while the youth is AWOL, and the case management team is still obligated to spend a significant portion of time working with parents and writing court reports for this youth.

In the case of AWOL youth, there will be no payment for placement. Any non-placement costs for this population will be covered with the Case Management Administration funds to be included in the bid rate.

1. Attachment B, Grant Budget Request, p.83 - This section indicates that caseload variances only above or below 10% will be negotiated. This appears to conflict with section 10.0, Funding, page 89, that indicates the award is cost reimbursement. How will this difference be addressed?

Page 89 identifies the DCF Terms and Conditions for the Notification of Grant Award template. Page 83 within the RFP will be the information within the Final Notification of Grant Award and will take precedent.

1. Attachment B – Grant Budget Request – last paragraph “Should a child be identified as AWOL .., the payment rate for that child will not be paid …”, p.83 – Does this apply to relative and non-licensed NRKIN only, or does it also apply in other scenarios? If so, when? What is the relative and non-licensed NRKIN placement rates?

The non-payment for a child identified as AWOL will pertain to all placement types.

1. Grant Budget Request, p.83 – Should child care for children in custody be included in the rate?

No, this is not included in the rates. It is paid separately.

1. Grant Budget Request, p.83 – Should reimbursement to foster homes and residential facilities for placements be included in the monthly base rate or will the state pay directly to the provider?

State will pay CPAs for the foster homes and group home/residential facilities directly.

1. P.83 – “The bid rate requested shall be a monthly payment rate covering all direct costs…” Please confirm that this is a monthly payment rate for all children/families served under the grant, not a per child per month rate.

Yes, this rate should also include allowable indirect costs.

1. P.83 – How many non-licensed homes are there per county?

The data is not available per county, but available Statewide. As of May 31, 2018:

 Relative Home Placement – Grandparents 1,176

 Relative Home Placement – Other Relative 71

 Relative Home Placement – Relative (Aunt/Uncle/Cousin) 959

 Relative Home Placement – Relative (Brother/Sister) 48

1. P.83 – last sentence, Please clarify how “no longer in the care of the Case Management Grantee” is defined as it applies to AWOL situations. Please clarify how the “payment rate for that child” is calculated.

This statement means a child is no longer in placement. The child is still considered to be in foster care. In the case of AWOL youth, there will be no payment for placement. Any non-placement costs for this population will be covered with the Case Management Administration funds to be included in the bid rate.

1. P.83 – What are the DCF-specific rates to pay the non-licensed relatives and NRKIN? Once a relative or NRKIN is licensed, who pays that fee, DCF or the CPA?

NRKIN are paid a daily rate. Once licensed, rates will be paid through the sponsoring CPA as a pass through from DCF at the appropriate licensed rate.

1. Attachment B, Grant Budget Request, B., p.84 - “A pro-forma budget for each of the four (4) years of the grant” is to be included in the RFP. Is this what was meant by the Application Checklist’s Cost Section of the Application (p. 82)?

Grant Budget Request Attachment B budgets for each of the four (4) years of the grant, per catchment area, is a part of the Cost Section of the RFP.

1. Attachment B, Grant Budget Request, B., p.84 - If a pro-forma budget is required for each of the four (4) years of the grant, will a Grantee submitting a proposal for every region/area available need to submit a total of sixteen (16) pro-forma budgets, four (4) for each of the four (4) DCF regions, OR will they need to submit thirty-two (32) pro-forma budgets, four (4) for each of the eight (8) DCF catchment areas?

Four for each of the eight catchment areas.

1. Section D. Payments for all active cases after July 1, 2019 will be made to Grantee in accordance with agreed amounts identified herein, p.84 – Will the open case load for case management transfer to the new contractor on July 1, 2019 or will only new referrals after July 1, 2019 go to the new grantee?

The open caseload for case management will transfer to the new Grantee on July 1, 2019.

1. “Letter of Support”, p.84 – How many letters of support are required for the application?

Provide Letters of Support from key partners or other community groups.

1. P.84 – Please confirm that the only placement types that Grantee is responsible for paying from the monthly payment rate is relative and non-licensed NRKIN placements. Please confirm that all other placement types are paid by DCF or the CPA (licensed foster home, YRC, independent living placement) or Medicaid (PRTF) with a source of funds outside of the Grantee’s monthly payment rate.

All are correct.

1. P.84 – If a Grantee chooses to obtain a service for a child that is not Medicaid reimbursed (e.g. denied services, longer than length of stay, enhanced rate, etc.) will such service be reimbursed by DCF, outside the monthly payment rate?

No, this category shall only include those costs not paid by Medicaid, private insurance or other responsible parties. See Section I on page 78.

1. P.89 – In regard to Attachment D item 10.0 (“This Grant is reimbursement-based, unless otherwise noted”), is this awarded Grantee’s monthly payment tied to the bid rate or actual cost incurred?

Attachment D is the Notification of Grant Award template terms and conditions and is not the final award. Grantee’s monthly payment will be reconciled to actual costs incurred.

1. P.89 – Can a Grantee simply request a 10% indirect cost rate or must indirect costs be itemized as described in the Budget Request form?

Indirect Costs shall be itemized.

1. Attachment D, 10. Funding, p.90 - Since this grant is reimbursement-based, will a clarifying provision be included in the subsequent grant award stating that if the Grantee’s actual costs exceed the amount paid by DCF, DCF will adjust the rates and caseloads to reflect the actual costs?

No. These grants will reimburse the Grantee based on the award amount in the application submitted. Payments will not exceed the amount awarded each year unless there is a substantial change in caseload up or down of 10% from what was estimated by DCF during the RFP process.

1. Attachment D, 10.10, Unearned Grant Funds, p.90 - If the Grantee’s actual costs are less than the amount paid by DCF, will DCF seek recoupment?

Yes

1. Attachment D, 10. Funding, p.90 - Will DCF conduct a timely annual audit after the close of the Grantee’s fiscal year to facilitate upward or downward adjustments?

Audits will be performed as required.

1. Attachment D, 11. Payments, p.91 - What response time will DCF guarantee to make the monthly payment adjustments (up or down) so that the applicant’s cash flow is not adversely affected?

When the caseload exceeds the 10% range, an additional month will be allowed to lapse to assure the caseload is outside the range after adjustments to the counts. Two months will then be allowed to review the costs and agree on the rate change. The change will be paid, or recouped, retroactive for the months outside the original range.

1. P.100 – For purposes of compliance with OMB Circular A-133, is Grantee considered a Subrecipient or a Contractor?

Grantee will be a Subrecipient.

1. General – Can you clarify if licenses are required or not for the positions below. There has been some contradictions throughout the narrative.
	1. P.9 – supervisor yes
	2. P.10 – program director yes
	3. P.10 – case management (B-3) no
	4. P.32 – relative support worker no
	5. P.33 – NRKIN support worker no
	6. P.35 – ICPC professional no
	7. P.36 – ADO case managers no
	8. P.44 – Aftercare case managers (no mention of license) no
2. General – Is there a preference on binding or three ring notebooks for the hard copies?

Three ring notebooks.

1. General – Page numbering – can each section on the checklist be numbered separately or does it need to be consecutively numbered through the whole proposal?

Each section can be numbered separately.

1. General – Is there a specific format preferred for the header and footer for this proposal?

No specific format is preferred. However, if a header/footer are used, no applicant identifying information shall be used.

1. General – Please clarify there are two separate RFPs, one for Family Preservation and one for Case Management Services, which requires separate proposal submissions.

That is correct.

1. General – What is the transition plan from current contractor to new Grantees?

Must collaborate with DCF regarding a transition plan and must be prescriptively defined within 10 business days of award. Collaboration with current contractors will be required.

1. General – How will DCF process retractions?

Retractions occur when DCF refers the child in custody for out-of-home placement to the Case Management Grantee but for various reasons the referral is ended prematurely. If the Case Management Grantee physical custody of the child after referral, any maintenance costs will be covered by DCF. If physical custody does not occur (e.g. the child runs away, the family flees) then the referral is retracted.

1. General – Will DCF make a referral right away when a child is hospitalized or wait until discharge?

DCF will make a referral right away when a child is hospitalized.

1. General – Does the power of the company have to have a professional license as well? One person would have an LMSW and the other has a Masters in Sociology.

If you are referencing Administrators and Program Directors, they must submit a resume with the proposal as well as job descriptions.

1. General – Are the new child welfare RFPs going through the Department of Administration or are they going directly through DCF?

The new child welfare RFPs are being handled directly through DCF.

1. Daycare – Will DCF pay daycare costs through the foster home’s CPA along with placement payments or directly to the daycare providers?

To the CPA. All children in foster homes will be eligible for childcare under the State CCDF State Plan if there is a need due to work or school. The Case Management Grantee for unlicensed relatives/NRKIN or the CPA for Licensed placements will coordinate the completion of the required forms. The daycare provider must be on the approved DCF list. The Case Management Grantee or the CPA will make payment for the childcare and submit encounters following the payment. DCF will then reimburse the costs at the lower of the actual rate paid, or 120% of the approved CCDF rate.

1. Daycare – Will DCF pay relative daycare costs directly to the daycare providers or through payment to the Grantee supporting the relative caregiver?

All children in foster homes will be eligible for childcare under the State CCDF State Plan if there is a need due to work or school. The Case Management Grantee for unlicensed relatives/NRKIN or the CPA for Licensed placements will coordinate the completion of the required forms. The daycare provider must be on the approved DCF list. The Case Management Grantee or the CPA will make payment for the childcare and submit encounters following the payment. DCF will then reimburse the costs at the lower of the actual rate paid, or 120% of the approved CCDF rate.

1. Daycare – Will DCF pay daycare providers the current DCF rate? Will there be exceptions for special needs or other rates?

Special needs will be addressed via add-ons in the rate structure based on the required level of care. All children in foster homes will be eligible for childcare under the State CCDF State Plan if there is a need due to work or school. The Case Management Grantee for unlicensed relatives/NRKIN or the CPA for Licensed placements will coordinate the completion of the required forms. The daycare provider must be on the approved DCF list. The Case Management Grantee or the CPA will make payment for the childcare and submit encounters following the payment. DCF will then reimburse the costs at the lower of the actual rate paid, or 120% of the approved CCDF rate.

1. Cost Proposal – The cost allocation plan addresses the submission categories in the Grant Budget for both direct (A-K) and indirect (J.1-4) expenses. However, Attachment B – Grant Budget Request on page 83 states “The bid rate requested shall be a monthly payment rate covering all direct costs for case management services to be provided. These costs shall include direct services for staff, administrative staff, property, plant and equipment.” This does not indicate that the bid rate should also include the indirect costs. Should the indirect cost also be included in the bid rate?

Yes, however an allocation method must be submitted with the bid proposal and approved.

1. How will the caseload variance by 10% +/- be reviewed and adjusted so as not to negatively impact the case flow of successful Grantees?

When the caseload exceeds the 10% range, an additional month will be allowed to lapse to assure the caseload is outside the range after adjustments to the counts. Two months will then be allowed to review the costs and agree on the rate change. The change will be paid, or recouped, retroactive for the months outside the original range.

1. How will the childcare costs be determined and paid if not included in the rates?

All children in foster care will be eligible for childcare under the State CCDF State Plan if there is a need due to work or school. The Case Management Grantee for unlicensed relatives/NRKIN or the CPA for Licensed placements will coordinate the completion of the required forms. The daycare provider must be on the approved DCF list. The Case Management Grantee or the CPA will make payment for the childcare and submit encounters following the payment. DCF will then reimburse the costs at the lower of the actual rate paid, or 120% of the approved CCDF rate.

1. Are all placement costs going to be paid directly to the CPA except NRKIN? Are there additional costs paid directly in addition to placement?

All placement costs for licensed placements will be paid by the child placing agency (CPA). All placement costs for unlicensed relatives/NRKIN and other out of state placements will be paid by the Case Management Grantee. All placements are paid at the approved rates as identified on placement rate sheets provided after award. DCF will then pay these costs as supporting encounter data is provided. ICPC placements will also be paid by the Case Management Grantee. The rates may vary from state to state and based on circumstances. DCF will pay the Case Management Grantee for all reasonable costs for these placements as supporting encounter data is provided. Respite care will be paid by the CPA or Case Management Grantee, whichever is responsible for the regular placement for which the respite care is providing relief at the approved rate. Again, DCF will pay the appropriate party as described above, i.e., when supporting encounter data is provided.

1. When will monthly payments be paid?

Payments are made retrospectively. The administrative payment will be made on the 1st business day of the month for the previous month. An email will be sent to the payee indicating payment has been made.

1. Could a Grantee utilize development or other staff who are based outside the United States?

If, during the term of the grant, the Grantee or Sub-Grantee plans to move work previously performed in the United States to a location outside of the United States, the Grantee shall immediately notify DCF in writing, indicating the desired new location, the nature of the work to be moved and the percentage of work that would be relocated. The Deputy Secretary of Operations must approve any changes prior to work being relocated. No data will be allowed to leave the United States. Failure to obtain the Deputy Secretary’s approval may be grounds to terminate the Grant for cause.