

**Board of Commissioners:**

Greg Hartmann, Chris Monzel, Todd Portune

County Administrator: Christian Sigman

Director: Moira Weir

General Information: (513) 946-1000

General Information TDD: (513) 946-1295

www.hcjfs.org

www.hcadopt.org

www.hcfoster.org

222 E. Central Parkway • Cincinnati, Ohio 45202

Fax: (513) 946-2384

E-mail: Carsos01@jfs.hamilton-co.org

November 14, 2012

**HCJFS REQUEST FOR QUOTE
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)
ADOPTION & FOSTER CARE HOME STUDIES
RFQ SC0512-Q**

ADDENDUM 2

To All Potential Providers:

Below you will find answers to questions submitted:

Q1. Can you tell us the dimensions? How many per month? Per year, etc.?

A: We have had 2 requests this year to conduct foster care/adoption assessments. A large majority of requests are to assess relatives, in which case HCJFS conducts these studies. However, more states are requiring relative caregivers to become licensed so we are anticipating a greater need for foster and adoption homestudies. At this point we estimate between 2 and 10 referrals per year.

Q2. Pre-Service: Are all families required to obtain 36 hours of pre-service?

A: You must follow OAC in regard to required training hours and certification.

Q3. How are families going to get pre-service training done within the short time frames to complete a home study?

A: You must consider this as a part of your scope. If a family has not completed despite best efforts, you can include an explanation of delays in your monthly status re

Q4. Is matching done in other state?

A: All states have different requirements and processes to formally "match" or finalize adoptions. We would expect the vendor to comply with reasonable requests to provide information necessary to facilitate permanency efforts.

Q5. Will we need to attend the matching conference?

A: All states have different requirements and processes to formally “match” or finalize adoptions. We would expect the vendor to comply with reasonable requests to provide information necessary to facilitate permanency efforts.

Q6. Who will hold custody of the child? The sending state or do we need to be a Private Child Placing Agency?

A: The sending states hold custody until legal termination which would include a finalized adoption, guardianship, age of emancipation or return of custody to parent (s)

Q7. In the Scope of Service of the Bid request, the 2nd paragraph last sentence states: “Provider shall enter into agreement with the sending state for placement cost associated to care.” What placement cost are you referring?

A: Foster care per diem

Q8. Is the contract agency the Provider in this case? If so, Does this mean we would be entering into agreements with all the various sending states?

A: yes, for payment associated with a per diem if the resource is approved and the sending states makes the decision to place. HCJFS will pay for costs associated with completion of a homestudy and for monthly supervision of the placement.

Q9. HCJFS is responsible for FBI, BCII, juvenile and local crime checks. Does this mean families need to go to your offices for these screenings? When will HCJF provide us with the results of these background checks?

A: Yes. Within 2 business days of receipt.

Q10. What happens if we do not receive the background checks completed by HCJFS in time to complete the homestudy in the given time frames?

A: You indicate this as reason for failure to complete on your progress report update.

Q11. What if we approve a home and HCJFS makes a visit to the home and does not approve of placement? Do we still receive payment for the homestudy completion?

A: YES, however, you should communicate directly with HCJFS as you are completing the homestudy to discuss any concerns regarding a family’s suitability or appropriateness to provide care.

Q12. What constitutes a partially completed homestudy? How much of the homestudy process must be completed to receive reimbursement?

A: Please propose in your bid.

Q13. Is there a difference between kinship and non kinship homestudy or process? State rule 2-52-04 J (2) (C) allows for a 1477 for a relative unless the sending state wants them certified as foster home. Will we just do the foster/adopt homestudy for all families or will it vary?

A: HCJFS completes relative home studies. This bid applies only when the sending state requests an potential caregiver to become licensed as a foster parent.

Q14. Who is responsible for all items in rule 5101:2-52-06 such as SAR, case planning, submitting reports?

A: The sending agency is responsible for all case planning activities associated with the child's placement.

Q15. Will the family become one of our licensed foster/adopt home?

A: Yes.

Q16. If the family is licensed as foster or foster to adopt, will they receive a per diem payment until finalization?

A: Yes. You will need to contract with the sending state in regard to the placement per diem.

Q17. How frequent will the post placement visits need to be? 5101:2-48-17 specifies a visit within 7 days, then within 30, then at least monthly. Will we be required to do more than monthly?

A: You must follow requirements in 5101:2-48-17 and 5101:2-42-65 Caseworker visits and contacts for children in substitute care. However, the sending state may ask for additional contact which would be reimbursed through the contract with HCJFS. In addition, it is critical that you notify HCJFS immediately in the event of a potential or emergent disruption of placement.

Q18. Who will do subsidy negotiations?

A: The sending state negotiates subsidy with the adoptive family.

Q19. Do we do the final report 1699 to the probate court and provide the copy to the family as required?

A: Yes, if the child is finalized in this state/county.

Q20. How many home studies do you normally do in a year? How many did you do in 2011 and 2012?

A: HCJFS conducted no homestudies in 2011. We had 2 referrals in 2012.

Q21. When will HCJFS provide us with the child specific information?

A: Within 2 business days of receipt.

Q22. Who pays for services the child may need prior to finalization, such as counseling, mentors, pharmacological management services, etc.? Will the child be covered by Ohio Medicaid or another source since the child is from out of state? ICPC states that "Medicaid moves with the child and the new state of residence is looked to provide Medicaid. and, in most instances, the new state must provide Medicaid"

A: The sending state is responsible for costs associated to placement, medical care and behavioral health services. The child becomes eligible for Medicaid under the ICPC agreement.

Q23. What kind of reports will we need to provide HCJFS during the placement period?

A: You will be required to provide a status update report while completing the homestudy. If placement is made you will be required to complete an ICPC Supervision Report. A template form is attached.

Q24. Who fills out and sends the ICPC 100 B form?

A: HCJFS

Q25. What supervisory reports need to be submitted to ICPC?

A: Once placement is made, monthly supervision reports need to be submitted to HCJFS.

Q26. Are we required to provide post finalization services to the family/child?

A: No

Q27. The rule says the homestudy has to be completed within 60 days of the request from the other state or in some cases 20 days from the date of the overnight mailing was received. What if there is a delay in getting the request for a homestudy to us? Does our 60 or 20 days start from the time we get the request from JFS or from when JFS gets the request from the other state?

A: The commencement date starts from the time the request is received at HCJFS.

Q28. How many ICPC assessments were conducted in 2011 and how many YTD in 2012?

A: Please refer to Question #20.

Q29. Who is the current provider for this contract?

A: This is a new service. Currently, there is no provider to conduct this service.

Q30. The insurance requirements are for general liability of \$1M per occurrence and \$1M aggregate and umbrella insurance of \$1M per occurrence /\$1M aggregate. We have general liability of \$1M per occurrence and \$3M aggregate and \$1M / \$3M coverage for professional liability. We do not carry umbrella or excess liability however we interpret the explanatory language following section D.8 in Insurance as qualifying us with sufficient coverage. Please confirm our insurance coverage qualifies us as a bidder.

A: The selected Provider will be approving homes and providing supervision on behalf of HCJFS. For this service, insurance waivers will not be considered.

Q31. We do home-studies for foster care only, not adoption. We plan to add adoption next year. Will there be homestudies for foster care only, and if so can we bid?

A: Provider must be certified to approve both adoption and foster care at the point the contract is in effect.