



**REQUEST FOR PROPOSALS**

**FOR**

**MY FIRST PLACE INDEPENDENT LIVING PILOT**

**RFP # SC06-19R**

**Issued by**

**THE HAMILTON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

**222 E. CENTRAL PARKWAY**

**CINCINNATI, OHIO 45202**

**(May, 2019)**

**RFP Conference: June 4, 2019, 1:00 p.m. – 3:00 p.m.**

**Location: Hamilton County Job & Family Services**

**222 East Central Parkway**

**6<sup>th</sup> Floor – Room 6SE601**

**Cincinnati, Ohio 45202**

**Deadline for Proposal Registration: June 12, 2019 no later than noon**

**Due Date for Proposal Submission: On or before July 11, 2019 no later than 11:00 a.m.**

## TABLE OF CONTENTS

<b>1.0</b>	<b>REQUIREMENTS &amp; SPECIFICATIONS.....</b>	<b>4</b>
1.1	Introduction & Purpose of the Request for Proposal.....	4
1.2	Scope of Service.....	5
1.2.1	Population.....	7
1.2.2	Service Components.....	9
1.3	Employee Qualifications .....	26
<b>2.0</b>	<b>PROVIDER PROPOSAL .....</b>	<b>29</b>
2.1	Cover Sheet .....	30
2.2	Service and Business Deliverables .....	30
2.2.1	Program Components.....	30
2.3	Budgets and Cost Considerations.....	35
2.4	Customer References.....	37
2.5	Personnel Qualifications.....	38
2.6	Financial Documentation.....	39
2.7	Declaration of Property Tax Delinquency.....	39
2.8	Proposal Documents.....	40
<b>3.0</b>	<b>PROPOSAL GUIDELINES .....</b>	<b>43</b>
3.1	Program Schedule.....	43
3.2	RFP Contact Person .....	43
3.3	Registration for the RFP Process .....	44
3.4	RFP Conference.....	44
3.5	Prohibited Contacts.....	45
3.6	Provider Disclosures.....	45
3.7	Provider Examination of the RFP .....	46
3.8	Addenda to RFP.....	46
3.9	Availability of Funds.....	47

<b>4.0</b>	<b>SUBMISSION OF PROPOSAL.....</b>	<b>48</b>
4.1	Preparation of Proposal.....	48
4.2	Cost of Developing Proposal.....	48
4.3	False or Misleading Statements .....	48
4.4	Delivery of Proposals .....	48
4.5	Acceptance & Rejection of Proposals .....	49
4.6	Evaluation & Award of Contract.....	49
4.7	Proposal Selection .....	52
4.8	Post-Proposal Meeting.....	53
4.9	Public Records .....	53
4.10	Provider Certification .....	54
4.11	Public Record Requests Regarding This RFP .....	55

<b>Attachment A</b>	<b>Cover Sheet</b>
<b>Attachment A-1</b>	<b>Program Component Checklist</b>
<b>Attachment B</b>	<b>Contract Sample</b>
<b>Attachment C</b>	<b>Budget and Instructions</b>
<b>Attachment C-1</b>	<b>Sample Budget</b>
<b>Attachment D</b>	<b>Provider Certification</b>
<b>Attachment E</b>	<b>Declaration of Property Tax Delinquency</b>
<b>Attachment F</b>	<b>Release of Personnel Records &amp; Criminal Records Checks</b>
<b>Attachment G</b>	<b>RFP Registration Form</b>
<b>Attachment H</b>	<b>Independent Living Service Grid</b>
<b>Attachment I</b>	<b>Performance Outcomes Measures</b>

## **REQUEST FOR PROPOSAL (RFP) FOR MY FIRST PLACE INDEPENDENT LIVING SERVICES PILOT**

The goal of the partnership between First Place for Youth's My First Place™ Network, GreenLight Fund and Hamilton County Department of Job & Family Services (HCJFS) is to implement and sustain a best practice model in our community that will best support our transition age youth. First Place for Youth has a vision "...that all foster kids in the United States can achieve self-sufficiency and make a successful transition to adulthood so that the disparities between them and their non-foster care peers are eliminated. First Place for Youth is a national leader in building the evidence to support this drive and in increasing awareness, changing perceptions and building a movement to make it happen." GreenLight Fund has agreed to assist with financial support for the pilot launch, advisory support and partnership facilitation to help ensure the success of our youth and Providers of Independent Living services.

### **1.0 REQUIREMENTS & SPECIFICATIONS**

#### **1.1 Introduction & Purpose of the Request for Proposal**

HCJFS is seeking proposals for a new independent living pilot program using the "My First Place™" model offered through First Place for Youth, in conjunction with our general requirements for independent living Providers, and enter into a partnership with GreenLight and First Place for Youth. The Board of County Commissioners, Hamilton County, Ohio (BOCC) reserves the right to award Contracts for these services to several different Providers and to award Contracts for all or any of portion of the of the services requested herein. The Contract(s) shall be for an initial term of one (1) year ("Initial Term") with two (2) one (1) year renewal options ("Optional Renewal Terms") at the sole discretion of HCJFS.

If at any time during the Initial Term or any Optional Renewal Term, HCJFS determines that service capacity needs to be expanded HCJFS may re-release this RFP. Any contracts awarded from a re-issued RFP(s) will expire at the same time as the contracts awarded under the initial RFP. All proposals submitted as a part of a re-released RFP will be subject to and evaluated based

upon the same criteria set forth in the initial RFP (plus any addenda issued as a part of the initial RFP). Provider(s) agrees that if selected by HCJFS under this RFP or any re-released RFP and if requested by HCJFS, that it will enter into an extension of the Contract for up to 90 days following the expiration of the term then in effect under the current terms, conditions and prices applicable at that point in time. This will allow HCJFS to make a seamless transition to any new Provider(s) and mitigate negative impact for customers.

## **1.2 Scope of Service**

HCJFS, in collaboration with GreenLight Fund, is seeking proposals for a new independent living pilot program using the “My First Place” model offered through First Place for Youth, in conjunction with our general requirements for independent living Providers. In our work with youth of all ages, it is clear that our transition-age youth in particular face many unique challenges as they prepare for their journey beyond system involvement. HCJFS is looking for a Provider(s) that will establish a specific program based on the My First Place model that is data-driven and outcome focused, incorporating dedicated specialists to work with youth on a continuous basis in regard to; housing, employment and education, identifying barriers to self-sufficiency, and case management. The program will be implemented on a pilot basis and exceeds what our typical Independent Living services offer. HCJFS is looking for a Provider(s) to implement the My First Place model with up to 30 young adults ages 18-21 years old. This RFP includes our requirements for current independent living Providers and is enhanced by the elements of the My First Place model which makes this program request more robust.

HCJFS is engaged in a participatory planning effort to improve local capacity and provide a continuum of independent living services. As part of that effort, HCJFS seeks service Providers who reinforce the value of serving youth within their community in a well-coordinated system of care which is seamless for the youth/family, culturally competent, standardized in terms of multi-disciplinary assessment, outcome driven, cost effective, and collaborative in building upon partnerships with Providers and funders in sustaining quality services.

The selected Independent Living Pilot Program Provider(s) will work hand-in-hand with assigned Hamilton County Child Protection Staff (HCCPS) professionals, First Place partners, youth, and other community stakeholders, to continue and strengthen collaboration of HCCPS and Independent Living Providers for the benefit of best serving our community's youth. The program must be provided by competent, trauma informed staff, with knowledge of the child protection system, who Partner with HCCPS professionals to:

- A. Prepare transition-aged youth for self-sufficiency;
- B. Provide an education and employment specialist to meet with youth on a bi-weekly or weekly basis;
- C. Employ a youth advocate to meet with transition aged youth face-to-face weekly in the community;
- D. Supply a housing specialist to help ensure housing stability, attend team meetings and resolve any maintenance requests/issues;
- E. Fulfill the data submission requirements for the My First Place model; and
- F. Ensure consistent program implementation and fidelity.

Core Principles of Independent Living Services are:

- A. Permanency - every youth should have a safe and emotionally secure parenting relationship with an adult that can provide a life-long legal family;
- B. Preparedness - each youth should have the skills and support to meet their physical, emotional, educational and economic needs and community;
- C. Safety - Each youth should have a safe place to live, a sense of belonging and a chance to positively contribute to their community;
- D. Responsibility – the program ensures staff and youth accountability; and
- E. Impact - Unconditional commitment to data driven youth outcomes.

HCJFS is looking for organizations to provide independent living services for the child welfare population of Hamilton County who meet Levels of Care (LOC) criteria for an independent living setting. Organization(s) shall provide services to up to 30 youth who are transitioning out of the

child welfare system and in need of supports and interventions that will move them toward **successful independence and emancipation**.

It is expected that the independent living Providers shall have the capacity to provide services at the level of care purchased with no additional supportive services needed to be purchased, unless requested and approved by HCCPS prior to service delivery.

Services to be provided are targeted to youth, age 18 to 21, who will benefit from training, guidance and supervision offered in the least restrictive setting, and will provide them with the skills necessary to become **self-sufficient and productive members of society**. Youth are placed in scattered site apartments (defined as apartments in the community that youth have the option of taking over the apartment as part of their emancipation plan) or shared housing arrangements (semi-independent in a building with a house manager) within the community. Supervision is available by a trained staff person and can flexibly occur around the clock or a minimum of two hours per week contingent upon the youths' needs and agreed upon plans with HCCPS. These youth are in the custody of or being served by HCJFS, and are typically stepping down from more restrictive care settings or settings in the community (FH/GH).

Selected Providers must implement all aspects of the My First Place model and employ and retain professionals who are trained and competent to respond to youth who have high exposure to trauma. They will also commit to training, coaching and partnership with the First Place team and use of their model.

HCJFS' goal is to work with Providers who are able to meet the *entire* continuum of services.

### **1.2.1 Population**

In Hamilton County, approximately 95 transition-aged youth emancipated from Children's Services in 2018. Typically rates of homelessness and poverty are higher with this age group. We, as a community, often see our youth experience lower graduation rates and employment stability, and higher rates of pregnancy and incarceration.

According to the 2017 National Conference of State Legislatures, “nearly a quarter of the approximately 427,000 children in foster care are age 14 or older, and more than 18,000 young people age out of foster care at age 18 each year.” Currently in Hamilton County, we have 103 youth in custody that are 18 or older in Independent Living Placements.

The following data is provided for planning purposes only. HCJFS does not guarantee that the current service level will increase, decrease or remain the same. The number of youth who require independent living placements vary from month-to-month.

It is anticipated that HCJFS will procure services for up to 30 youth ages 18-21. Any participating Provider must maintain a ratio of up to 30 youth per Education and Employment Specialist, and 15 youth per Youth Advocate.

The main populations for these services HCJFS is looking to serve are male and female adolescents, 18 to 21 years of age. Including specific services for minor parents with/without their children (i.e.: visitation support or supplies).

***Service Numbers:***

- A. There are currently 124 youth in independent living programs; and
- B. Of the 124, 21 youth are under the age of 18.
- C. HCCPS served 98 youth in independent living settings over the past 12 months. This includes 16 youth served in semi-independent living settings.

In all cases, these youth have a history of neglect, abuse and dependency. These youth require out-of-home-care placements and are not considered to be candidates for reunification or adoption. Youth may have past juvenile court or current emotional, behavioral or developmental needs, but are not assessed to be high risk for community placement. Some of the youth are being jointly managed through Developmental Disabilities Services (DDS) and Mental Health Board (MHB) in the adult system.



Services beyond the age of 18 are assessed individually and contingent upon the youth's needs and active enrollment towards completion of high school diploma or GED.

Preferred outcomes are high school completion, post-secondary enrollment or established employment, established affordable housing and established connections to a dedicated adult who will commit to support the youth post-emancipation.

The following are examples of the population of youth the Provider(s) will be expected to engage with could present with the following challenges:

1. Complex mental health;
2. Medical, cognitive and behavioral challenges;
3. Pregnant and parenting youth;
4. Trauma symptoms or PTSD;
5. Homelessness; and
6. History of AWOL.

### 1.2.2 Service Components

**(This section is for information purposes only. You do not need to address this section in your proposal)**

Services will be individualized and capitalize on the strengths of the youth. Providers shall have the following service components to best serve youth residing in independent living setting ***will be trauma informed, responsive and culturally appropriate, and include but are not limited to:***

1. Referral Response Time
  - A. Provider must be able to respond timely to referral requests. Respond within 1 business day to communicate the referral has been received and is being reviewed for acceptance, denied for services or more information is needed.
  - B. Referral, preliminary intake and coordination:
    - 1) Youth will be assessed for their eligibility and ability to live independently;

- 2) Initial needs assessment;
- 3) Facilitate housing placements; and
- 4) Team approach to youth's planning in collaboration with HCCPS.

## 2. Housing

### A. Housing specialist will:

- 1) Support youths' move-in process;
- 2) Ensures youths' access to necessities (furniture, household items);
- 3) Continue to work with youth until exit of the program; and
- 4) Support development of a sustainable housing plan for youth in collaboration with youth's treatment team. This includes, but is not limited to, identifying sustainable housing options, assisting with applications, and visiting potential housing with youth.

### B. Provider shall provide housing such as scattered site apartments within the community and semi-independent living units; Housing units should be fully equipped as described below prior to move in and available for viewing.

### C. Housing Requirements

All independent living units will be equipped with the following at a minimum, unless otherwise agreed upon by HCCPS, youth, and Provider:

- 1) All rental/lease agreements should be carried out in Provider's name unless otherwise approved by HCCPS;
- 2) Computers and internet access - youth shall be provided a computer and internet access **on-site** for use for education, social access and employment needs as appropriate for each youth as determined by the youth, HCCPS, and Provider;
- 3) Living Room: couch, chair, window treatments, television, end tables, lamp, area rug (if needed);
- 4) Kitchen: basic cooking utensils, cleaning supplies and trash can, dish towels, silverware, set of dishes, pots and pans, toaster, microwave, kitchen table and chairs;

- 5) Bathroom: bath towels (minimum of 3), hand towels, bath mat or rug, shower curtain and liner (if needed), bathroom cleaning supplies, plunger, window treatments, toilet paper;
- 6) Bedroom: bed frame with mattress, mattress cover, bedspread, sheets (2 sets), blankets, dresser, desk, hangers, laundry hamper/basket, night table, pillows (2 minimum), window treatments;
- 7) General: landline phone, answering machine, first aid kit, iron & ironing board, basic tool kit, vacuum (if carpeted), brooms, access to laundry facilities and laundry supplies; and
- 8) Condition of housing units - all housing units should be clean upon move-in. All items shall be new or gently used and in good repair. This includes large furniture such as couches, beds, dressers, etc. Carpeting should be clean and free of stains. Provider shall provide routine maintenance to units including paint, wall repair, carpet cleaning, etc.

**D. Housing Options and Requirements beyond Scattered Site:**

- 1) Semi-Independent Living (SIL) units - If providing SIL units, youth are to be provided individual bedrooms. Youth are permitted to share common spaces, such as the kitchen, living room, and bathroom. SIL should be time limited. Children should only be served for 6 months in an SIL setting. During this time services should be intensified to assist the children in gaining skills in order to move to a scattered site apartment. Any time past 6 months needs to be a team decision (case worker/supervisor/ UM/GAL/Provider) with specific goals for the extended time.
- 2) The shared housing unit shall follow guidelines stated in 1.2.2 (2)(C):
  - a. SIL units should have staff, such as a resident manager, on the premises from hours of 11:00 pm-8:00 am.
- 3) Temporary housing- temporary housing as needed for youth. This includes housing for youth in care who attend college but need housing during school breaks and summer.

\*This also includes youth who were previously served by Providers and become homeless within 90 days of discharge.

- 4) Supportive living- independent living housing unit with increased staffing. This service is targeted for youth who need increased staffing, up to 24 hours/day, to maintain in a community setting due to mental health and/or developmental disability. Provider may partner with other agencies to meet the staffing needs of these youth.
  - 5) Substitute Care- Provider shall make placement based on the Provider's ability to meet the needs of the youth and the identified LOC as identified by HCCPS.
3. Independent daily living skills - all youth will have appropriate skill development, support and guidance to be **productive, successful adults**. Incorporate and include independent living skills training (**hands-on skill building**) and activities into youths' treatment and daily living. For all youth, utilize the independent living skills assessment and planning in accordance with OAC 5101:2-42-19. Providers shall incorporate the assessment outcomes into service planning and curriculum, and provide the opportunity for youth to develop independent living skills, including but not limited to:
- A. Daily living and personal care- hygiene, appearance, etc.; building positive self-esteem and self-image;
  - B. Household management- food/nutrition, clothing care, household chores, money management including management of a savings account, housing, transportation; securing and maintaining a residence etc.;
  - C. Utilization of leisure time- identify interests, activities, building positive adult relationships and social support systems;
  - D. Community Resources- knowledge, access, and involvement;
  - E. Safety and personal relationships- including development of positive psychosocial skills, relationship building, responsible relationships, parenting, sexuality, self-image, communication, response to authority and conflict resolution; pregnancy prevention and family planning;

- F. Health- planning for ongoing and emergency health care needs, including education on drug and alcohol abuse, risky sexual behavior and smoking; establishing a relationship with a dentist and primary care physician; and
  - G. Decision-making and communication skills.
4. Transportation –to be provided at no additional cost to HCJFS or youth for medical appointments, court, school (unless otherwise provided by the school district), youth employment, therapy appointments, youth and family team meetings, recreational activities, home visits and family visitations (supervised visits, sibling visits, etc.), independent living skills training, adoption readiness groups, educational or mentoring programs, and any activities or services associated with case plan goal attainment.

Any person transporting a youth shall have current, valid driver's license with less than 6 points from violations, safety restraints according to Ohio Laws, and have current insurance (as further detailed within the sample contract, Attachment B to this RFP). Non-Emergency Medicaid Transportation is to be used to offset transportation costs whenever possible. Transportation assistance can be provided through bus cards and tokens as appropriate for each individual youth.

5. Basic needs- Provider shall meet all basic needs for food, clothing and shelter. Age and developmentally appropriate personal care items are provided at no cost to the youth. This includes such items as body soap, shampoo, clean towels, hair care products, shaving items, lotions, deodorant, etc. Gender and sexual identification needs are to be met by supporting, addressing or referencing a youth by the gender or sexual identity they most identify with, without regard to staff's personal beliefs.
- A. Clothing- clothing provided is seasonally appropriate, laundered regularly, in good condition and replaced as necessary to accommodate growth, weight and age. Provider shall provide a stipend to youth or purchase required school and work uniforms;

- B. Financial- Provider shall provide a weekly living stipend to youth. Provider shall distribute stipends monthly as a minimum. Provider shall establish a savings account for each youth and contribute to this account at a minimum monthly. Balances of a youth's savings account should be readily available to the youth and HCCPS; and contained in the monthly Provider notes; and
  - C. Food- Provider shall make adequate and nutritious food available to youth. Meal planning, grocery shopping, and meal preparation should be incorporated into the youth's treatment plan as appropriate. Financial stipend or food assistance should be provided regardless of treatment progress or program compliance. If youth receives food assistance outside of what the Provider delivers and is not in need of additional financial stipend, these funds should be placed in the youth's saving account.
6. Education and Employment Services – educational services shall include advocacy, monitoring, tutoring, record-keeping, enrollment, and transitional planning support, collaboration and cooperation with efforts to promote school stability and success, ensure school attendance, and provide ongoing communication and information related to youth's progress and needs to HCCPS. Provider shall work cooperatively with the custodial agency to ensure that youth achieves school stability and success including identifying and obtaining necessary educational supports and services. Providers will routinely participate in meetings to assess youth progress with and development of IEP's and educational planning for the youth. Provider shall actively engage youth in pursuit of academic and learning interests, college and other vocational planning beyond high school.
- A. Education skills- basic education, high school graduation, vocational training, college tours, preparation for higher learning opportunities whenever possible, and preparation for state OGT testing (when appropriate seek support services in the community to assist in this area). Evaluating personal education goals and planning for post-secondary education. Assist youth in completing FAFSA, ETV and other applications for financial assistance when appropriate.

- B. Employment/Job readiness- support and enhance job readiness and employability skills through coaching and mentoring, direct assistance with job searches or through connecting youth to appropriate employment services and resources within the community; Provider shall assist youth with seeking and maintaining employment (see previous “case management” section for further requirements).
  - C. Education and vocation support - ensure school attendance, school success (high school and post-secondary), and employment attendance and success. Program staff will attend and participate in school and vocational meetings to advocate and assist the youth during IEP planning, ongoing progress reviews and transition meetings.
  - D. Employment and post-secondary education- Program staff will assist youth in locating employment and/or applications for financial aid and post-secondary education; this includes but is not limited to connecting youth with community resources, offering advocacy and workforce development opportunities assisting with application completion, helping youth prepare for interviews, visiting school campuses with youth, etc.
  - E. Educational and Employment Support
    - 1) Identified staff will consult and support youth to complete their high school diploma or GED certificate;
    - 2) Assist youth to apply and enroll in college;
    - 3) Encourage and support youth:
      - a. explore job training;
      - b. resume/cover letter development; and
      - c. work readiness skills.
    - 4) Provider staff will actively recruit and develop partnerships with local business and employment service agencies to connect youth to internships and job opportunities.
7. Case Management - activities performed for the purpose of providing, recording and supervising services to youth and their parents, caretakers, or substitute caregivers. Case management is responsible for:

- A. Life skills development:
  - 1) Case manager is assigned to youth and completes a comprehensive assessment complete with goal setting;
  - 2) Individualized action plan creation;
  - 3) Weekly meetings with the youth to discuss personalized goals regarding:
    - a. Education;
    - b. Employment;
    - c. Personal financial management;
    - d. Healthy living; and
    - e. Housing and good tenancy.
  - 4) Referrals to community resources;
  - 5) Documentation:
    - a. Youth's status;
    - b. Progress; and
    - c. Outcomes.
- B. Group decision-making to support any major changes (connection to services, program exit).
- C. Coordinating interdisciplinary care services (i.e., clinical treatment, behavior management, education, health, nutrition, medication management, mental health, recovery, social and recreational services, life skills etc.).
- D. Coordination of face-to-face meeting(s) with youth and team as appropriate prior to arranging services.
- E. Supporting youth with developing and adjusting, as needed, their plans of care, to reduce the time youth spends in care, and increase the likelihood of permanency. Treatment team meetings must be held quarterly by the Provider to assess and adjust plans of care. Caseworker, GAL, youth and family and other identified supports will participate as appropriate.
- F. Development of well-defined, attainable, individual treatment goals that emphasize safety, permanency and well-being and are aligned with the youth's agency case plan goals.



- G. Identifying expected outcomes and guiding youth and their family toward these outcomes;.
- H. Coordinating, monitoring and evaluating services required to meet youth's needs.
- I. Supervision of the placement and youth in their own apartment is to include a minimum of two face-to-face contacts one being in the apartment, and occurring on a weekend during a monthly episode of care unless otherwise specified in the treatment plan and approved by HCCPS; Youth Advocates will see every youth for at least one hour weekly, and the Education and Employment Specialist will see youth for at least one hour biweekly.

In addition, shared housing arrangements should have staff on the premises from 11:00 pm-8:00 am, and make weekly contact with the youth in their unit between the hours of 4:00 pm-10:00 pm.

- J. Direct, hands-on, one-to-one coaching, teaching and modeling with the youth around life skills, employment and education.
- K. Court - Provider is to have representation at juvenile court proceedings requested by JFS to support the youth and report needs, progress and concerns.
- L. Health- ensure youth are established with a primary care physician and dentist; identify and access healthcare coverage; provide information on daily health lifestyle habits; monitor youth medications as appropriate in scattered sites and may include dispensing for youth in congregate settings depending on the needs of the youth; to ensure linkage to medical/somatic services in accordance with Ohio Administrative Code (OAC) 5101:2-42-66.1.
- M. Treatment support and interventions- provision of therapeutic interventions and treatment strategies that are best practice, evidence-based and tailored to youth in the child welfare system; ensure youth is linked to appropriate behavioral health treatment services.
- N. Public assistance- assist youth in accessing public assistance for food, medical, financial, childcare and housing needs as appropriate.

8. Legal - Provider will attend all required court appearances and provide testimony, and reports to the court; Provider will attend court review hearings, semi-annual reviews (SAR), and ensure that youth attend court hearings as permitted by their age, maturity, willingness and schedule. Provider shall ensure youth have access to legal representation as needed.
  
9. Progress reports -
  - A. Monthly progress reports will include well documented contact with youth, family, Providers and other professionals involved with the youth. Overall assessment of youth's progress, therapeutic and social interventions utilized, youth's ongoing adjustment to placement, safety and well- being, recreational and social activities, family or sibling visits and efforts, and activities geared toward permanency and discharge planning.
    - 1) Provider will record and submit this information on the Southwest Ohio Regional Collaborative (SORC) form, MCP, and the My First Place online data system, Apricot.
  - B. My First Place data entry requirements are to be completed as follows to maintain fidelity of the model:
    - 1) Intakes are completed timely with the housing specialist for every youth;
    - 2) Youth Advocate completes and enters data regarding weekly face-to-face with youth which at least one a month occurs in the apartment; and
    - 3) Employment and Education Specialist completes and enters data regarding at least two meetings a month with youth one having to be face-to-face.
  - C. My First Place monthly reports are to include:
    - 1) Weekly efforts report;
    - 2) Outcomes Reports by Caseload; and
    - 3) Steps to Success Career Ladder Report.

10. Recreational and Social Activities - Youth are to be actively engaged and participate routinely in age appropriate play, social and recreational activities designed to enhance self-esteem, physical health, mental health and social wellness; Activities are to be age appropriate and consider the strengths, talents and needs of the youth. Provider shall offer basic financial support that enables participation in social and recreational activities. This includes dedicating discretionary dollars in excess from the youth's stipend toward fees for participation in extra-curricular activities such as, faith-based activities, sports, dances and various social events.
11. Crisis support- crisis support Plans will be developed within 30 days of placement and include the youth and the youth's treatment team. Plans are to be well documented and individualized for each youth and are to be known to the youth and all staff involved with their care. Plans will be established to respond to the needs of the youth, reduce the incidence of hospitalization, arrests, AWOL, aggressive behavior, and promote positive outcomes. Plans are to not rely exclusively on police or hospital interventions. The custodial agency and all team members must approve the established Plan.
12. Counseling/ Assessment- individual and family therapy is to be provided by the Provider or arranged within the community and provided through a qualified clinician; the clinician/counselor is prohibited from serving a dual role as youth case manager. Youth are to be provided consistency in therapeutic relationships whenever desired and feasible.
13. Limited English Proficiency- interpreter or translation services are to be available for youth with Limited English Proficiency.
14. Licensure –independent living Providers must maintain appropriate licensure from Ohio Department of Job & Family Services (ODJFS), Ohio Department of Mental Health (ODMH) or Ohio Department of Developmental Disabilities (ODDD) at all times.

15. Structural Conditions- structures associated with all independent living arrangements are to be maintained in a safe state of repair and in accordance with all ODJFS, ODMH and DD requirements, depending upon the licensing entity responsible for oversight.
16. Quality Improvement (QI) Outcomes- established outcome measurement practices. Outcomes are utilized to inform HCCPS of quality improvement initiatives and service effectiveness. Provider will incorporate the My First Place measures and outcomes into their own Quality Improvement Plans. Annual reports are to be made available to HCCPS and include outcomes related to:
  - A. Clinical services and effectiveness of treatment;
  - B. Housing stability;
  - C. Responsible sexual relationships;
  - D. Criminal justice involvement;
  - E. Employment;
  - F. Academic stability and success;
  - G. Stability of placement;
  - H. Discharge;
  - I. Incidence of abuse/neglect;
  - J. Incidents of AWOL's and arrests;
  - K. Youth and family satisfaction; and
  - L. Staff development training including evidence-based practices.
17. Discharge and Transition Planning and Activities- discharge and transition planning will be initiated at youth's intake in collaboration with youth, guardian, HCCPS and identified supports, and is to be monitored every 30 days thereafter. Provider shall make available reasonable services to protect youth/others, and assist HCCPS with the discharge and transition process. Discharge and transition planning will include time frames and recommendations for step down services and accompanying discharge reports and summaries, including:

A. *Prior to Discharge and Transition:*

- 1) Provider shall ensure an updated DAF (diagnostic assessment form) or psychological report for any youth receiving behavioral health services;
- 2) Provider shall work cooperatively with the youth's team to coordinate all necessary transitional services such as living arrangements, health, independent living, education, medication, community support, behavioral health, visitation/pre-placement visits and after care services. Provider shall extend service provision for health, education, treatment and community support to facilitate continuity of care for the youth and their family;
- 3) Provider shall provide all school records including IEP, report cards and other relevant school documents;
- 4) Provider shall provide updated health and medical records;
- 5) Provider shall provide employment/vocational plan as appropriate to age and ability of youth; and
- 6) Provider shall work cooperatively with the youth's team to develop sustainable housing plan. This includes but is not limited to identifying sustainable housing options, assisting with applications, and visiting potential housing with youth.

B. *Post Discharge and Transition:*

- 1) Providers shall prepare and submit a discharge summary report within 90 days of the youth's discharge;
- 2) At the day of discharge Provider shall work with youth to get medication and updated scripts or follow up appointment for medication;
- 3) Provider shall update all life book materials and provide to HCCPS within 30 days of discharge; and
- 4) At the day of discharge, Provider shall release all of the youth's personal belongings and ensure the youth transitions with a 7-day supply of clothing that is appropriately sized, seasonally appropriate and in good repair. If transitioning from scattered site apartments to independent housing, Provider shall release all household items to youth.

18. After care - services are available to support the youth up to 90 days post transition into their own independent housing, return to family, or transition to college or other permanency arrangement. This will include crisis support and immediate interventions as necessary.
19. Visitation – support flexible visitation and permanency plans that are tailored to the youth and family, in the least restrictive setting, and are the most likely to enhance permanency outcomes. Provider will not restrict visitation for reasons of punishment to the youth.
20. Youth and Family engagement activities – including but not limited to:
  - A. Youth and family's participation and input into all aspects of planning, including placement, treatment, education, health, social, independent living and discharge planning;
  - B. Routine and ongoing communication between Provider, birth families and professional staff as it pertains to daily care, visitation, treatment and permanency planning; and
  - C. Family participation in youth's day-to-day living activities such as school, health and recreation services.
21. Life Books- Provider shall gather and provide all pertinent information critical to updating and informing a youth's Life Book. All items should be provided to HCCPS annually, as requested or in the event of a placement change. Pertinent data includes all information outlined in OAC 5101:2-7-04, such as: report cards, diplomas, certificates of achievement or merit, medical information.

In addition to these, the Provider shall also include information pertaining to a youth's developmental milestones, other accomplishments, likes and dislikes, sports, hobbies, what the youth finds funny, positive descriptions of the youth, activities, friends, photos and anecdotes or stories about the youth.

22. Emancipation and Permanency Planning - Provider shall work cooperatively with the youth, family and HCCPS to facilitate and to promote positive permanency outcomes for youth. Emancipation plans with youth promote positive, long term connections and relationships that can exist for the youth once they exit care. Activities may include the development of Permanency Pacts or other written plans for ongoing contact, services and support.
23. Training - all Provider staff will receive formal training related to trauma informed care, crisis intervention responses within 1 year of hire. All staff will receive formal training related to the goals, laws and roles of the child welfare system within 6 months of hire.
  - A. My First Place training requirements will include:
    - 1) In year 1, First Place will embed its Affiliate Support Manager or Director of Affiliate Network at the Provider location for a minimum of two months to train program leadership and staff on how to implement MFP with fidelity and assist the Provider in getting the program started.
    - 2) The First Place staff member will offer role-specific trainings to Provider staff for the Youth Advocate, Employment and Education Specialist, Housing Specialist and Program Manager.
    - 3) Provider will have access to the My First Place program manual which includes the codification of the model and proprietary information about the model.
    - 4) First Place will offer trainings to Provider leadership for key aspects that impact successful implementation (i.e.: hiring strategies/culture, trauma and financial processes).

- 5) First Place will provide trainings for direct program staff on how to input data in data management system and how to use data for program delivery and outcomes management. Training will be provided through a series of modules and will be supplemented with in-person assistance and troubleshooting in Year 1.
- B. Provider infrastructure for the My First Place Independent Living Model should include:
- 1) Staff Training and Development – All Provider staff with case coordination or service delivery responsibility must demonstrate competency with trauma informed care. As deemed appropriate, they must also attend Ohio Child Welfare Trainings, including Core, CAPMIS and SACWIS. Staff will also receive on-going training whenever deemed appropriate by HCCPS, regarding family systems, trauma-certified or trauma-informed care, service delivery related to family preservation, new policy, statutory changes, initiatives, and other matters pertinent to effective service performance.
  - 2) Establish and maintain policy and procedure manuals which detail job functions and service delivery processes. Provider will describe its trauma-informed integrated Independent Living Program and child welfare collaboration model, and the plan to implement the My First Place model with fidelity. This program description is to contain detailed information, including but not limited to:
    - a. program model components;
    - b. how safety will be assessed and reported through the life of the case;
    - c. how community resource networks will be formed; and
    - d. specific training the Independent Living staff will have or received by the time the contract is finalized.
  - 3) All family/child referral information/records and Provider service records are managed according to ensure confidentiality.
  - 4) All visit information shall be documented and submitted within 24 hours of the activity in SACWIS and My First Place data system.



- 5) Ensure documentation releases are obtained to freely share information between Provider, First Place for Youth, and HCJFS, and, when appropriate, other external Providers working with the family. Provider shall make available all client records and information to HCJFS within 24 hours of a request, whether written or verbal.
- 6) Mandated Reporting Responsibility – Report cases of suspected child abuse and neglect immediately to 241-KIDS.
- 7) Submit all reports as required by HCJFS, court, GAL's/CASA's, court liaisons and involved case attorneys.
- 8) Maintain at all times a public image that is professional and supportive towards the public/private partnership.
- 9) Provide in all matters full disclosure, open and direct communication and transparency with HCJFS.
- 10) At HCJFS' request, work space must be available for an HCJFS staff person to be in a Provider's main office with access to all Provider staff, files, records or other materials requested for program review purposes.
- 11) Submit samples of management reports; i.e., families referred and served, services initiated, services completed, family progress.
- 12) Submit Provider organization's model of Quality Assurance used to ensure efficient high-quality services are delivered by Provider.
- 13) Collaborate on a transition plan approved by HCJFS in the event the Provider withdraws from the contract or is terminated for any reason. Provider shall designate staff to serve on a transition team to design and implement the plan with adequate time and resources necessary to support successful transition. The transition plan shall assure a smooth transition to avoid disruptions, provide for the safety and well-being of children and families, and provide necessary information to all concerned parties.

- 14) In the event HCJFS selects more than one Provider to deliver these services and one of these Providers is unable to carry out the terms of their contract, negotiate in good faith with HCJFS to serve the families previously served by the unsuccessful Provider.

### 1.3 Employee Qualifications

Provider shall ensure that any employee who shall have direct contact with customers under the terms of this Contract will meet the following qualifications:

- A. **Program Director/Manager** - Provider must have a program director/manager assigned to this contract who will serve as the liaison to HCJFS on all program and contractual matters.
- B. **Case Manager/Youth Advocate** - Provider must have an identified individual dedicated to working with program youth, who will meet face-to-face weekly and maintain an average caseload of 1:15. Case managers support youth by working with them on: good tenancy and housing stability, transportation, meeting physical and mental health needs, building and maintaining healthy relationships, money management, and connections to community resources. All case managers have experience working with transition-age youth. A bachelor's degree and a minimum of 2-3 years' experience administering clinical assessments is required, and a master's degree in counseling, social work, or a similar field is preferred.
- C. **Education and Employment Specialist** – Support youth to identify career interests and reach articulated education and employment goals; with a caseload of 1:30. Provider will help youth identify and articulate their education and career goals. Provider will then work to identify programs that support the youth's education and career goals, access financial support to cover school fees, facilitate educational resources, support youth to develop school success strategies, removing barriers, assist in identifying sources for college tuition support, financial aid applications, course selection, provide/link youth to

tutoring. This specialist shall have experience working with transition-age foster youth. A bachelor's degree is required, and a master's degree in counseling, social work, or a similar field is preferred.

- D. **Housing Specialist** – Procure and manage housing by finding new properties and cultivating relationships with potential landlords. Oversee all daily property management functions, including; move-in/out inspections, maintenance, liaison between landlords and youth, and issuing notices for youth violations of agreements. This specialist shall have experience working with transition-age foster youth. Preferred skills are working experience with a housing program, and property management history.

E. **Employment Requirements**

1. Education and training: Staff will have education and licensure commensurate with responsibilities and programmatic licensing criteria.
2. Work history: All employees who are assigned to this service with HCJFS's customers shall have information on job applications verified. Verification shall include references and work history information.
3. Criminal Record Check: Provider warrants and represents it will comply with ORC 2151.86, and will annually complete criminal record checks on all individuals assigned to work with, volunteer with or transport customers. Provider will obtain a statewide conviction record check through the Bureau of Criminal Identification and Investigation ("BCII"), and obtain a criminal record transcript from the Cincinnati Police Department, the Hamilton County Sheriff's Office (or your local Police and Sheriff's Department) and any law enforcement or police department necessary to conduct a complete criminal record check of each individual providing services.
4. Central Registry Report: Provider warrants and represents it will secure a release for an annual Central Registry report from all individuals assigned to work with or transport Consumers. Instructions and guidance on how to obtain this clearance can be found at <https://jfs.ohio.gov/ocf/childprotectiveservices.stm>.

5. All completed and documented checks shall be in the employee file.
  - a. Provider shall ensure that every above described individual will sign a release of information, attached hereto and incorporated herein as Attachment F to allow inspection and audit of the above Central Registry report by HCJFS or anyone conducting compliance reviews on their behalf.
  - b. Provider shall not assign any individual to work, volunteer with or transport consumers until a Central Registry report has been obtained. A Central Registry report must be dated within six (6) months of the date an employee is hired.
6. Employees who have been convicted: Employees convicted of or plead guilty to any violations contained in ORC 5153.111 (B) (1) may not come into contact with HCJFS' Customers.

## 2.0 PROVIDER PROPOSAL

It is required all proposals be submitted in the format as described in this section.

### A. Hardcopy Requirements

- All proposal pages must be numbered sequentially from beginning to end, including attachments.
- Each proposal should not exceed a total of 300 pages.
- Each submission must have one signed original proposal and ten (10) copies.
- One of the ten (10) copies must be submitted as single-sided.
- Each proposal must be written in twelve (12) point font.

### B. Electronic Requirements

- Budget in unlocked Excel format.
- Original proposal on a CD or flash drive in a pdf format and the pages must be numbered from 1 - ???.

### C. Proposal Organization

Proposals must contain all the specified elements of information listed below **without exception,** **including all subsections therein:**

- Section 2.1 - Cover Sheet
- Section 2.2 - Service and Business Deliverables:
  - Section 2.2.1 – Program Components
- Section 2.3 – Budgets and Cost Considerations
- Section 2.4 - Customer References
- Section 2.5 - Personnel Qualifications
- Section 2.6 - Financial Documentation
- Section 2.7 - Declaration of Property Tax Delinquency
- Section 2.8 - Original Proposal Documents

## **2.1 Cover Sheet**

Each Provider must complete the Cover Sheet, Attachment A, and include such in its proposal. The Cover Sheet must be signed by an authorized representative of the Provider and also include the names of individuals authorized to negotiate with HCJFS. The signature line must indicate the title or position the individual holds in the company. All unsigned proposals will be rejected.

The Cover Sheet must also include the proposed Unit Rate(s) for each service Provider is proposing for Contract Years 1, 2 and 3. These Unit Rate(s) must be supported by the Budget.

## **2.2 Service and Business Deliverables**

Provider should clearly state its competitive advantage and its ability to meet the terms, conditions, and requirements as defined in this RFP in responding to this section. Provider must describe in detail all information set forth in Section 2.2.1 Program Components and Section 2.8 System and Fiscal Administration Components:

### **2.2.1 Program Components**

**(This is where you should answer the questions in narrative format)**

#### Service Information

1. Describe how Provider will respond to referrals according to the placement needs of HCCPS youth, as described in Service Components, Section 1.2.2. (1, A and B).
2. Describe how Provider will incorporate a housing specialist position and support the youth's move-in process. Describe how Provider will ensure all youth are provided housing (semi- and scattered site) and substitute care as described in Service Components, Section 1.2.2. (2, A-D). Describe Provider's ability to provide scattered site units, SIL units, temporary housing, and supported living.
3. HCCPS utilizes the Daniel Memorial Independent Living Assessment for youth age 14 and above. Describe how your organization will incorporate this assessment into treatment

planning and service coordination for youth. How will your agency ensure that this assessment is completed on all youth within your organization?

4. Describe how Provider will ensure transportation or budget guidance is available to support connections to school, employment, community, medical appointments, and family visitation as described in Service Components, Section 1.2.2. (4).
5. Describe how Provider will ensure all youth are provided basic needs as described in Service Components, Section 1.2.2. (5). Include details on how clothing assistance, financial stipends, savings accounts, and food assistance will be provided or budgeted for with the youth's individualized plan. Including back-up plans if youth mismanage funds or have an unforeseen circumstance.
6. Describe how Provider and their Employment and Education specialist ensures youth are connected to appropriate educational services (high school through post-secondary education and employment) in the least restrictive setting, routinely attend, are successful in school placements and have opportunity for educational advancement and vocational pursuits as described in Service Components, Section 1.2.2. (6, A-E). Also, Service components within Independent Living should include: permanency, every youth should have a safe and emotionally secure parenting relationship with an adult that can provide a life-long legal family; preparedness, each youth should have the skills and support to meet their physical, emotional, educational and economic needs and community; each youth should have a safe place to live, a sense of belonging and a chance to positively contribute to their community. Describe and provide examples of how Provider will ensure positive educational and vocational outcomes for youth as described in Service Components.
7. Provide a narrative detailing the scope of activities performed as case management functions by Provider currently for the purpose of providing support, coordination, assessment, treatment and permanency planning activities for youth and families as described in Service Components, Section 1.2.2 (7, A-N). Please address all responsibilities listed in this section.

8. Describe how Provider staff will be represented at all legal proceedings and SAR's for youth as described in Service Components, Section 1.2.2 (8). Provide in detail how youth will be ensured to attend court hearings and have access to legal representation.
9. Describe how Provider will create capacity and manage submission of monthly progress reports, weekly and bi-weekly data requirements in multiple systems for HCCPS and My First Place model with fidelity as described in Service Components, Section 1.2.2 (9, A-C).
10. Provide a detailed description of Provider's ability to provide an array of regular, structured, scheduled, supervised recreation and social activities for youth as described in Service Components, Section 1.2.2 (10).
11. Describe what interventions will be used to successfully support youth experiencing crisis, in a safe responsive manner as detailed in Service Components, Section 1.2.2 (11). Provide specific strategies that will reduce reliance on police interventions and psychiatric hospitalizations. Crisis support- crisis support Plans will be developed within 30 days of placement and include the youth and the youth's treatment team. Plans are to be well-documented and individualized for each youth, and are to be known to the youth and all staff involved with their care. Plans will be established to respond to the needs of the youth, reduce the incidence of hospitalization, arrests, AWOL, aggressive behavior, and promote positive outcomes. Plans are to not rely exclusively on police or hospital interventions. The custodial agency and all team members must approve the established Plan.
12. Describe Provider's plan to ensure that individual and family therapy is provided consistently by the Provider or arranged within the community and provided through a qualified clinician as detailed in Service Components, Section 1.2.2 (12).
13. Describe how Provider will serve youth with Limited English Proficiency.
14. Licensure –independent living Providers must maintain appropriate licensure from Ohio Department of Job & Family Services (ODJFS), Ohio Department of Mental Health (ODMH) or Ohio Department of Developmental Disabilities (ODDD) at all times.
15. Describe how Provider will ensure all Independent Living arrangement structures are maintained in a safe state of repair.



16. Provide copies of aggregate outcome reports and/or evaluation reports for the past 12 months of service; and describe how this data and information is being or can be utilized to improve program outcomes and effectiveness.
17. Provide an example of when your organization partnered with a new agency(ies)/program and adapted to new ways of tracking and reporting data.
18. Describe an example of a culture change in your organization and how it was managed/received by staff.
19. Provide copies of policy from your organization that addresses aftercare and/or post discharge activities performed by your agency. Describe how your agency will provide aftercare service plans and ensure transitions back into the community are well planned and sustained as detailed in Service Components, Section 1.2.2 (17, A and B). Describe your organization's plan to provide aftercare as detailed in Service Components, Section 1.2.2 (18).
20. Describe how your organization will support and ensure visitation occurs according to a child and family's needs, is flexible and in the least restrictive setting.
21. Describe and provide examples how Provider will ensure families and youth are involved and incorporated into all aspects of placement planning, daily living, treatment planning, education planning and discharge planning.
22. Describe how Provider will gather and provide all pertinent information critical to youth's life books according to the state guidelines.
23. Describe Provider's practices to work in collaboration with youth caseworkers, families and other treatment team members to achieve legal permanence or long-term connections and supports for youth.
24. Describe Provider's programmatic and administrative experience which qualifies their organization to perform the proposed service including any special and unique qualifications.
25. Provide detail describing your organization's experience with adhering to evidence-based models and treatments, and successful history of effectively working with youth who have complex mental health, learning and behavior disorders.

Include details of Provider's capacity to adhere to the training components of the My First Place model as detailed in Service Components, Section 1.2.2 (23).

26. Provide a detailed description as to why your organization is a good fit for this pilot, including the Provider's current capacity to collect and use data in service delivery for program improvement, providing examples. Include opportunities to increase your capacity to use data? What are some anticipated challenges or limitations?

#### Licensure, Administration and Training

1. Describe how your organization will ensure all structures associated with independent living arrangements are maintained in a safe state of repair and in accordance with all ODJFS requirements.
2. Describe your organization's policy ensuring all employees will submit to a BCII check and be cleared of all offenses as described in rule 5101:2-5-09 of the ODJFS manual.
3. Describe how your organization will ensure employees will complete all orientation training prior to unsupervised contact with youth.
4. Identify any actions against your organization through ODJFS, ODMH or any other licensing body over the past 2 years that included Corrective Action Plans, Temporary License or Revocation. For the past 10 years, provide outcome of any action that resulted in a revocation.
5. Is your organization Medicaid certified? If yes, for what services? If no, is your organization willing to obtain Medicaid certification?
6. Describe your organization's policy to report any major unusual incidents and or allegations of abuse or neglect.
7. Describe training, supervision, and support provided to direct care staff.
8. Describe how your organization will respond to referrals according to the placement needs of HCCPS and youth.

## 2.3 Budgets and Cost Considerations

- A. HCJFS anticipates services will begin approximately August 1, 2019. Provider must submit a Budget and a calculation of the Unit Rate for the initial Contract term that Provider understands will be used to compensate Provider for services provided. In addition, if Provider is requesting an increase in costs for renewal years 1, and 2, you must complete the data sheet in the budget that lists each budget line item with an estimated expense amount and percentage increase from the prior year. Budgets and Unit Rates must be submitted in the form provided as Attachment C. Contracts will be written for the initial term of one (1) year with two (2) one-year options for renewal.

Set Rate Ancillary Services:

1. \$12.60 per diem for Baby Rate Unit of Service performed by Provider; and
2. \$21.50 per hour for Individual Aid Unit of Service performed by Provider.

*For renewal years, any increases in Unit Rates will be at the sole discretion of HCJFS, subject to funding availability and Contract performance, and will be limited to no more than 3% of the Unit Rate of the prior term. HCJFS does not guarantee that the Unit Rate will be increased from one Contract term to the next. Nothing in the RFP shall be construed to be a guarantee of any Unit Rate or increase.*

- B. Provider must warrant and represent the Budget is based upon current financial information and programs, and includes all costs relating to, but not limited by, the following:
1. Case management;
  2. Transportation; and
  3. Other direct services needed to accurately calculate the cost of a unit of Service (the “Unit Rate”), e.g. insurance, respite care), administration.

All revenue sources available to Provider to serve youth in residential treatment identified in the Scope of Service shall be listed in the Budget, and utilized, where permissible, to reduce the Unit Rate. All costs must be specified for the various parts of the program. Cost must be broken down by type of work as well as classifications for staff, i.e. senior program manager vs. lower level position.

The Unit Rate for each service proposed for each Contract year must be listed on the Cover Sheet, Attachment A.

- C. Provider must submit a detailed narrative which demonstrates how costs are related to the service(s) presented in the proposal.
- D. Provider must take note that “profit” will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Provider is a for-profit organization.
- E. For the purposes of this RFP, “unallowable” program costs (detailed list is located in 2 CFR Part 200 Subpart E) include:
  - 1. cost of equipment or facilities procured under a lease-purchase arrangement unless it is applicable to the cost of ownership such as depreciation, utilities, maintenance and repair;
  - 2. bad debt or losses arising from uncorrectable accounts and other claims and related costs;
  - 3. contributions to a contingency(ies) reserve or any similar provision for unforeseen events;
  - 4. contributions, donations or any outlay of cash with no prospective benefit to the facility or program;
  - 5. entertainment costs for amusements, social activities and related costs for staff only;
  - 6. costs of alcoholic beverages;
  - 7. goods or services for personal use;
  - 8. fines, penalties or mischarging costs resulting from violations of, or failure to comply with, laws and regulations;

9. gains and losses on disposition or impairment of depreciable or capital assets;
  10. cost of depreciation on idle facilities, except when necessary to meet Contract demands;
  11. costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, except as provided in OAC 5101:2-47-25(n);
  12. losses on other Contracts';
  13. organizational costs such as incorporation, fees to attorneys, accountants and brokers in connection with establishment or reorganization;
  14. costs related to legal and other proceedings;
  15. goodwill;
  16. asset valuations resulting from business combinations;
  17. legislative lobbying costs;
  18. cost of organized fund raising;
  19. cost of investment counsel and staff and similar expenses incurred solely to enhance income from investments;
  20. any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds;
  21. advertising costs with the exception of service-related recruitment needs, procurement of scarce items and disposal of scrap and surplus;
  22. cost of insurance on the life of any officer or employee for which the facility is beneficiary;
  23. major losses incurred through the lack of available insurance coverage; and
  24. cost of prohibited activities from section 501(c)(3) of the Internal Revenue Code.
- If there is a dispute regarding whether a certain item of cost is allowable, HCJFS' decision is final.

## **2.4 Customer References**

Provider must submit at least three (3) current letters of reference for whom services were provided similar in nature and functionality to those requested by HCJFS. Reference letters from HCJFS or HCJFS employees will not be accepted. Each reference must include at a minimum:

- A. Company name;
- B. Address;
- C. Phone number;
- D. Fax number;
- E. Contact person;
- F. Nature of relationship and service performed; and,
- G. Time period during which services were performed.

If Provider is unable to submit at least three (3) letters of reference, Provider must submit a detailed explanation as to why.

## **2.5 Personnel Qualifications**

Please submit resumes with the below following information for key clinical and business personnel who will be working with the program. These positions are Agency Director, CFO, Clinical Director and Administrators:

- A. Proposed role;
- B. Industry certification(s), including any licenses or certifications and, whether such licenses or certifications have been suspended or revoked at any time;
- C. Work history; and
- D. Professional reference (company name, contact name and phone number, scope and duration of program).

Provider's program manager must have a minimum of three (3) years' experience as a program manager with a similar program.

It is the proposing agency's responsibility to redact all personal information from resumes. RFPs and all attachments are public documents and are available for general viewing. Please make sure the resume reflects the person's position title instead of their name, so we can tie the position back to the budget.

## 2.6 Financial Documentation

Prior to Contract award, a copy of the most recent independent annual audit report, most recent single audit, if applicable and the most recent Form 990. For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year- end balance sheet and income statement. If no audited statements are available, Provider must supply equivalent financial statements certified by Provider to fairly and accurately reflect the Provider's financial status. Provider's failure to provide these documents may result in rejection of the proposal and subsequently a Contract will not be awarded. **It is the responsibility of the Provider to redact tax identification numbers from all documents prior to submission to HCJFS.**

## 2.7 Declaration of Property Tax Delinquency

After award of a Contract, and prior to the time a Contract is entered into, the successful bidder shall submit a statement in accordance with ORC Section 5719.042. Such statement shall affirm under oath that the person with whom the Contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes any due and unpaid penalties and interest thereon.

If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the Contract, and no payment shall be made with respect to any Contract to which this section applies unless such statement has been so incorporated as a part thereof.

## 2.8 Proposal Documents

The following items are to be attached only to the original proposal:

### **Ownership, Annual Report, and Licensure**

- A. Agency/Company Ownership - Describe how the agency/company is owned (include the form of business entity -i.e., corporation, partnership or sole proprietorship) and financed.
- B. Annual Report - A copy of Provider's most recent annual report.
- C. Licensure - A copy of appropriate licensure from ODJFS, ODMH or other licensing agencies. If Provider does not have a finalized license by the end of the proposal selection process, Provider will be granted 60 days from the date of acceptance of the proposal to finalize its license or Provider's proposal will be disqualified.

The following items are to be attached to the original proposal and all copies:

### **System and Fiscal Administration Components**

- A. Contact Information - Provide the address for the Provider's headquarters and service locations. Include a contact name, address, and phone number.
- B. Agency/Company History - Provide a brief history of Agency/Company's organization. Include the Agency/Company mission statement and philosophy of service.
- C. Subcontracts - Submit a letter of intent from each subcontractor indicating its commitment, the service(s) to be provided and three (3) references. All subcontractors must be approved by HCJFS and will be held to the same Contract standards and obligations as the Agency/Company.
- D. Agency's/Company Primary Business - State the agency's/company's primary line of business, the date established, the number of years of relevant experience, and the number of employees.



- E. Table of Organization - Clearly distinguish programs, channels of communication and the relationship of the proposed provision of services to the total company. In addition, please provide a list of all subsidiaries, affiliated companies, brother/sister companies and any other related companies as well as each company's major line of business.
- F. Insurance and Worker's Compensation - A current certificate of insurance, current endorsements and Worker's Compensation certificate.

Provider must note that as a Contract requirement the following conditions must be met:

During the Contract and for such additional time as may be required, Provider shall provide, pay for, and maintain in full force and effect the insurance specified in the attached sample Contract, for coverage at not less than the prescribed minimum limits covering Provider's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Provider or subcontractor or by anyone for whose acts any of them may be liable.

#### **Certificates of Insurance**

Prior to the effective date of the Contract, Provider shall give the County and HCJFS the certificate(s) of insurance completed by Provider's duly authorized insurance representative, with effective dates of coverage at or prior to the effective date of the Contract, certifying that at least the minimum coverage required is in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this Contract, as required by ORC 2744.05. Certificates are to be sent to the HCJFS Contract Specialist, 222 E. Central Parkway Cincinnati, Ohio 45202 and the Hamilton County Risk Manager, Room 707, 138 East Court Street Cincinnati, OH 45202 Fax: 513-946-4720.

- G. Job Descriptions - For all key clinical and business personnel who will be working with the program, to include: CFO, Clinical Director, Administrators, Case Managers and Case Management Supervisors. (Tailor these to meet the needs of services being purchased).
- H. Daily Service/Attendance Form - Include a blank copy of the forms used to record services provided. Information must include: date of service, beginning and end time of service, names of all participants who received service, the type of service received, and name of the instructor or social worker. Also include forms used to record participant progress.
- I. Program Quality Documents - Attach documents which describe and support program quality.  
Such documents might be the forms used for monitoring and evaluation or copies of awards received for excellent program quality. QA manual need not be included.
- J. Agency's/Company's Brochures - A copy of the Agency's/Company's brochures which describe the services being proposed.
- K. Federal Programs - Provide a description of the Agency's/Company's experience with federal programs.

### 3.0 PROPOSAL GUIDELINES

The RFP, the evaluation of responses, and the award of any resultant Contract must be made in conformance with current federal, state, and local laws and procedures.

#### 3.1 Program Schedule

ACTION ITEM	DELIVERY DATE
RFP Issued	May 20, 2019
RFP Conference	June 4, 2019 1:00 p.m. – 3:00 p.m.
Deadline for Receiving Final RFP Questions	June 12, 2019, noon
Deadline for Issuing Final RFP Answers	June 19, 2019
Deadline for Registering for the RFP Process	June 12, 2019, noon
Deadline for Proposals Received by RFP Contact Person	On or Before July 11, 2019, no later than 11:00 a.m.
Oral Presentation – if needed	July 24, 2019
Anticipated Proposal Review Completed	July 24, 2019
Anticipated Start Date	August 1, 2019

#### 3.2 RFP Contact Person

RFP Contact Person and mailing address for questions about the proposal process, technical issues, the Scope of Service or to send a request for a post-proposal meeting is:

**Sandra Carson, Contract Services**  
 Hamilton County Department of Job & Family Services  
 222 East Central Parkway, 3rd floor  
 Cincinnati, Ohio 45202  
 carsos01@jfs.hamilton-co.org  
 Fax: (513) 946-2384

### 3.3 Registration for the RFP Process

**EACH PROVIDER MUST REGISTER FOR AND RESPOND TO THIS RFP TO BE CONSIDERED. THE DEADLINE TO REGISTER FOR THE RFP IS JUNE 12, 2019 NO LATER THAN NOON.**

All interested Providers must complete Registration Form (see Attachment G) and fax or e-mail the RFP Contact Person to register, leaving their name, company name, email address, fax number and phone number. The RFP Contact Person's fax number is (513) 946-2384, and their e-mail address is [carsos01@jfs.hamilton-co.org](mailto:carsos01@jfs.hamilton-co.org)

### 3.4 RFP Conference

The RFP Conference will take place on June 4, 2019, 1:00 p.m. – 3:00 p.m. at ***Hamilton County Job & Family Services, 222 East Central Parkway, 6<sup>th</sup> Floor – Room 6SE601, Cincinnati, Ohio 45202.***

All registered Providers may also submit written questions regarding the RFP or the RFP Process. All communications being mailed, faxed or e-mailed are to be sent only to the RFP Contact Person listed in Section 3.2.

- A. Prior to the RFP Conference, questions may be faxed or e-mailed regarding the RFP or proposal process to the RFP Contact Person. The questions and answers will be distributed at the RFP Conference and by e-mail to Providers who have registered for the RFP Process but are unable to attend the RFP Conference.
- B. After the RFP Conference, questions may be faxed or e-mailed regarding the RFP or the RFP Process to the RFP Contact Person.
- C. No questions will be accepted after June 12, 2019, no later than noon. The final responses will be faxed or e-mailed no later than June 19, 2019 by the close of business.
- D. Only Providers who register for the RFP Process will receive electronic, unlocked budget, attachments and addenda.
- D. The answers issued in response to such Provider questions become part of the RFP.

### **3.5 Prohibited Contacts**

The integrity of the RFP process is very important to HCJFS in the administration of our business affairs, in our responsibility to the residents of Hamilton County, and to the Providers who participate in the process in good faith. Behavior by Providers which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither Provider nor their representatives should communicate with individuals associated with the RFP process. If an interested Provider or anyone associated with an interested Provider attempts any unauthorized communication, Provider's proposal is subject to rejection.

Individuals associated with this RFP and related program include, but are not limited to the following:

- A. Public officials; including but not limited to the Hamilton County Commissioners; and
- B. Any HCJFS employees, except for the RFP Contact Person listed in Section 3.2.

Examples of unauthorized communications prior to the award of the contract, except to the RFP Contact Person listed in Section 3.2, including but are not limited to:

- A. Telephone calls;
- B. Letters, emails, social media contacts and faxes regarding the RFP process, anything related to the RFP or the RFP process; and
- C. Visits in person or through a third party attempting to obtain information regarding the RFP, anything related to the RFP or the RFP process.

Notwithstanding the above, there shall be no contact with anyone, including the RFP Contact Person after June 12, 2019, noon.

### **3.6 Provider Disclosures**

Provider must disclose any pending or threatened court actions and claims brought by or against the Provider, its parent company or its subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause for rejection of the proposal.

### **3.7 Provider Examination of the RFP**

**PLEASE REVIEW ALL REQUIREMENTS AND THE PROPOSAL TO ENSURE ACCURACY. ATTENDANCE AT THE RFP CONFERENCE IS HIGHLY ENCOURAGED.**

Providers shall carefully examine the entire RFP and any addenda thereto, all related materials and data referenced in the RFP or otherwise available and shall become fully aware of the nature of the request and the conditions to be encountered in performing the requested services.

If Providers discover any ambiguity, conflict, discrepancy, omission or other error in this RFP, they shall immediately notify the RFP Contact Person no later than June 12, 2019, noon of such error in writing and request clarification or modification of the document. Modifications shall be made by addenda issued pursuant to Section 3.8, Addenda to RFP. Clarification shall be given by fax or e-mail to all parties who registered for the RFP, Section 3.3, without divulging the source of the request for same.

If a Provider fails to notify HCJFS prior to June 12, 2019, noon of an error in the RFP known to the Provider, or of an error which reasonably should have been known to the Provider, the Provider shall submit its proposal at the Provider's own risk. If awarded the Contract, the Provider shall not be entitled to additional compensation or time by reason of the error or its later correction.

### **3.8 Addenda to RFP**

HCJFS may modify this RFP by issuance of one or more addenda to all parties who registered for the RFP, Section 3.3. In the event modifications, clarifications, or additions to the RFP become necessary, all Providers who registered for the RFP Conference will be notified and will receive the addenda via fax or e-mail. In the unlikely event emergency addenda by telephone are necessary, the RFP Contact Person, or designee, will be responsible for contacting only those Providers who registered for the RFP Conference. All addenda to the RFP will be posted to <http://www.hcjfs.org>

### **3.9 Availability of Funds**

Contract awards are conditioned upon the availability of federal, state, or local funds appropriated or allocated for payment for services provided. By sole determination of HCJFS, if funds are not sufficiently allocated or available for the provision of the services performed by Provider, HCJFS reserves the right to exercise one of the following alternatives:

1. Reduce the utilization of the services provided under the Contract, without change to the terms and conditions of the Contract; or
2. Issue a notice of intent to terminate the Contract.

HCJFS will notify Provider at the earliest possible time of such decision. No penalty will accrue to HCJFS in the event either provision is exercised. HCJFS will not be obligated or liable for any future payments due or for any damages as a result of termination.

## 4.0 SUBMISSION OF PROPOSAL

Provider must certify the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date.

### 4.1 Preparation of Proposal

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials, etc. are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs relating to the services offered.

### 4.2 Cost of Developing Proposal

The cost of developing proposals is entirely the responsibility of the Provider and shall not be chargeable to HCJFS under any circumstances. All materials submitted in response to the RFP will become the property of HCJFS and may be returned only at HCJFS' option and at Provider's expense.

### 4.3 False or Misleading Statements

If, in the opinion of HCJFS, information included within Provider's proposal was intended to mislead the County in its evaluation of the proposal, the proposal will be rejected.

### 4.4 Delivery of Proposals

Proposals must be received by the RFP Contact Person, Sandra Carson, at Hamilton County Job & Family Services, 222 E. Central Parkway, 3<sup>rd</sup> Floor, Cincinnati, OH 45202, on or before July 11, 2019 *no later than 11:00 a.m. **Proposals received after this date and time will not be considered.***

If Provider is not submitting the proposal in person, Provider should use certified or registered mail, UPS, or Federal Express with return receipt requested and email the RFP Contact Person the method of delivery. A receipt will be issued for all proposals received. No e-mail, facsimile, or telephone proposals will be accepted.



It is absolutely essential that Providers carefully review all elements in their final proposals. Once received, proposals cannot be altered; however, HCJFS reserves the right to request additional information for clarification purposes only.

#### **4.5 Acceptance and Rejection of Proposals**

HCJFS reserves the right to:

- A. award a Contract for one or more of the proposed services;
- B. award a Contract for the entire list of proposed services;
- C. reject any proposal, or any part thereof; and
- D. waive any informality in the proposals.

The recommendation of HCJFS staff and the approval by the HCJFS Director shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if Provider is awarded the Contract.

#### **4.6 Evaluation and Award of Contract**

The review process shall be conducted in four stages. Although it is hoped and expected that a Provider will be selected as a result of this process, HCJFS reserves the right to discontinue the procurement process at any time.

##### **Stage 1. Preliminary Review**

A preliminary review of all proposals submitted on or before July 11, 2019 no later than 11:00 a.m. will be performed to ensure the proposal materials adhere to the Mandatory Requirements specified in the RFP. Proposals which meet the Mandatory Requirements will be deemed Qualified. Those which do not, shall be deemed Non-Qualified. Non-Qualified proposals will be rejected. Qualified proposals in response to the RFP must contain the following Mandatory Requirements:

- A. Registry for RFP;
- B. Timely Submission – The proposal is received at Hamilton County Job & Family Services, 222 E. Central Parkway, 3<sup>rd</sup> Floor, Cincinnati, OH 45202 on or before July 11, 2019, no later than 11:00 a.m. and according to instructions.

Proposals mailed but not received at the designated location by the specified date shall be deemed Non-Qualified and shall be rejected.

- C. Signed and Completed Cover Sheet, Section 2.1;
- D. Responses to Program Components, Section 2.2.1;
- E. Completed Budgets, Section 2.3; and
- F. Responses to System and Fiscal Administration Components, Section 2.8.

## **Stage 2. Evaluation Committee Review**

All Qualified proposals shall be reviewed, evaluated, and rated by the Review Committee. Review Committee shall be comprised of HCJFS staff and other individuals designated by HCJFS. Review Committee shall evaluate each Provider's proposal using criteria developed by HCJFS. Ratings will be compiled using a Review Committee Rating Sheet. Responses to each question will be evaluated and ranked using the following scale:

Does Not Meet Requirement	A particular RFP requirement was not addressed in the Provider's proposal.
Partially Meets Requirement	Provider's proposal demonstrates some attempt at meeting a particular RFP requirement, but that attempt falls below an acceptable level.
Meets Requirement	Provider's proposal fulfills a particular RFP requirement in all material respects, potentially with only minor, non-substantial deviation.
Exceeds Requirement	Provider's proposal fulfills a particular RFP requirement in all material respects, and offers some additional level of quality in excess of HCJFS expectations.

## **Stage 3 Other Materials**

Review Committee members will determine what other information is required to complete the review process. All information obtained during Stage 3 will be evaluated using the scale set forth in Stage 2 Review and incorporated into the overall rating for the

proposal. Review Committee may request information from sources other than the written proposal to evaluate Provider's programs or clarify Provider's proposal. Other sources of information may include but are not limited to the following:

- A. Written responses from Provider to clarify questions posed by Review Committee. Such information requests by Review Committee and Provider's responses must always be in writing;
- B. Oral presentations. If HCJFS determines oral presentations are necessary, the presentations will be focused to ensure all of HCJFS' interests or concerns are adequately addressed. The primary presentation must include Provider's key program personnel. HCJFS reserves the right to video tape the presentations.
- C. Site visits will be conducted for all new Providers and any existing Providers as HCJFS deems necessary. Site visits will be held at the location where the services are to be provided.

#### **Stage 4      Evaluation Scoring**

Final scoring for each proposal will be calculated. For this RFP, the evaluation percentages assigned to each section are:

- A. Program Evaluation including responses to Section 2.2.1 Questions, Section 2.4 Customer References and Section 2.5 Personnel Qualifications are worth 60% of the total evaluation score.
- B. Fiscal Evaluation, Section 2.3 Questions, Cost Analysis and Project Budget are worth 20% of the total evaluation score.
- C. System and Fiscal Administration Evaluation including responses to Section 2.8 Questions are worth 10% of the total evaluation score.
- D. Section 4.6, Stage 3, Other Materials considered are worth 10% of the total evaluation score.

If HCJFS determines that it is not necessary to conduct a Stage 3 review, the evaluation percentages assigned to each section are:

- A. Program Evaluation including responses to Section 2.2.1 Questions, Section 2.4 Customer References and Section 2.5 Personnel Qualifications are worth 70% of the total evaluation score.
- B. Fiscal Evaluation, Section 2.3 Questions, Cost Analysis and Project Budget are worth 20% of the total evaluation score.
- C. System and Fiscal Administration Evaluation including responses to Section 2.8 Questions are worth 10% of the total evaluation score.

#### **4.7 Proposal Selection**

Proposal selection does not guarantee a Contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance with Section 4.6 Evaluation & Award of Contract. The Review Committee's evaluations will be scored and sent through administrative review for final approval.
- B. Based upon the results of the evaluation, HCJFS will select Provider(s) for the services who it determines to be the responsible agency/company(s) whose proposal(s) is (are) most advantageous to the program, with price and other factors considered.
- C. HCJFS will work with selected Provider to finalize details of the Contract using Attachment B, Contract Sample, to be executed between the BOCC on behalf of HCJFS and Provider.
- D. If HCJFS and selected Provider are able to successfully agree with the Contract terms, the BOCC has final authority to approve and award Contracts. The Contract is not final until the BOCC has approved the document through public review and resolution through quorum vote.
- E. If HCJFS and successful Provider are unable to come to terms regarding the Contract, in a timely manner as determined by HCJFS, HCJFS will terminate the Contract discussions with Provider. In such event, HCJFS reserves the right to select another Provider from the RFP process, cancel the RFP or reissue the RFP as deemed necessary.

- F. If a proposal is selected with a Provider who has not yet received its licensure from the appropriate Board, the proposal will be disqualified unless the Provider receives its licensure within 60 days of acceptance of the proposal.

#### **4.8 Post-Proposal Meeting**

The post-proposal meeting process may be utilized only by Providers who submitted Qualified Proposals, who wish to obtain clarifying information regarding their non-selection. If a Provider wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing and received by HCJFS within fourteen (14) business days after the date of notification of the decision.

All requests must be signed by an individual authorized to represent the Provider and be addressed to the RFP Contact Person at the address listed in Section 3.2. Certified or registered mail must be used unless the request is delivered in person, in which case the Provider should obtain a delivery receipt. A meeting will be scheduled within 21 calendar days of receipt of the request and will be for the purpose of discussing a Provider's non-selection.

#### **4.9 Public Records**

All proposals submitted shall become the property of HCJFS to use or, at its option, return to submitting agency. All proposals and associated documents will be considered to be public information and will be open for inspection to interested parties after the award of a contract unless identified as a trade secret or otherwise exempted from disclosure under the Ohio Public Records Act.

Trade secrets or otherwise exempted information must be clearly identified and marked as such in the proposal. Each page containing such material must:

1. Be placed in a sealed envelope;
2. Must have the basis for non-disclosure status stamped or written in the upper right hand corner of the page and the envelope; and
3. Be placed in the required order of the response format.

**For example** if Pages 1-5 are not trade secrets or otherwise exempted from disclosure and Page 6 contains a trade secret then

- the word “Trade Secret” would be stamped in the corner of Page 6;
- Page 6 would be placed in an envelope; and
- The envelope is stamped as containing a “Trade Secret” is placed after page 5.

**DO NOT MARK EVERY PAGE OF YOUR PROPOSAL AS TRADE SECRET OR OTHERWISE  
EXEMPTED FROM DISCLOSURE OR YOUR PROPOSAL MAY BE REJECTED**

If HCJFS is requested by a third party to disclose those documents which are identified and marked as Trade Secret or Otherwise Exempted from disclosure, HCJFS will notify Provider of that fact. Provider shall promptly notify HCJFS, in writing, that either a) HCJFS is permitted to release these documents, or b) Provider intends to take immediate legal action to prevent its release to a third party. A failure of Provider to respond within five (5) business days shall be deemed permission for HCJFS to release such documents.

It is Provider’s sole responsibility to legally defend the actions of HCJFS for withholding Provider’s documents as trade secrets or otherwise exempted information if the issue is challenged.

#### **4.10 Provider Certification**

HCJFS reserves the right to complete the Provider Certification process for selected Providers. The purpose of the process is to provide some assurance to HCJFS that Provider has the administrative capability to effectively and efficiently manage the Contract. The process covers three (3) key areas: Section A - basic identifying information; Section B - financial and administrative information; and Section C - quality assurance information. The process may be abbreviated for Providers already certified through another process, such as Medicaid, JCAHO, COA, CARF, etc.

**4.11 Public Record Requests Regarding this RFP**

Per ORC 307.862 (C), in order to ensure fair and impartial evaluation, proposals and any documents or other records related to a subsequent negotiation for a final Contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code, shall not be available until after the award of the Contract(s). Award is defined as when the Contract is fully executed by all parties.

# ATTACHMENT A

Cover Sheet for  
My First Place  
Independent Living  
Proposals  
(includes checklist)



**ATTACHMENT A Cover Sheet**  
**My First Place Independent Living Services RFP**  
**Bid No: SC06-19R**

Name of Provider \_\_\_\_\_

Provider Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*(Please Print or type)*

Phone Number: \_\_\_\_\_ (ext) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Additional Names:** Provider must include the names of individuals authorized to negotiate with HCJFS.

**Person(s) authorized to negotiate with HCJFS:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*(Please Print)*

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please Complete Rate Grid below.**

Per Diem for Initial Term	Per Diem for Renewal Year 1	Per Diem for Renewal Year 2
\$ _____	\$ _____	\$ _____

**Certification:** I hereby certify the information and data contained in this proposal are true and correct. The Provider's governing body has authorized this application and document, and the Provider will comply with the attached representation if the contract is awarded.

\_\_\_\_\_  
**Signature - Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

By signing and submitting this proposal Cover Sheet, Provider certifies the proposal and pricing will remain in effect for 180 days after the proposal submission date.

***Please complete the next page of this form containing a checklist to verify that everything required to be submitted as part of your proposal is included.***

### RFP Submission Checklist

Pursuant to Section 4.6 of the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.

<b>Action Required</b>	<b>RFP Section</b>	<b>Included</b>
Did you register for the RFP process by June 12, 2019?	3.3	
Will your Proposal be submitted by 11:00 a.m. on or before July 11, 2019?	4.4	
Did you include all the Contact Information on the Cover Sheet?	2.1	
Did you include the Per Diem for the Initial Term on the Cover Sheet?	2.1	
Did you include the Per Diem for the First and Second Renewal Terms on the Cover Sheet?	2.1	
Did you sign the Cover Sheet?	2.1	
Is a response to each Program Component included?	2.2.1	
Is a response to each System and Fiscal Administration Component included?	2.8	

# ATTACHMENT A-1

## Program Component Checklist

## RFP# SC06-19R - My First Place Independent Living Services RFP

## Program Component Checklist

Please ensure all questions in Section 2.2.1 are answered and page numbers are listed by using checklist below.

**Proper Answer:** If YES - list page number where response can be found. If NO - list reason for not responding.

<b>Service Information</b>				
QUESTION #	YES	PAGE #(s)	NO	REASON FOR NOT RESPONDING
Question 1				
Question 2				
Question 3				
Question 4				
Question 5				
Question 6				
Question 7				
Question 8				
Question 9				
Question 10				
Question 11				
Question 12				
Question 13				
Question 14				
Question 15				
Question 16				
Question 17				
Question 18				
Question 19				
Question 20				
Question 21				
Question 22				
Question 23				
Question 24				
Question 25				
Question 26				
<b>Licensure, Administration and Training</b>				
Question 1				
Question 2				
Question 3				
Question 4				
Question 5				
Question 6				
Question 7				
Question 8				

# ATTACHMENT B

## Contract Sample

Ohio Department of Job and Family Services  
**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR THE PROVISION  
 OF CHILD PLACEMENT**

**This Agreement sets forth the terms and conditions between the parties for placement services for children who are in the care and custody of the Agency named below.**

This Agreement is between

a Title IV-E Agency, hereinafter "Agency," whose address is

<b>IV-E Agency Name</b>		
Hamilton County Department of Job and Family Services		
<b>Street/Mailing Address</b>		
222 E Central PKWY FL 5		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
Cincinnati	OH	45202

and

hereinafter "Provider," whose address is:

<b>Provider</b>		
[REDACTED]		
<b>Street/Mailing Address</b>		
[REDACTED]		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
[REDACTED]	[REDACTED]	[REDACTED]

Collectively the "Parties."

## Table of Contents

RECITALS .....	3
ARTICLE I. SCOPE OF PLACEMENT SERVICES .....	3
Section 1.01 FOR CONTRACTS COMPETITIVELY PROCURED.....	3
Section 1.02 FOR CONTRACTS NOT COMPETITIVELY PROCURED.....	3
Section 1.03 EXHIBITS.....	3
ARTICLE II. TERM OF AGREEMENT .....	4
ARTICLE III. ORDER OF PRECEDENCE.....	4
ARTICLE IV. DEFINITIONS GOVERNING THIS AGREEMENT.....	4
ARTICLE V. PROVIDER RESPONSIBILITIES.....	5
ARTICLE VI. AGENCY RESPONSIBILITIES.....	6
ARTICLE VII. INVOICING FOR PLACEMENT SERVICES.....	7
ARTICLE VIII. REIMBURSEMENT FOR PLACEMENT SERVICES.....	7
ARTICLE IX. TERMINATION; BREACH AND DEFAULT.....	8
ARTICLE X. RECORDS RETENTION AND CONFIDENTIALITY REQUIREMENTS.....	9
ARTICLE XI. PROVIDER ASSURANCES AND CERTIFICATIONS.....	9
ARTICLE XII. INDEPENDENT CONTRACTOR.....	10
ARTICLE XIII. AUDITS AND OTHER FINANCIAL MATTERS.....	11
ARTICLE XIV. GRIEVANCE /DISPUTE RESOLUTION PROCESS.....	11
ARTICLE XV. AMENDMENTS.....	11
ARTICLE XVI. NOTICE.....	12
ARTICLE XVII. CONSTRUCTION.....	12
ARTICLE XVIII. NO ASSURANCES .....	12
ARTICLE XIX. CONFLICT OF INTEREST.....	12
ARTICLE XX. INSURANCE.....	13
ARTICLE XXI. INDEMNIFICATION & HOLD HARMLESS.....	14
ARTICLE XXII. SCREENING AND SELECTION.....	14
ARTICLE XXIII. PROHIBITION OF CORPORAL & DEGRADING PUNISHMENT.....	15
ARTICLE XXIV. EXCLUDED PARTIES LIST.....	15
ARTICLE XXV. PUBLIC RECORDS.....	15
ARTICLE XXVI. CHILD SUPPORT ENFORCEMENT.....	15
ARTICLE XXVII. DECLARATION OF PROPERTY TAX DELINQUENCY.....	16
ARTICLE XXVIII. SUBCONTRACTING AND DELEGATION.....	16
ARTICLE XXIX. PROPERTY OF AGENCY.....	16
ARTICLE XXX. WAIVER.....	16
ARTICLE XXXI. NO ADDITIONAL WAIVER IMPLIED.....	16
ARTICLE XXXII. APPLICABLE LAW AND VENUE.....	16
ADDENDA TO THIS AGREEMENT .....	18

## RECITALS

WHEREAS, the Agency is responsible under Ohio Revised Code (ORC) Title 51, Chapter [5153](#) for the provision of protective services for dependent, neglected, and abused children; and,

WHEREAS, the Agency is authorized under ORC Title 51, Chapter [5153.16](#) to provide care and services which it deems to be in the best interest of any child who needs or is likely to need public care and services; and,

WHEREAS, the Provider is an organization duly organized and validly existing and is qualified to do business under the laws of the State of Ohio and has all requisite legal power and authority to execute this Agreement and to carry out its terms, conditions and provisions; and is licensed, certified or approved to provide placement and related services to children in accordance with Ohio law or the state where the placement facility or foster home is located.

NOW, THEREFORE, in consideration of the mutual promises and responsibilities set forth herein, the Agency and Provider agree as follows:

### Article I. SCOPE OF PLACEMENT SERVICES

- A. In addition, to the services described in Exhibit I-Scope of Work , Provider agrees to provide and shall provide the placement and related services specified in each Individual Child Care Agreement (ICCA) for children in the care and custody of the Title IV-E Agency. The ICCA shall be consistent with current federal, state and local laws, rules and regulations applicable to the Provider's license or certified functions and services.

#### Section 1.01 FOR CONTRACTS COMPETITIVELY PROCURED

- A. Without limiting the services that the Provider will provide pursuant to the Requests for Proposals (RFP) and the Provider's Proposal submitted in response to the RFP, the Provider agrees to provide and shall provide the placement and related services described in Exhibit I-Scope of Work.

#### Section 1.02 FOR CONTRACTS NOT COMPETITIVELY PROCURED

- A. The Provider agrees to provide and shall provide the placement and related services described in the Exhibit I-Scope of Work.

#### Section 1.03 EXHIBITS

- A. The following exhibits are deemed to be a part of this Agreement as if fully set forth herein:

- 1) Exhibit I – Scope of Work;
- 2) Exhibit II – Request for Proposals (if applicable);
- 3) Exhibit III – Provider's Response to the Request for Proposals (if applicable); and
- 4) Exhibit IV – Rate Schedule.



## Article II. TERM OF AGREEMENT

This Agreement is in effect from **01/01/2017** through **12/31/2017**, unless this Agreement is suspended or terminated pursuant to Article VIII prior to the termination date.

In addition to the initial term described above, this Agreement may be extended, at the option of the Agency and upon written agreement of the Provider, for \_\_\_\_\_ additional, \_\_\_\_\_ year terms not to exceed \_\_\_\_\_ years. Notice of Agency's intention to extend the Agreement shall be provided in writing to Provider no less than 90 calendar days before the expiration of any Agreement term then in effect. (If a previous Request for Proposal (RFP) allows, the Agreement may be extended for a period of time to ensure adequate completion of the Agency's competitive procurement process at the rates existing for the term then in effect.

## Article III. ORDER OF PRECEDENCE

This Agreement and all Exhibits are intended to supplement and complement each other and shall, where possible, be so interpreted. However, if any provision of this Agreement irreconcilably conflicts with an Exhibit, this Agreement takes precedence over the Exhibit(s).

In the event there is an inconsistency between the Exhibit(s), the inconsistency shall be resolved in the following order:

- A. Schedule A: Rate Schedule;
- B. Exhibit I: Scope of Work;
- C. Exhibit II: Request for Proposals (if applicable); then
- D. Exhibit III: Provider's Proposals (if applicable).

## Article IV. DEFINITIONS GOVERNING THIS AGREEMENT

The following definitions govern this Agreement:

- A. Agreement means this Agreement and the addenda thereto.
- B. Material Breach shall mean an act or omission that violates or contravenes an obligation required under the Agreement and which, by itself or together with one or more other breaches, has a negative effect on, or thwarts the purpose of the Agreement as stated herein. A Material Breach shall not include an act or omission, which has a trivial or negligible effect on the quality, quantity, or delivery of the goods and services to be provided under the Agreement.
- C. All other definitions to be resolved through Federal Regulations, OAC [5101:2-1-01](#) and any related cross-references.

## Article V. PROVIDER RESPONSIBILITIES

- A. Provider agrees to participate with Agency in the development and implementation of the case plan including participation in case reviews and/or semi-annual administrative reviews, and the completion of reunification assessments for the children in placement with the Provider.
- B. Provider agrees to submit a progress report as negotiated by the parties for each child. The progress report will be based on the agreed upon services to be delivered to the child and/or family and will include documentation of services provided to the child and/or discharge summary. Failure to submit the progress report may result in a delay of payment, until such time as the Provider complies with the reporting requirements.
- C. Provider agrees that children will not be moved to another foster home or other out-of-home care setting within the Provider's network of available placement services without prior approval or in the event of an emergency, simultaneous notification to the Agency. Notification will include such information as name, address, and phone number of the new foster home or other out-of-home care setting
- D. Provider agrees to notify all Agencies whose children are co-located when any child placed is critically injured or dies in that location immediately or at a minimum within 24 hours through the procedure detailed in the Addendum to the Agreement.
- E. Notification to the Agency of critical incidents must occur immediately through the procedure detailed in the Addendum to the Agreement. Critical incidents are those incidents defined in the Ohio Administrative Code that are applicable to the licensed or certified program (ODJFS [5101:2-9-23](#); ODMH [5122-30-16](#), [5122-26-13](#); ODADAS [3793:2-1-04](#); DODD [5123:2-17-02](#) ).
  - 1) Emergency situations include but are not limited to the following:
    - a. Absent Without Leave (AWOL)
    - b. Child Alleging Physical or Sexual Abuse / Neglect
    - c. Death of Child
    - d. Illicit drug / alcohol use; Abuse of medication or toxic substance
    - e. Sudden injury or illness requiring an unplanned medical treatment or visit to the hospital.
    - f. Perpetrator of Delinquent / Criminal Act (Assault, Dangerous Behaviors, Homicidal Behaviors)
    - g. School Expulsion / Suspension (formal action by school)
    - h. Self-Injury (Suicidal Behaviors, Self-Harm Requiring external Medical Treatment, Hospital or ER)
    - i. Victim of assault, neglect, physical or sexual abuse
- F. The Provider also agrees to notify the Agency within Twenty-four (24) hours, of any non-emergency situations. Non-emergency situations include but are not limited to the following:
  - 1) The filing of any law enforcement report involving the child
  - 2) When physical restraint is used/applied.
- G. Written documentation of the emergency and non-emergency situations shall be provided to the Agency within one (1) business day of the initial notification.
- H. The Provider agrees to submit each child's assessment and treatment plans as completed but no later than the 30th day of placement. Provider further agrees to provide treatment planning that will include, but is not limited to, education on or off site, preparation for integration into community based school or vocational/job skills training, community service activities, *independent living skills if age 14 or older*, monitoring and supporting community adjustment.
- I. The Provider agrees to participate in joint planning with the Agency regarding modification to case plan services. Provider agrees that while the Provider may have input into the development of the child's case plan services and the ICCA, any disputes involving services or placement will be resolved through mutual agreement and modification to the ICCA. Provider agrees the Agency is the final authority in the process.
- J. The Provider agrees to provide notice of removal of a child by giving a minimum of 14 calendar days' notice, and to submit a discharge plan summary no later than thirty calendar days after the date of discharge in accordance with the applicable licensed or certified program. (ODJFS [5101:2-5-17](#); ODMH [5122-30-22](#) [5122-30-04](#); ODADAS [3793:2-1-04](#), [3793:2-1-05](#); DODD [5123:2-7-10](#), [5123:2-3-05](#)).
- K. The Provider shall work in cooperation and collaboration with the Agency to provide information for each child's Lifebook and will fully comply with the provision of OAC [5101:2-42-67](#) as applicable to private Providers. Provider's contribution to the Agency Lifebook for a child shall be for the episode of care with the Provider.
- L. The Provider agrees to provide Independent Living Services as set forth in accordance with [OAC 5101:2-42-19](#) for all children age 14 and above.

- M. When applicable, the Provider agrees to visit with the child face-to-face in the foster home, speak privately with the child and to meet with the caregiver at least monthly in accordance with rule [5101:2-42-65](#) of the Administrative Code.
- N. The Provider agrees to maintain its licenses and certifications from any source in good standing. The Provider agrees to report in writing any change in licensure or certification that negatively impacts such standing immediately if the negative action results in a temporary license, suspension of license or termination of license.
- O. The Provider agrees to notify Agency of any changes in its status, such as intent to merge with another business or to close no later than forty five (45) business days prior to the occurrence.
- P. The Provider agrees that the Agency shall have access to foster parent home studies and re-certifications for foster parents caring for Agency children, subject to confidentiality considerations. The Provider shall submit to Agency a copy of the current foster home license at the time of placement and recertification. Provider also agrees to notify Agency within twenty four (24) hours of any change in the status of the foster home license.
- Q. When there is a rule violation of a caregiver, a copy of the corrective action plan, if applicable, must be submitted to the Agency when the investigation is complete.
- R. The Provider agrees to notify the Agency of scheduling no less than fourteen (14) calendar days prior to of all formal meetings (e.g. FTMs, Treatment Team Meetings, IEPs, etc.).

#### **Article VI. AGENCY RESPONSIBILITIES**

- A. Agency certifies that it will comply with the Multiethnic Placement Act, 108 STAT. 3518, as amended by Section 1808 of the Small Business Jobs Protection Act of 1996, 110 STAT. 1755, which prohibits any Agency from denying any person the opportunity to become an adoptive or foster parent on the basis of race, color, national origin, or delaying or denying the placement of a child for adoption or into foster care on the basis of race, color, or national origin of the adoptive or foster parent or of the child involved.
- B. The Agency shall provide a copy of the case plan to the Provider within thirty (30) calendar days of placement or within a reasonable time thereafter as agreed to by the parties. Agency agrees to also provide a copy of each child's social history, medical history, and Medicaid card once obtained by the Agency for new cases or at placement for existing cases.
- C. Agency agrees to participate in the development of the treatment plan of each child placed with the Provider. The Agency acknowledges that clinical treatment decisions must be recommended by licensed clinical professionals. Agency and Provider acknowledge that disagreement with a treatment decision may be taken through the dispute resolution process contained in Article XIII of this Agreement.
- D. Agency agrees to participate in periodic meetings with each child's treatment team for case treatment plan development, review, and revision. The Agency agrees to participate in the development of the treatment plan of each child placed with the Provider by the Agency.
- E. Agency agrees to arrange for the transfer of each child's school records to the child's new school upon placement but not later than ten (10) business days. The Agency agrees to work with the Provider for the timely enrollment of the child in the receiving school district. The Agency has the final responsibility to obtain the child's school records and to enroll the child in the receiving school district.
- F. The Agency shall provide an opportunity for the Provider to give input in the development, substantive amendment or modification of case plans. The Agency agrees to notify the Provider of scheduling no less than fourteen (14) calendar days prior to of all formal meetings (e.g. SARs, court hearings, family team conferences, etc.).
- G. The Agency shall provide a minimum of thirty (30) calendar days' notice for planned removals, to the Provider for each child who is being terminated from placement with the Provider, unless so ordered by a court of competent jurisdiction.
- H. Agency agrees to provide the Provider with an emergency contact on a twenty-four (24) hour, seven (7) day per week basis.
- I. The Agency represents:
  - 1) that it has adequate funds to meet its obligations under this Agreement;
  - 2) that it intends to maintain this Agreement for the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period; and
  - 3) that it will make its best effort to obtain the appropriation of any necessary funds during the term of this Agreement.

## Article VII. INVOICING FOR PLACEMENT SERVICES

- A. The Provider agrees to submit a monthly invoice following the end of the month in which services were provided. The invoice shall be for services delivered in accordance with Article I of this Agreement
- 1) Provider's name, address, telephone number, fax number, federal tax identification number, Title IV-E Provider number, if applicable and Medicaid Provider number, if applicable.
  - 2) Billing date and the billing period.
  - 3) Name of child, date of birth of child, and the child's Statewide Automated Child Welfare Information System (SACWIS) person I.D. number.
  - 4) Admission date and discharge date, if available.
  - 5) Agreed upon per diem for maintenance and the agreed per diem administration.
  - 6) Invoicing procedures may also include the per diems associated with the following if applicable and agreeable to the Agency and Provider:
    - a. Case Management; allowable administration cost.
    - b. Transportation, allowable maintenance cost.
    - c. Transportation; allowable administration cost.
    - d. Other Direct Services; allowable maintenance cost.
    - e. Behavioral health care; non-reimbursable cost.
    - f. Other costs - (any other cost the Title IV-E Agency has agreed to participate in); non-allowable/ non-reimbursable cost.
- B. Provider warrants and represents claims made for payment for services provided are for actual services rendered and do not duplicate claims made by Provider to other sources of public funds for the same service.

## Article VIII. REIMBURSEMENT FOR PLACEMENT SERVICES

- A. The maximum amount payable pursuant to this contract is **\$9,999,999.00**.
- B. In accordance with Schedule A of this Agreement, the per diem for maintenance and the per diem for administration will be paid for each day the child was in placement. The first day of placement will be paid regardless of the time the child was placed. The last day of placement will not be paid regardless of the time the child left the placement.
- C. In accordance with Schedule A of this Agreement and in addition to Maintenance and Administration, the Agency may agree to pay a per diem for Case Management, Other Direct Services, Transportation Administration, Transportation Maintenance, Behavioral Health Care and Other. All other services and/or fees to be paid for shall be contained in the Addendum of this Agreement.
- D. To the extent that the Provider maintains a foster care network, the agreed upon per diem for maintenance shall be the amount paid directly to the foster parent. Maintenance includes the provision of food, clothing, shelter, daily supervision, graduation expenses, a child's personal incidentals, and liability insurance with respect to the child, reasonable cost of travel to the child's home for visitation and reasonable cost of travel for the child to remain in the school the child was enrolled in at the time of placement. Payment for private Agency staff transporting a child to a home visit or keeping the child in their home school will be paid in accordance with Schedule A (Transportation Maintenance) of this Agreement.
- E. If the plan as determined by the Agency is to return the child to placement with the Provider, the Agency may agree to pay for the days that a child is temporarily absent from the direct care of the Provider, as agreed to by the parties in writing.
- F. The Agency agrees to pay for all physical, optical, dental, and behavioral health care services, not covered by Medicaid or other third party payer. Payment shall not exceed the Medicaid allowable rate.
- G. The Agency agrees to pay the Provider for all services agreed to on Schedule A and in the Addendum to this Agreement, where applicable, that have been provided and documented in the child's case file. Agency shall make best efforts to make payment of undisputed charges within thirty (30) business days of receipt. Failure of the Agency to comply with the prompt payment requirement will be part of the dispute resolution process contained in Article XIII.
- H. Agency reserves the right to withhold payment for any portion of an invoice in which it asserts that a discrepancy exists. In such instances, the Agency shall withhold payment only for that portion of the statement with which it disagrees. The Agency shall notify the Provider in a timely manner when there is a billing discrepancy. Once discrepancies are resolved, Provider may re-submit an invoice for the disputed charges within the specified requirements set in Article VI
- I. This Agreement is conditioned upon the availability of federal, state, or local funds appropriated or allocated for

payment for services provided under the terms and conditions of this Agreement. By sole determination of the Agency, if funds are not sufficiently allocated or available for the provision of the services performed by the Provider hereunder, the Agency reserves the right to exercise one of the following alternatives:

- 1) Reduce the utilization of the services provided under this Agreement, without change to the terms and conditions of the Agreement; or
- 2) Issue a notice of intent to terminate the Agreement.

The Agency will notify the Provider at the earliest possible time of such decision. No penalty shall accrue to the Agency in the event either of these provisions is exercised. The Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

The Agency may elect to not make payment of any invoice received 60 business days after the timeframe in accordance with Article VI. Reasonable cause for late submission of an invoice will be considered by the Agency on a case by case basis. Any denial of payment for service(s) rendered may be appealed in writing and will be part of the dispute resolution process contained in Article XIII.

#### **Article IX. TERMINATION; BREACH AND DEFAULT**

- A. This Agreement may be terminated for convenience prior to the expiration of the term then in effect by either the Agency or the Provider upon written notification given no less than ninety (90) calendar days in advance by certified mail, return receipt requested, to the last known address of the terminated party shown hereinabove or at such other address as may hereinafter be specified in writing.
- B. If Provider fails to provide the Services as provided in this Agreement for any reason other than Force Majeure, or if Provider otherwise Materially Breaches this Agreement, Agency may consider Provider in default. Agency agrees to give Provider thirty (30) days written notice specifying the nature of the default and its intention to terminate. Provider shall have seven (7) calendar days from receipt of such notice to provide a written plan of action to Agency to cure such default. Agency is required to approve or disapprove such plan within five (5) calendar days of receipt. In the event Provider fails to submit such plan or Agency disapproves such plan, Agency has the option to immediately terminate this Agreement upon written notice to Provider. If Provider fails to cure the default in accordance with an approved plan, then Agency may terminate this Agreement at the end of the thirty (30) day notice period.
- C. Upon the effective date of the termination the Provider agrees that it shall cease work on the terminated activities under this Agreement, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report as of the date of discharge describing the status of all work under this Agreement, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as the Agency may require. The Agency agrees to remove all children in placement immediately with the Provider, consistent with the effective termination date. In all instances of termination, the Provider and Agency agree that they shall work in the best interests of children placed with the Provider to secure alternative placements for all children affected by the termination.
- D. In the event of termination, the Provider shall be entitled to reimbursement, upon submission of an invoice, for the agreed upon per diem incurred prior to the effective termination date. The reimbursement will be calculated by the Agency based on the per diem set forth in Article VI. The Agency shall receive credit for reimbursement already made when determining the amount owed to the Provider. The Agency is not liable for costs incurred by the Provider after the effective termination date.
- E. Notwithstanding the above, in cases of confirmed allegations of: i) improper or inappropriate activities, ii) loss of required licenses; iii) actions, inactions or behaviors that may result in harm, injury or neglect of a child; iv) unethical business practices or procedures; and v) any other event that Agency deems harmful to the well-being of a child; or vi) loss of funding as set forth in Article V, Agency may immediately terminate this Agreement upon delivery of a written notice of termination to the Provider.
- F. If the Agreement is terminated by Agency due to breach or default of any of the provisions, obligations, or duties embodied contained therein by the Provider, Agency may exercise any administrative, agreement, equitable, or legal remedies available, without limitation. Any extension of the time periods set forth above shall not be construed as a waiver of any rights or remedies the Agency may have under this Agreement.
- G. In the event of termination under this ARTICLE, both the Provider and the placing Agency shall make good faith efforts to minimize adverse effect on children resulting from the termination of the Agreement.

## **Article X. RECORDS RETENTION AND CONFIDENTIALITY REQUIREMENTS**

- A. The Provider agrees that all records, documents, writings or other information, including, but not limited to, financial records, census records, client records and documentation of legal compliance with Ohio Administrative Code rules, produced by the Provider under this Agreement, and all records, documents, writings or other information, including but not limited to financial, census and client used by the Provider in the performance of this Agreement are treated according to the following terms:
- 1) All records relating to costs, work performed and supporting documentation for invoices submitted to the Agency by the Provider along with copies of all deliverables submitted to the Agency pursuant to this Agreement will be retained for a minimum of three (3) years after reimbursement for services rendered under this Agreement.
  - 2) If an audit, litigation, or other action is initiated during the time period of the Agreement, the Provider shall retain such records until the action is concluded and all issues resolved or three (3) years have expired, whichever is later.
  - 3) All records referred to in Section A 1) of this Article shall be available for inspection and audit by the Agency or other relevant agents of the State of Ohio (including, but not limited to, the County Prosecutor, the Ohio Department of Job and Family Services (ODJFS), the Auditor of the State of Ohio, the Inspector General of Ohio, or any duly authorized law enforcement officials), and the United States Department of Health and Human Services within a reasonable period of time.
- B. The Provider agrees to keep all financial records in a manner consistent with Generally Accepted Accounting Principles.
- C. The Provider agrees to comply with all federal and state laws applicable to the Agency and the confidentiality of the Agency's child and families. Provider understands access to the identities of any Agency's child and families shall only be as necessary for the purpose of performing its responsibilities under this Agreement. No identifying information on child served will be released for research or other publication without the express written consent of the Agency. Provider agrees that the use or disclosure of information concerning the Agency's Child for any purpose not directly related to the administration of this Agreement is prohibited. Provider shall ensure all of the Agency's child and families' documentation is protected and maintained in a secure and safe manner.
- D. The Provider agrees to comply with all applicable state and federal laws related to the confidentiality and transmission of medical records, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- E. Although information about and generated under this Agreement may fall within the public domain, the Provider shall not release information about or related to this Agreement to the general public or media verbally, in writing, or by any electronic means without prior approval from the Agency unless the Provider is required to release requested information by law. Agency reserves the right to announce to the general public and media: award of the Agreement, Agreement terms and conditions, scope of work under the Agreement, deliverables and results obtained under the Agreement, impact of Agreement activities, and assessment of the Provider's performance under the Agreement. Except where Agency approval has been granted in advance, the Provider shall not seek to publicize and will not respond to unsolicited media queries requesting: announcement of Agreement award, Agreement terms and conditions, Agreement scope of work, government-furnished documents the Agency may provide to the Provider to fulfill the Agreement scope of work, deliverables required under the Agreement, results obtained under the Agreement, and impact of Agreement activities.
- F. If contacted by the media about this Agreement, the Provider agrees to notify the Agency in lieu of responding immediately to media queries. Nothing in this section is meant to restrict the Provider from using Agreement information and results to market to specific business prospects.

## **Article XI. PROVIDER ASSURANCES AND CERTIFICATIONS**

- A. As applicable to the Provider's license and/or certification, the Provider certifies compliance with ORC Sections [2151.86](#), [5103.0328](#), [5103.0319](#) and applicable OAC Sections as defined in Article XXI of this Agreement concerning criminal record checks, arrests, convictions and guilty pleas relative to foster caregivers, employees, volunteers who are involved in the care for a child and interns.
- B. To the extent that the Provider maintains a residential center or group home, the Provider agrees to comply with the provisions of their licensing Agency that relates to the operation, safety and maintenance of residential facilities. Specifically, Provider agrees that no firearm or other projectile weapon and no ammunition for such weapons will be kept on the premises.
- C. Provider certifies compliance with Drug Free Work Place Requirements as outlined in 45 C.F.R. Part 76, Subpart F.
- D. Provider certifies compliance with 45 C.F.R. Part 80, Non-Discrimination under programs receiving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of



1964.

- E. Provider certifies compliance with 45 C.F.R. Part 84, Non-Discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance.
- F. Provider certifies compliance 45 C.F.R. Part 90, Non-Discrimination on the Basis of Age in Programs or Activities Receiving Federal Assistance.
- G. Provider certifies compliance with the American with Disabilities Act, Public Law 101-336.
- H. Provider certifies that it will:
  - 1) Provide a copy of its license(s), certification, accreditation or a letter extending an expiring license, certification, or accreditation from the issuer to the Agency prior to the signing of the Agreement.
  - 2) Maintain its license(s), certification, accreditation and that upon receipt of the renewal of its license, certification, and/or accreditation or upon receipt of a letter extending an expiring license, certification, and/or accreditation from the issuer, a copy of the license, certification and/or accreditation will be provided to the Agency within five (5) business days.
  - 3) Provider shall immediately notify the Agency of any action, modification or issue relating to said licensure, accreditation or certification.
- I. Provider certifies that it will not deny or delay services to eligible persons because of the person's race, color, religion, national origin, gender, orientation, disability, or age.
- J. The Provider shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR part 60. The parties will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR part 60.
- K. Provider further agrees to comply with OAC [5101:9-2-01](#) and OAC 5101:9-2-05(4), as applicable, which require that assure that persons with limited English proficiency (LEP) can meaningfully access services. To the extent Provider provides assistance to LEP Childs through the use of an oral or written translator or interpretation services in compliance with this requirement, Childs shall not be required to pay for such assistance.
- L. To the extent applicable, the Provider certifies compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h) Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 C.F.R. Part 15).
- M. The Provider certifies compliance, where applicable, with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- N. The Provider certifies that all approvals, licenses, or other qualifications necessary to conduct business in Ohio have been obtained and are current.
- O. Provider shall comply with the Small Business Job Protection Act (Public Law ("P.L.") 104-188), the Howard M. Metzenbaum Placement Act of 1994 (P.L. 103-382), Titles IV-B (42 U.S.C. 620 et seq.) and IV-E (42 U.S.C. 670 et seq.) of the Social Security Act ("the Act"), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), Section 471(a) of Title IV-E of the Act (42 U.S.C. 671(a)), and 45 C.F.R. 1356, including all rules, regulations and guidelines issued by federal and state authorities, [OAC 5101:9-4-07](#) and OAC [5101:2-47-23.1](#).

## **Article XII. INDEPENDENT CONTRACTOR**

- A. The Provider and the Agency agree that no employment, joint venture, or partnership has been or will be created between the parties hereto pursuant to the terms and conditions of this Agreement.
- B. The Provider and the Agency agree that the Provider is an independent contractor and assumes all responsibility for any federal, state, municipal, or other tax liabilities along with workers' compensation, unemployment compensation, and insurance premiums which may accrue as a result of compensation received for services or deliverables rendered hereunder

### **Article XIII. AUDITS AND OTHER FINANCIAL MATTERS**

- A. Provider agrees to submit to Agency a copy of the independent audit it receives in accordance with Ohio Revised Code section [5103.0323](#).
- B. Upon request from the Agency, Provider shall submit a copy of the most recent Federal income tax return and related schedules filed with the Internal Revenue Service (IRS).
- C. If Provider participates in the Title IV-E program, Provider agrees to timely file its Title IV-E cost report with all required items as outlined in [5101:2-47-26.2](#) to ODJFS. Provider agrees that in the event a cost report cannot be timely filed, an extension shall be requested prior to the December 31st filing deadline.
- D. If a Provider participates in the Title IV-E program, an Agreed Upon Procedures engagement must be conducted by a certified public accountant for the Provider's cost report in accordance with OAC rule [5101:2-47-26.2](#). The procedures are conducted to verify the accuracy of costs used to establish reimbursement ceilings for maintenance and administration costs of child in care. Any overpayments or underpayment of federal funds to the Title IV-E Agency due to adjustments of cost report reimbursement ceiling amounts as a result of an audit, shall be resolved in accordance with ORC sections [5101.11](#), [5101.14](#), and OAC [5101:2-47-01](#).
- E. Upon request from the Agency, the Provider shall submit a copy of the JFS 02911 and Agreed Upon Procedures.
- F. For financial reporting purposes and for Title IV-E cost reporting purposes, Provider agrees to follow the cost principles set forth in the following OAC Sections and publications:
  - 1) Rule [5101:2-47-11](#) of the OAC: "Reimbursement for foster care maintenance costs for child's residential centers, group homes, maternity homes, residential parenting facilities, and purchased family foster care facilities".
  - 2) Rule [5101:2-47-26.1](#) of the OAC: "Public child services agencies (PCSA), private child placing agencies (PCPA): Title IV-E cost report filing requirements, record retention requirements, and related party disclosure requirements".
  - 3) Rule [5101:2-47-26.2](#) of the OAC: "Cost Report Agreed Upon Procedures Engagement".
  - 4) JFS 02911 Single Cost Report Instructions.
  - 5) For Private Agencies: 2 CFR 225, Cost Principles for Non-Profit Organizations.
  - 6) For Public Agencies: 2 CFR 230, Cost Principles for State, Local and Indian Tribal Government.

### **Article XIV. GRIEVANCE /DISPUTE RESOLUTION PROCESS**

- A. In the event that a dispute arises under the provisions of this Agreement, the parties shall follow the procedures set forth below:
  - 1) The party complaining of a dispute shall provide written notice of the nature of the dispute to the other party to this Agreement. A copy of the notice shall be sent to the Director or designee of the Agency and to the Executive Director or designee of the Provider. Within ten (10) business days of receiving the notice of a dispute, the parties involved in the dispute between the Agency and the Provider shall attempt to resolve the dispute.
  - 2) If the parties are unable to resolve the dispute in (1), the highest official or designee of the Agency shall make the final determination within twenty (20) business days, which will be non-binding.
  - 3) Neither party will be deemed to have waived any other rights or remedies available to them by initiating, participating in or completing this process.

### **Article XV. AMENDMENTS**

This Agreement and all Exhibits hereto constitutes the entire agreement and may be amended only with a written amendment signed by both parties; however, it is agreed by the parties that any amendments to laws or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing written amendments. The impact of any applicable law, statute, or regulation not cited herein and enacted after the date of execution of this Agreement will be incorporated into this Agreement by written amendment signed by both parties and effective as of the date of enactment of the law, statute, or regulation. Any other written amendment to this Agreement is prospective in nature.



**Article XVI. NOTICE**

Unless otherwise set forth herein, all notices, requests, demands and other communications pertaining to this Agreement shall be in writing and shall be deemed to have been duly given if delivered or mailed by certified or registered mail, postage pre-paid:

if to Agency, to

Hamilton County Department of Job and Family Services  
222 E Central PKWY FL 5  
Cincinnati OH 45202

if to Provider , to

[REDACTED]  
[REDACTED]  
[REDACTED]

**Article XVII. CONSTRUCTION**

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found to be unenforceable by operation of statute or by administrative or judicial decision, the operation of the balance of this Agreement is not affected thereby; provided, however, the absence of the illegal provision does not render the performance of the remainder of the Agreement impossible.

**Article XVIII. NO ASSURANCES**

Provider acknowledges that, by entering into this Agreement, Agency is not making any guarantees or other assurances as to the extent, if any, that Agency shall utilize Provider's services or purchase its goods. In this same regard, this Agreement in no way precludes, prevents, or restricts Provider from obtaining and working under additional arrangement(s) with other parties, assuming the work in no way impedes Provider's ability to perform the services required under this Agreement. Provider warrants that at the time of entering into this Agreement, it has no interest in nor shall it acquire any interest, direct or indirect, in any Agreement that will impede its ability to provide the goods or perform the services under this Agreement.

**Article XIX. CONFLICT OF INTEREST**

- A. Provider agrees that the Provider, its officers, members and employees, currently have no, nor will they acquire, any interest, whether personal, professional, direct or indirect, which is incompatible, in conflict with or which would compromise the discharge and fulfillment of Provider's functions, duties and responsibilities hereunder. If the Provider, or any of its officers, members or employees acquire any incompatible, conflicting, or compromising personal or professional interest, the Provider shall immediately disclose, in writing, such interest to the Agency. If any such conflict of interest develops, the Provider agrees that the person with the conflicting interest will not participate in any activities related to this Agreement
- B. Provider agrees: (1) to refrain from promising or giving to Agency employees anything of value to manifest improper influence upon the employee; (2) to refrain from conflicts of interest; and, (3) to certify that Provider complies with Ohio Revised Code provisions [102.03](#), [102.04](#), [2921.42](#), [2921.43](#).

## Article XX. INSURANCE

The Provider shall purchase and maintain for the term of this Agreement insurance of the types and amounts identified herein. Maintenance of the proper insurance for the duration of the Agreement is a material element of the Agreement.

Provider agrees to procure and maintain for the term of this Agreement the insurance set forth herein. The cost of all insurance shall be borne by Provider. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A-. Provider shall purchase the following coverage and minimum limits:

- A. Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:

- 1) Additional insured endorsement;
- 2) Product liability;
- 3) Blanket contractual liability;
- 4) Broad form property damage;
- 5) Severability of interests;
- 6) Personal injury; and
- 7) Joint venture as named insured (if applicable).

Endorsements for physical abuse claims and for sexual molestation claims must be a minimum of Three Hundred Thousand Dollars (\$300,000.00) per occurrence and Three Hundred Thousand Dollars (\$300,000.00) in the aggregate.

- B. Business auto liability insurance of at least One Million Dollars (\$1,000,000.00) combined single limit, on all owned, non-owned, leased and hired automobiles. If the Agreement contemplates the transportation of the users of County services (such as but not limited to Agency consumers) "Consumers" and Provider provides this service through the use of its employees' privately owned vehicles "POV", then the Provider's Business Auto Liability insurance shall sit excess to the employees "POV" insurance and provide coverage above its employee's "POV" coverage. Provider agrees the business auto liability policy will be endorsed to provide this coverage.
- C. Professional liability (errors and omission) insurance of at least One Million Dollars (\$1,000,000.00) per claim and in the aggregate.
- D. Umbrella and excess liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate, above the commercial general and business auto primary policies and containing the following coverage:
- 1) Additional insured endorsement;
  - 2) Pay on behalf of wording;
  - 3) Concurrency of effective dates with primary;
  - 4) Blanket contractual liability;
  - 5) Punitive damages coverage (where not prohibited by law);
  - 6) Aggregates: apply where applicable in primary;
  - 7) Care, custody and control – follow form primary; and
  - 8) Drop down feature.

The amounts of insurance required in this section for General Liability, Business Auto Liability and Umbrella/Excess Liability may be satisfied by Provider purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in General Liability, Business Auto Liability and Umbrella/Excess Liability when added together.

- E. Workers' Compensation insurance at the statutory limits required by Ohio Revised code.
- F. The Provider further agrees with the following provisions:
- 1) All policies, except workers' compensation and professional liability, will endorse as additional insured the Board of County Commissioners, and Agency and their respective officials, employees, agents, and volunteers, including their Board of Trustees if applicable. The additional insured endorsement shall be on an ACORD or ISO form.
  - 2) The insurance endorsement forms and the certificate of insurance forms will be sent to the Agency Director or Designee. The forms must state the following: "Board of County Commissioners, and Agency and their respective officials, employees, agents, and volunteers are endorsed as additional insured as required by agreement on the commercial general, business auto and umbrella/excess liability policies."
  - 3) Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) calendar days prior written notice given to the Agency Director

- or Designee.
- 4) Provider shall furnish the Agency with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by the Agency before the Agreement commences. The Agency reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
  - 5) Failure of the Agency to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Agency to identify a deficiency from evidence provided shall not be construed as a waiver of Provider's obligation to maintain such insurance.
  - 6) Provider shall declare any self-insured retention to the Agency pertaining to liability insurance. Provider shall provide a financial guarantee satisfactory to the Agency guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.
  - 7) If Provider provides insurance coverage under a "claims-made" basis, Provider shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy's retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Provider was under Agreement with the County on behalf of the Agency.
  - 8) Provider will require all insurance policies in any way related to the work and secured and maintained by Provider to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and the Agency. Provider will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
  - 9) Provider, the County, and the Agency agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.
  - 10) Provider's insurance coverage shall be primary insurance with respect to the County, the Agency, their respective officials, employees, agents, and volunteers. Any insurance maintained by the County or the Agency shall be excess of Provider's insurance and shall not contribute to it.
  - 11) If any of the work or Services contemplated by this Agreement is subcontractors, Provider will ensure that any subcontractors comply with all insurance requirements contained herein.

## **Article XXI. INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by and in compliance with applicable law, Provider agrees to protect, defend, indemnify and hold harmless the Agency and the Board of County Commissioners, their respective members, officials, employees, agents, and volunteers (the "Indemnified Parties") from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation (of any party involved in the subject of this Agreement), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, the performance of the terms of this Agreement including, without limitation, by Provider, its subcontractor(s), Provider's or its subcontractor(s) employees, agents, assigns, and those designated by Provider to perform the work or services encompassed by the Agreement. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

## **Article XXII. SCREENING AND SELECTION**

### **A. Criminal Record Check**

- 1) Provider warrants and represents it will comply with Article X as it relates to criminal record checks. Provider shall insure that every individual subject to a BCII check will sign a release of information to allow inspection and audit of the above criminal records transcripts or reports by the Agency or a private vendor hired by the Agency to conduct compliance reviews on their behalf.
- 2) Provider shall not assign any individual to work with or transport children until a BCII report and a criminal record transcript has been obtained.
- 3) Except as provided in Section C below, Provider shall not utilize any individual who has been convicted or plead guilty to any violations contained in ORC [5153.111\(B\)\(1\)](#), ORC [2919.24](#), and OAC Chapters [5101:2-5](#), [5101:2-7](#), [5101:2-48](#).

## B. Transportation of Child

- 1) Any individual transporting Childs shall possess the following qualifications:
  - a. Prior to allowing an individual to transport a Child, an initial satisfactory Bureau of Motor Vehicle ("BMV") abstract from the State of Ohio (or the state the Provider conducts its business) or other mutually agreed upon documentation and, if applicable, from the individual's state of licensure must be obtained;
  - b. Thereafter, an annual satisfactory BMV abstract report must be obtained from the State of Ohio (or the state the Provider conducts its business) or other mutually agreed upon documentation and, if applicable, from the individual's state of licensure; and
  - c. A current valid driver's license and vehicle insurance must be maintained.
- 2) In addition to the requirements set forth above, Provider shall not permit any individual to transport a Child if:
  - a. the individual has a condition which would affect safe operation of a motor vehicle;
  - b. the individual has six (6) or more points on his/her driver's license; or
  - c. the individual has been convicted of, or pleaded guilty to, a violation of section 4511.19 (Operating vehicle under the influence of alcohol or drugs – OVI or OVUAC) of the Revised Code if the individual previously was convicted of or plead guilty to two or more violations within the three years immediately preceding the current violation.

## C. Rehabilitation

- 1) Notwithstanding the above, Provider may make a request to the Agency to utilize an individual if Provider believes the individual has met the rehabilitative standards of OAC Section [5101:2-07-02\(I\)](#) as follows:
  - a. If the Provider is seeking rehabilitation for a foster caregiver, a foster care applicant or other resident of the foster caregiver's household, Provider must provide written verification that the rehabilitation standards of OAC [5101:2-7-02](#) have been met.
  - b. If the Provider is seeking rehabilitation for any other individual serving Agency children, Provider must provide written verification from the individual that the rehabilitative conditions of in accordance with [5101:2-5-09](#) have been met.
- 2) The Agency shall review the facts presented and may allow the individual to work with, volunteer with or transport Agency children on a case-by-case basis. It is the Agency's sole discretion to permit a rehabilitated individual to work with, volunteer with or transport children.

## D. Verification of Job or Volunteer Application:

Provider shall check and document each applicant's personal and employment references, general work history, relevant experience, and training information. Provider further agrees it will not employ an individual in relation to this Agreement unless it has received satisfactory employment references, work history, relevant experience, and training information.

## Article XXIII. PROHIBITION OF CORPORAL & DEGRADING PUNISHMENT

Agency prohibits the use of corporal or degrading punishment against child served by Agency.

## Article XXIV. EXCLUDED PARTIES LIST

The Excluded Parties List prohibits public agencies from awarding an Agreement for goods, services, or construction, paid for in whole or in part from federal, state and local funds, to an entity identified on the list. By entering into this Agreement, Provider warrants and represents that they are not currently on the Excluded Parties List. Provider shall notify the Agency within ten (10) business days of its notification should the Provider be placed on this Excluded Parties List during any term of the Agreement.

## Article XXV. PUBLIC RECORDS

This Agreement is a matter of public record under the Ohio public records law. By entering into this Agreement, Provider acknowledges and understands that records maintained by Provider pursuant to this Agreement may also be deemed public records and subject to disclosure under Ohio law. Upon request made pursuant to Ohio law, the Agency shall make available the Agreement and all public records generated as a result of this Agreement.

## Article XXVI. CHILD SUPPORT ENFORCEMENT

Provider agrees to cooperate with ODJFS and any Ohio Child Support Enforcement Agency ("CSEA") in ensuring Provider and Provider's employees meet child support obligations established under state or federal law. Further, by executing this Agreement, Provider certifies present and future compliance with any court or valid administrative order for the withholding of support which is issued pursuant to the applicable sections in ORC Chapters [3119](#), [3121](#), [3123](#), and [3125](#).

## **Article XXVII. DECLARATION OF PROPERTY TAX DELINQUENCY**

After award of a contract, and prior to the time a contract is entered into, the successful bidder shall submit a statement in accordance with ORC Section [5719.042](#). Such statement shall affirm under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

## **Article XXVIII. SUBCONTRACTING AND DELEGATION**

The performance of any duty, responsibility or function which is the obligation of the Provider under this Agreement may be delegated or subcontracted to any agent or subcontractor of Provider if Provider has obtained the prior written consent of the Agency for that delegation subcontract. Provider is responsible for ensuring that the duties, responsibilities or functions so delegated or subcontracted are performed in accordance with the provisions and standards of this Agreement, and the actions and omissions of any such agent or subcontractor shall be deemed to be the actions and omissions of Provider for purposes of this Agreement.

## **Article XXIX. PROPERTY OF AGENCY**

The deliverable(s) and any item(s) provided or produced pursuant to this Agreement (collectively called "Deliverables") will be considered "works made for hire" within the meaning of copyright laws of the United States of America and the State of Ohio. The Agency is the sole author of the Deliverables and the sole owner of all rights therein. If any portion of the Deliverables are deemed not to be a "work made for hire," or if there are any rights in the Deliverables not so conveyed to the Agency, then Provider agrees to and by executing this Agreement hereby does assign to the Agency all worldwide rights, title, and interest in and to the Deliverables. The Agency acknowledges that its sole ownership of the Deliverables under this Agreement does not affect Provider's right to use general concepts, algorithms, programming techniques, methodologies, or technology that have been developed by Provider prior to or as a result of this Agreement or that are generally known and available. Any Deliverable provided or produced by Provider under this Agreement or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the property of the Agency, which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. Provider shall not obtain copyright, patent, or other proprietary protection for the Deliverables. Provider shall not include in any Deliverable any copyrighted material, unless the copyright owner gives prior written approval for the Agency and Provider to use such copyrighted material. Provider agrees that all Deliverables will be made freely available to the general public unless the Agency determines that, pursuant to state or federal law, such materials are confidential or otherwise exempt from disclosure.

## **Article XXX. WAIVER**

Any waiver by either party of any provision or condition of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same provision or condition.

## **Article XXXI. NO ADDITIONAL WAIVER IMPLIED**


If the Agency or Provider fails to perform any obligations under this Agreement and thereafter such failure is waived by the other party, such waiver shall be limited to the particular matter waived and shall not be deemed to waive any other failure hereunder. Waivers shall not be effective unless in writing.

## **Article XXXII. APPLICABLE LAW AND VENUE**

This Agreement and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of Ohio. Any legal action brought pursuant to the Agreement will be filed in the courts located in Hamilton County, Ohio.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the signature of the parties.

**SIGNATURES OF PARTIES:**

Provider:	Date
Printed Name 	
Agency:	
Printed Name <b>Hamilton County Department of Job and Family Services</b>	Date

Ohio Department of Job and Family Services  
**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR THE PROVISION  
 OF  
 CHILD PLACEMENT**

**ADDENDA TO AGREEMENT**

**This Addenda sets forth the terms and conditions between the parties for placement services for children who are in the care and custody of the Agency named below.**

This Agreement is between

<b>IV-E Agency Name</b> Hamilton County Department of Job and Family Services		
<b>Street/Mailing Address</b> 222 E Central PKWY FL 5		
<b>City</b> Cincinnati	<b>State</b> OH	<b>Zip Code</b> 45202

a Title IV-E Agency, hereinafter "Agency," whose address is

**and**

hereinafter "Provider," whose address is:

<b>Provider</b> [REDACTED]		
<b>Street/Mailing Address</b> [REDACTED]		
<b>City</b> [REDACTED]	<b>State</b> [REDACTED]	<b>Zip Code</b> [REDACTED]

Contract ID : 13784414

Originally Dated :01/01/2017 to 12/31/2017

Ohio Department of Job and Family Services  
**AGREEMENT FOR TITLE IV-E AGENCIES AND PROVIDERS FOR THE PROVISION  
OF  
CHILD PLACEMENT**

Amendment Number **1** :

Amendment Reason:	OTHER
Amendment Begin Date:	01/01/2017
Amendment End Date :	12/31/2017
Increased Amount:	\$0.00
Article Name:	

Amendment Reason Narrative:

This amendment incorporates the attached Addendum as if such Addendum is fully set forth in the Agreement. The Addendum ensures the Agreement meets local expectations through certain modifications and additions.



Contract # \_\_\_\_\_

## **Addendum**

**Please note that the Dispute Resolution Process is contained in Article XIV.**

**ARTICLE I. is deleted in its entirety and replaced with following:**

This Addendum is entered into between the Board of County Commissioners, Hamilton County, Ohio (County) on behalf of the Hamilton County Department of Job & Family Services (HCJFS) and \_\_\_\_\_, (Provider), with an office at \_\_\_\_\_ whose telephone number is ( ) \_\_\_\_\_, for the purchase of **My First Place Independent Living Services (the “Contract”).**

### **ARTICLE I. TERM**

This Contract will be effective from **00/00/2019** through **00/00/2020** (the “Initial Term”) inclusive, unless otherwise terminated by formal amendment.

In addition to the Initial Term described above, this Contract may be renewed, at the option of HCJFS, for two (2) additional, one (1) year terms (the “Renewal Term(s)”) unless HCJFS gives Provider written notice not less than sixty (60) days prior to the expiration of the term, then in effect, of its intention not to renew.

**ARTICLE II. is deleted in its entirety and replaced with following:**

### **ARTICLE II. SCOPE OF SERVICE**

#### **A. EXHIBITS**

Subject to terms and conditions set forth in this Contract and the attached exhibits, Provider agrees to perform Independent Living Services for youth referred by HCJFS (the “youth” or “Consumer”) as more particularly described in Exhibit V- Request for Proposal, Exhibit VI - Provider’s Proposal and Exhibit I – Scope of Work, (individually, the “Service”, collectively the “Services”). The parties agree that a billable unit is a day that the Consumer is in the care of the Provider, subject to Article VIII. B. The following exhibits are deemed to be a part of this Contract as if fully set forth herein:

1. Exhibit I - Scope of Work

2. Exhibit II –Reporting Protocol
3. Exhibit III – MCP Installation & Support
4. Exhibit IV – Transition Plan
5. Exhibit V – The Request for Proposal
6. Exhibit VI – Provider’s Proposal
7. Exhibit VII – Declaration of Property Tax Delinquency
8. Exhibit VIII – Release of Personnel Records and Criminal Record Check
9. Exhibit IX – Independent Living Performance Outcomes and Incentives
10. Schedule A – Rate Schedule

**ARTICLE III. is deleted in its entirety and replaced with following:**

### **ARTICLE III. ORDER OF PRECEDENCE**

This Contract is based upon Exhibits I through IX and Schedule A as defined in Section 2.A. Exhibits above. This Contract and all exhibits are intended to supplement and complement each other and shall, where possible, be so interpreted. However, if any provision of this Contract irreconcilably conflicts with an exhibit, this Contract takes precedence over the exhibits. In the event there is an inconsistency between the exhibits, the inconsistency will be resolved in the following order:

1. Exhibit I – Scope of Work
2. Exhibit V – The Request for Proposal
3. Exhibit VI – Provider’s Proposal

**ARTICLE V. PROVIDER RESPONSIBILITIES A. and I. are deleted in their entirety.**

**C. Add the following sentence: Prior approval must be in writing.**

**J. Change the minimum notice of removal of a child to require thirty (30) calendar days’ notice instead of fourteen (14) calendar days’ notice.**

**N. Add the following as the 2<sup>nd</sup> paragraph:**

Provider further agrees to participate in and comply with the requirements of HCJFS utilization review, quality management and credentialing and re-credentialing programs and to observe and comply with all other protocols, policies, guidelines and programs established by HCJFS.

**ARTICLE VI. AGENCY RESPONSIBILITIES C., E., and I. are deleted in their entirety.**

**ARTICLE VII. is deleted in its entirety and replaced with the following:**

**ARTICLE VII. CONSUMER AUTHORIZATIONS and INVOICING PROCEDURE**

**A. Form of Consumer Authorization**

Provider agrees that it will only provide Services to Consumers for whom it has obtained a written pre-authorization from HCJFS (the “Consumer Authorization”). Provider agrees it will give HCJFS thirty (30) days prior written notice before terminating any Consumer currently enrolled with such Provider or on temporary leave.

**B. Reimbursement for Services**

HCJFS will not reimburse for any Service: 1) not authorized via a Consumer Authorization; or 2) exceeding the total authorized Units of Service set forth on the Consumer Authorization.

It is the responsibility of Provider to monitor the Units of Service set forth on each Consumer Authorization. Subject to paragraph C, Provider agrees that it will not receive payment for any Service exceeding a Consumer Authorization or for which no Consumer Authorization has been issued. Provider is responsible for requesting additional Consumer Authorizations **prior** to the time such additional Services are rendered.

**C. Administrative Appeal of Denial of Consumer Authorization**

Provider has sixty (60) days from the date of receipt of a denial by HCJFS to issue a Consumer Authorization to request an administrative appeal. An administrative appeal is only permitted in those cases where: 1) Service has been provided with a Consumer Authorization and such Service was rendered within the ninety (90) day period preceding the date of notification of denial of the issuance of a Consumer Authorization; or 2) Provider has requested additional Consumer Authorizations but has been denied.

#### D. Hold Bed Procedure

In the case of an unplanned or planned leave of absence of a Consumer, Provider agrees to hold the Consumer's bed for three (3) days. HCJFS will pay for those three (3) absence days unless Provider is otherwise notified in writing. For planned absences, including but not limited to family visits, camp, and vacation, notification to HCJFS of such absence must occur **prior** to the Consumer leaving placement. For unplanned absences, including but not limited to AWOL, hospitalization, or incarceration, Provider must notify HCJFS Utilization Management immediately of such absence. If HCJFS is not notified of a planned or unplanned leave of absence, Provider will not be paid for such leave. Provider must directly contact the HCJFS Utilization Care Manager once the Consumer has returned to placement in order to resume active authorization for Services.

Notwithstanding the above, if Provider is notified that a Consumer is able to be returned to his/her placement location, Provider shall transport the Consumer to the placement (or a similar placement) on the day of such notification. To the extent, Provider fails to return a Consumer to a placement (or a similar placement) on the day of notification, a hold bed will not be authorized and payment will not be made for such day(s).

Provider may appeal a three (3) day hold bed by contacting the HCJFS Utilization Management Manager, by email or fax, within three (3) days.

#### E. Invoice and Payment Procedure

1. Within thirty (30) days of the end of the service month, Provider shall send an invoice to HCJFS. Provider shall make all reasonable efforts to include all Service provided during the service month on the invoice. Separate invoices must be provided for each service month. All invoices must include the following information:
  - a. Provider's name, address and telephone number,
  - b. vendor number;
  - c. Unique invoice number;
  - d. The number of Units of Service supplied by Provider multiplied by the Unit Rate for such Service;
  - e. Invoice date and service dates;
  - f. Consumer's name and Person ID;

- g. PO # (Contract Services or Program area will provide this #) and Contract #;
- h. Invoice must be original;
- i. Must have total to be paid listed on the invoice; and
- j. Must have both the Vendor's/Provider's and JFS Program Person's, original signature on the invoice.

The following items are not acceptable on invoices:

- a. White out is not allowed anywhere on an invoice;
  - b. Stamped signatures – all signatures must be original; and
  - c. Faxed or copied invoices.
2. HCJFS will not pay for any Service if: a) the invoice for such Service is submitted to HCJFS more than sixty (60) calendar days from the end of the service month in which the Service was performed; or b) the invoice is incomplete or inaccurate and the Provider fails to correct or complete such invoice during the sixty (60) day period beginning at the end of the service month in which the Service was performed.

Provider will not be granted an extension of time to correct timely, but incomplete or inaccurate invoices.

3. HCJFS will make every reasonable effort to pay timely and accurate invoices within thirty (30) calendar days of receipt for all invoices received in accordance with the terms of this Contract. Notwithstanding any other provision of this Contract to the contrary, HCJFS will only pay for Services for which a Consumer Authorization was issued.

#### F. Administrative Appeal of Denial of Payment

1. Denial of payment for any Service(s) rendered by Provider arising from this Contract must be appealed, by email or fax, to HCJFS within sixty (60) business days from receipt of the payment denial. Provider agrees it will include all documentation to be considered with any appeal. If Provider seeks an appeal of more than one (1) claim for payment, the claims should be submitted at the same time accompanied by all required documentation.

2. The appeal will be reviewed by a HCJFS Utilization Management Specialist who will make a recommendation to an HCJFS Utilization Management Manager. A final decision will be issued by such HCJFS Utilization Management Manager within ten (10) business days of the appeal review. The final decision will be binding.
3. If HCJFS approves the appeal, new invoices must be received by HCJFS within fifteen (15) business days from the date of the letter approving the appeal. New invoices received after the fifteen (15) business days grace period will not be paid by HCJFS.
4. In no event will HCJFS consider any appeal of a denial of payment for Service(s) previously appealed to HCJFS.

G. Miscellaneous Payment Provisions

1. Additional Cost

The compensation paid pursuant to this Contract shall be payment in full for any Service rendered pursuant to this Contract. No fees or costs shall be charged without prior written approval of HCJFS.

2. Duplicate Payment

Provider warrants and represents claims made to HCJFS for payment for Services provided shall be for actual Services rendered to Consumers and do not duplicate claims made by Provider to other sources of public funds for the same service.

3. Remittance Address

In order to ensure timely payment of submitted invoices, Provider agrees to immediately report any changes in its organization's remittance address to HCJFS' contract specialist.

**ARTICLE VIII. REIMBURSEMENT FOR PLACEMENT SERVICES A., E., G., and H. are deleted in their entirety.**

**ARTICLE IX. is deleted in its entirety and replaced with the following:**

**ARTICLE IX. TERMINATION AND FORCE MAJEURE**

**A. Termination for Convenience**

**1. By HCJFS**

This Contract may be terminated by HCJFS upon notice, in writing, delivered upon the Provider ninety (90) calendar days prior to the effective date of termination.

**2. By Provider**

This Contract may be terminated by Provider upon notice, in writing, delivered upon HCJFS one hundred twenty (120) calendar days prior to the effective date of termination.

**B. Termination for Cause by HCJFS**

If Provider fails to provide the Services as provided in this Contract for any reason other than Force Majeure, or if Provider otherwise materially breaches this Contract, HCJFS may consider Provider in default. Except where immediate termination is permitted by this Contract, HCJFS agrees to give Provider thirty (30) days written notice specifying the nature of the default and its intention to terminate. Provider shall have seven (7) calendar days from receipt of such notice to provide a written plan of action to HCJFS to cure such default. HCJFS is required to approve or disapprove such plan within five (5) calendar days of receipt. In the event Provider fails to submit such plan or HCJFS disapproves such plan, HCJFS has the option to immediately terminate this Contract upon written notice to Provider.

If Provider fails to cure the default in accordance with an approved plan, then HCJFS may terminate this Contract at the end of the thirty (30) day notice period. Any extension of the time periods set forth above shall not be construed as a waiver of any rights or remedies the County or HCJFS may have under this contract. For purposes of the Contract, material breach shall mean an act or omission that violates or contravenes an obligation required under the Contract and which, by itself or together with one or more other breaches, has a negative effect on, or thwarts the purpose of the Contract as stated herein. A material breach shall not include an act or omission, which has a trivial

or negligible effect on the quality, quantity, or delivery of the goods and services to be provided under the Contract.

Notwithstanding the above, in cases of substantiated allegations of: i) improper or inappropriate activities, ii) loss of required licenses; iii) actions, inactions or behaviors that may result in harm, injury or neglect of a Consumer; iv) unethical business practices or procedures; and v) any other event that HCJFS deems harmful to the well-being of a Consumer, HCJFS may immediately terminate this Contract upon delivery of a written notice of termination to Provider.

C. Effect of Termination

1. Upon any termination of this Contract, Provider shall be compensated for any invoices that have been issued in accordance with this Contract for Services satisfactorily performed in accordance with the terms and conditions of this Contract up to the date of termination. In addition, HCJFS shall receive credit for reimbursement made, as of the date of termination, when determining any amount owed to Provider.
2. Provider, upon receipt of notice of termination, agrees to take all necessary or appropriate steps to limit disbursements and minimize costs and furnish a report, as of the date of receipt of notice of termination, describing the status of all work under this Contract, including without limitation, results accomplished, conclusions resulting therefrom and any other matters as HCJFS may require.
3. Provider shall not be relieved of liability to HCJFS for damages sustained by HCJFS by virtue of any breach of the Contract by Provider. HCJFS may withhold any compensation to Provider for the purpose of off-set until such time as the amount of damages due HCJFS from Provider is agreed upon or otherwise determined.

- D. In the event of termination of this Contract, both parties agree to work cooperatively and use their best efforts to minimize any adverse effects of such termination on the Consumers.



E. Force Majeure

If by reason of force majeure, the parties are unable in whole or in part to act in accordance with this Contract, the parties shall not be deemed in default during the continuance of such inability. Provider shall only be entitled to the benefit of this paragraph for fourteen (14) days if the event of force majeure does not affect HCJFS' property or employees which are necessary to Provider's ability to perform.

The term "Force Majeure" as used herein shall mean without limitation: acts of God; strikes or lockout; acts of public enemies; insurrections; riots; epidemics; lightning; earthquakes; fire; storms; flood; washouts; droughts; arrests; restraint of government and people; civil disturbances; and explosions.

Provider shall, however, remedy with all reasonable dispatch any such cause to the extent within its reasonable control, which prevents Provider from carrying out its obligations contained herein.

**ARTICLE X. RECORDS RETENTION AND CONFIDENTIALITY REQUIREMENTS the following language is added:**

G. Audit Requirements

1. Provider shall conduct or cause to be conducted an annual independent audit of its financial statements in accordance with the audit requirements of ORC Chapter 117. Audits will be conducted using a "sampling" method.  
Depending on the type of audit conducted, the areas to be reviewed using the sampling method may include but are not limited to months, expenses, total units, and billable units.
2. Provider agrees to accept responsibility for receiving, replying to and complying with any audit exception or finding, related to the provision of Services under this Contract.

Provider agrees to repay HCJFS the full amount of payment received for duplicate billings, erroneous billings, or false or deceptive claims. When an overpayment is identified and the overpayment cannot be repaid in one month, Provider may be asked to sign a Repayment Agreement with HCJFS. Provider agrees HCJFS may withhold any money due and recover through any

appropriate method any money erroneously paid under this Contract if evidence exists of less than full compliance with this Contract. If repayments are not made according to the agreed upon terms, future checks may be held until the repayment of funds is current. Checks held more than sixty (60) days may be canceled and may not be re-issued. HCJFS also reserves the right to not increase the rate(s) of payment or the overall Contract amount for services purchased under this Contract if there is any outstanding or unresolved issue related to an audit finding. Any change to the Repayment Agreement will require a formal amendment to be signed by all parties.

3. Provider agrees to give HCJFS a copy of Provider's most recent annual report and most recent annual independent audit report within sixty (60) days of receipt of such reports.
4. To the extent applicable, Provider will cause a single or program-specific audit to be conducted in accordance with OMB Circular A-133. Provider should submit a copy of the completed audit report to HCJFS within sixty (60) days after receipt from the accounting firm performing such audit.
5. HCJFS reserves the right to evaluate programs of Provider and its subcontractors. The evaluation may include, but is not limited to reviewing records, observing programs, and interviewing program employees and Consumers. HCJFS shall not be responsible for costs incurred by Provider for these evaluations.

**ARTICLE XI. PROVIDER ASSURANCES AND CERTIFICATIONS the following language is added:**

- P. Provider warrants and represents that its Services shall be performed in a professional and work like manner in accordance with applicable professional standards.
- Q. Provider warrants and represents that Provider and all subcontractors who provide direct or indirect services under this Contract will comply with all requirements of federal, state and local laws and regulations, including but not limited to Office of Management and Budget Circular A-133, 2 C.F.R. Part 215, 2 C.F.R. Part 220, 2 C.F.R. Part 225, 2 C.F.R. Part 230, ORC statutes and OAC rules, and the statutes and rules of Provider's home state in the conduct of work hereunder.

- R. Provider warrants and represents all other sources of revenue have been actively pursued prior to billing HCJFS for Services, including but not limited to, third party insurance, Medicaid, and any other source of local, state or federal revenue.
- S. Provider warrants and represents that separate books and records, including, but not limited to the general ledger account journals and profit/loss statements have been established and will be maintained for the revenue and expenses of this program.

**ARTICLE XII. INDEPENDENT CONTRACTOR the following language is added:**

- C. Provider shall at all times have the status of an independent contractor without the right or authority to impose tort, contractual or any other liability on HCJFS or the County.

**ARTICLE XIV. is deleted in entirety and replaced with the following:**

**ARTICLE XIV. DISPUTE RESOLUTION**

The Parties agree to work cooperatively to resolve any dispute in the most efficient and expeditious manner possible. Other than disputes regarding Case Plans, as that term is described in Article XXXIII - Case Plans, either party may bring any dispute forward to the other in form of a written notice of dispute (the "Notice of Dispute"). Within thirty (30) calendar days from the time the Provider discovers or should have discovered that a matter is properly an issue that should be determined under Article XIV, Provider shall prepare and submit a Notice of Dispute. The Notice of Dispute shall state the facts surrounding the claim, together with its character and scope and include any proof to substantiate any dispute and a means by which to resolve the dispute in the best interest of the parties. The Notice of Dispute shall be forwarded in writing to the following representatives of the parties as follows:

A maximum of forty-five (45) working days is allowed at each of Step 1 and Step 2 (unless extended in writing by both parties) before the dispute resolution procedure is automatically elevated to the next higher step. Step 1 representatives are as follows:

Representative for HCJFS: HCJFS' Unit Supervisor for Contract Services

Representative for Provider: Provider's Project Manager

If an agreement cannot be reached during Step 1, the grieving party may elevate the dispute to Step 2 using the following representatives:

Representative for HCJFS: Director of Contract Services

Representative for Provider: Provider's Project Manager

All representatives shall communicate with each other to readily resolve items in dispute. Nothing herein shall preclude either party from pursuing its remedies available at law or in equity.

**ARTICLE XIX. CONFLICT OF INTEREST the following language is added:**

- C. Provider and HCJFS warrant that for one (1) calendar year from the beginning date of this Contract, Provider and HCJFS will not solicit each other's employees for employment. The term "Provider" includes any agent or representative of the Provider.

**ARTICLE XX. is deleted in its entirety and replaced with the following:**

**ARTICLE XX. INSURANCE**

Provider agrees to procure and maintain for the term of this Contract the insurance set forth herein. The cost of all insurance shall be borne by Provider. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A-: VII. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this Contract, as further defined in paragraph F. 7. of this section and as required by ORC 2744.05. Provider shall purchase the following coverage and minimum limits:

- A. Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:
  - 1. Additional insured endorsement;
  - 2. Product liability;
  - 3. Blanket contractual liability;
  - 4. Broad form property damage;
  - 5. Severability of interests;
  - 6. Personal injury; and
  - 7. Joint venture as named insured (if applicable).

Endorsements for physical abuse claims and for sexual molestation claims must be a minimum of Three Hundred Thousand Dollars (\$300,000.00) per occurrence and Three Hundred Thousand Dollars (\$300,000.00) in the aggregate.

- B. Business auto liability insurance of at least One Million Dollars (\$1,000,000.00) combined single limit, on all owned, non-owned, leased and hired automobiles. If the Contract contemplates the transportation of the users of Hamilton County services (such as but not limited to HCJFS consumers) “Consumers” and Provider provides this service through the use of its employees’ privately owned vehicles “POV”, then the Provider’s Business Auto Liability insurance shall sit excess to the employees “POV” insurance and provide coverage above its employee’s “POV” coverage. Provider agrees the business auto liability policy will be endorsed to provide this coverage.
- C. Professional liability (errors and omission) insurance of at least One Million Dollars (\$1,000,000.00) per claim and in the aggregate.
- D. Umbrella and excess liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate, above the commercial general and business auto primary policies and containing the following coverage:
  - 1. Additional insured endorsement;
  - 2. Pay on behalf of wording;
  - 3. Concurrency of effective dates with primary;
  - 4. Blanket contractual liability;
  - 5. Punitive damages coverage (where not prohibited by law);
  - 6. Aggregates: apply where applicable in primary;
  - 7. Care, custody and control – follow form primary; and
  - 8. Drop down feature.

The amounts of insurance required in this section for General Liability, Business Auto Liability and Umbrella/Excess Liability may be satisfied by Provider purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in General Liability, Business Auto Liability and Umbrella/Excess Liability when added together.

- E. Workers' Compensation insurance at the statutory limits required by Ohio Revised Code.
- F. The Provider further agrees with the following provisions:
1. All policies, except workers' compensation and professional liability, will endorse as additional insured the Board of County Commissioners Hamilton County, Ohio and Hamilton County Department of Job & Family Services, and their respective officials, employees, agents, and volunteers. The additional insured endorsement shall be on an ACORD or ISO form.
  2. The insurance endorsement forms and the certificate of insurance forms will be sent to: Risk Manager, Hamilton County, Room 707, 138 East Court Street, Cincinnati, Ohio 45202, Fax number (513) 946- 4720; and to HCJFS, Contract Services, 3<sup>rd</sup> floor, 222 East Central Parkway, Cincinnati, Ohio 45202. The forms must state the following: "Board of County Commissioners, Hamilton County, Ohio and Hamilton County Department of Job & Family Services, and their respective officials, employees, agents, and volunteers are endorsed as additional insured as required by Contract on the commercial general, business auto and umbrella/excess liability policies."
  3. Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) days prior written notice given to: Risk Manager, Hamilton County, Room 707, 138 East Court Street, Cincinnati, Ohio 45202; and to HCJFS, Contract Services, 3<sup>rd</sup> floor, 222 East Central Parkway, Cincinnati, Ohio 45202.
  4. Provider shall furnish the Hamilton County Risk Manager and HCJFS with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by Hamilton County before the Contract commences. Hamilton County reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Failure of HCJFS to demand such certificate or other evidence of full compliance with these insurance requirements or failure of HCJFS to identify a deficiency from evidence provided shall not be construed as a waiver of Provider's obligation to maintain such insurance.

5. Provider shall declare any self-insured retention to Hamilton County pertaining to liability insurance. Provider shall provide a financial guarantee satisfactory to Hamilton County and HCJFS guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.
6. If Provider provides insurance coverage under a “claims-made” basis, Provider shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy’s retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Provider was under contract with the County on behalf of HCJFS.
7. Provider will require all insurance policies in any way related to the work and secured and maintained by Provider to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and HCJFS. Provider will require of subcontractors, by appropriate written contracts, similar waivers each in favor of all parties enumerated in this section.
8. Provider, the County, and HCJFS agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.
9. Provider’s insurance coverage shall be primary insurance with respect to the County, HCJFS, their respective officials, employees, agents, and volunteers. Any insurance maintained by the County or HCJFS shall be excess of Provider’s insurance and shall not contribute to it.

If any of the work or Services contemplated by this Contract is subcontracted, Provider will ensure that any subcontractors comply with all insurance requirements contained herein.

**ARTICLE XXI. is deleted in its entirety and replaced with the following:**

#### **ARTICLE XXI. INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by and in compliance with applicable law, Provider agrees to protect, defend, indemnify and hold harmless the County, HCJFS and their respective members, officials, employees, agents, and volunteers (the “Indemnified Parties”) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation (of any party involved in the subject of this Contract), attorneys’ fees, court costs, defense costs or other injury or damage (collectively “Damages”), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, the performance of the terms of this Contract including, without limitation, by Provider, its subcontractor(s), Provider’s or its subcontractor’s (s’) employees, agents, assigns, and those designated by Provider to perform the work or services encompassed by the Contract. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

In addition, Provider agrees to pay all Damages, liabilities, costs and expenses of the Indemnified Parties in defending any action arising regardless of any conflict of interest that may exist between the Indemnified parties and Provider. In the event Provider fails to defend the Indemnified Parties as set forth in this paragraph, which may result in a breach of contract, such parties may defend themselves and Provider shall pay all actual costs and expenses for such defense including, but not limited to, judgments, awards, amounts paid in settlement, applicable court costs, witness fees and attorneys’ fees. The respective rights and obligations of the parties under this paragraph shall survive the expiration or termination of the Contract for any reason.



**ARTICLE XXII. SCREENING AND SELECTION A. is deleted in its entirety and replaced with the following:**

**A. Criminal Record Check**

Provider warrants and represents it will comply with ORC 2151.86 and will complete criminal record checks on all individuals assigned to work with, volunteer with or transport Consumers. Provider will obtain a statewide conviction record check through the Bureau of Criminal Identification and Investigation ("BCII") and obtain a criminal record transcript from the Cincinnati Police Department, the Hamilton County Sheriff's Office (or appropriate local Police and Sheriff's Offices) and any additional law enforcement or police department necessary to conduct a complete criminal record check of each individual providing services. Individual's record checks must be monitored annually thereafter. Annual checks may be completed via an HCJFS approved record search company or directly with appropriate local Police and Sheriff's Offices. Provider shall ensure that every above described individual will sign a release of information, in the form attached hereto and incorporated herein as Exhibit VIII to allow inspection and audit of the above criminal records transcripts or reports by HCJFS or a private vendor hired by HCJFS to conduct compliance reviews on their behalf.

Provider shall not assign any individual to work with or transport Consumers until a BCII report and a criminal record transcript has been obtained. A BCII report must be dated within six (6) months of the date an employee or volunteer is hired.

Except as provided in Section C below, Provider shall not utilize any individual who has been convicted or plead guilty to any violations contained in ORC 5153.111(B)(1) and OAC Chapters 5101:2-5, 5101:2-7, 5101:2-48.

**ARTICLE XXII. SCREENING AND SELECTION the following sections are added:**

- E. Central Registry Report: Provider warrants and represents it will secure a release for an annual Central Registry report from all individuals assigned to work with or transport Consumers. Instructions and guidance on how to obtain this clearance can be found at <https://jfs.ohio.gov/ocf/childprotectiveservices.stm>.

- F. All completed and documented checks shall be in the employee file.
1. Provider shall ensure that every above described individual will sign a release of information, attached hereto and incorporated herein as Attachment F to allow inspection and audit of the above Central Registry report by HCJFS or anyone conducting compliance reviews on their behalf.
  2. Provider shall not assign any individual to work, volunteer with or transport consumers until a Central Registry report has been obtained. A Central Registry report must be dated within six (6) months of the date an employee is hired.

**ARTICLE XXVIII. is deleted in its entirety and replaced with the following:**

#### **ARTICLE XXVIII. ASSIGNMENT AND SUBCONTRACTING**

The parties expressly agree this Contract shall not be assigned by Provider without the prior written approval of HCJFS. Provider may not subcontract any of the Services agreed to in this Contract without the express written consent of HCJFS. Notwithstanding any other provisions of this Contract affording Provider an opportunity to cure a breach, Provider agrees the assignment of any portion of this Contract or use of any subcontractor, without HCJFS prior written consent, is grounds for HCJFS to terminate this Contract with one (1) day prior written notice.

All subcontracts are subject to the same terms, conditions, and covenants contained within this Contract. Provider agrees it will remain primarily liable for the provision of all Services under this Contract and it will monitor any approved subcontractors to assure all requirements under this Contract, including, but not limited to reporting requirements, are being met. Provider must notify HCJFS within one (1) business day when Provider knows or should have known the subcontractor is out of compliance or unable to meet Contract requirements. Should this occur, Provider will immediately implement a process whereby subcontractor is immediately brought into compliance or the subcontractor's agreement with Provider is terminated. Provider shall provide HCJFS with written documentation regarding how compliance will be achieved. Under such circumstances, Provider shall notify HCJFS of subcontractor's termination and shall make recommendations to HCJFS of a replacement subcontractor. All replacement subcontractors are subject to the prior written consent of HCJFS. Provider is responsible for making direct payment to all subcontractors for any and all services provided by such contractor.

**The following ARTICLES are added:**

**ARTICLE XXXIII. CASE PLAN**

Provider agrees to participate with HCJFS in the development, modification and implementation of a case plan (the “Case Plan”) for each Consumer placed with Provider. Such Case Plans will be developed and maintained in coordination with any treatment plans developed for a Consumer. HCJFS shall provide a copy of the Case Plan to the Provider within thirty (30) days of placement of the Consumer or such time as may be agreed to from time to time by the parties, in writing. The parties agree to work cooperatively to resolve all disputes regarding a Case Plan through the use of a joint case conference. If a dispute related to a Case Plan cannot be resolved from a joint case conference, the parties agree HCJFS shall be the sole authority to render a decision on such dispute. The provisions of Article XIV Dispute Resolution shall not apply to disputes regarding Case Plans.

**ARTICLE XXXIV. MAINTENANCE OF SERVICE**

Provider certifies the Services being reimbursed are not available from the Provider on a non-reimbursable basis or for less than the Unit Rate and that the level of service existing prior to the Contract, if applicable, shall be maintained. Provider further certifies federal funds will not be used to supplant non-federal funds for the same service.

**ARTICLE XXXV. MANAGED CARE PARTNERSHIP**

Providers are required to use MCP for clinical record-keeping, obtaining prior authorizations and reporting. The system specifications associated with using MCP are listed in Exhibit III, MCP Installation & Support.

For purposes of this Contract, Managed Care Partnership (MCP) is the Management Information System created by HCJFS to house on-line Consumer specific information for HCJFS Consumers in placement.

Information obtained by Provider from MCP must be obtained solely for business reasons. Additionally, if the information is printed it must be secured in a manner which is deemed to be in compliance with federal and state law, including but not limited to be in compliance with federal and state law, including but not limited to HIPAA.

## **ARTICLE XXXVI. REPORTS**

- A. Provider agrees to report all cases of suspected abuse, neglect or dependency to HCJFS through (513) 241-KIDS, the child welfare hotline for HCJFS. In this same regard, Provider agrees to follow HCJFS' policies and procedures for reporting such cases, which are set forth in Exhibit II, attached hereto and incorporated herein by reference. Provider agrees to cooperate and assist in any investigation and follow-up activities occurring in relation to such cases. The parties agree changes to Exhibit II made by HCJFS will be sent to Provider and considered incorporated into this Contract without the need for an amendment to this Contract.
- B. The monthly Contract program financial report shall be submitted to HCJFS Contract Services Section no later than forty-five (45) days after the end of the service month. This report is required if Provider serves an average of ten (10) or more HCJFS Consumers each month.
- C. HCJFS reserves the right to request additional reports at any time during the Contract period. It is the responsibility of Provider to furnish HCJFS with such reports as requested. HCJFS may exercise this right without an Contract amendment.
- D. HCJFS reserves the right to withhold payment until such time as all required reports are received.

## **ARTICLE XXXVII. PROVIDER GRIEVANCE PROCESS**

Provider will post its grievance policy and procedures in a public or common area at each contracted site so all Consumers and representatives are able to observe this policy. Provider will notify HCJFS in writing on a monthly basis of all grievances initiated by Consumers or their representatives involving the Services. Provider shall submit any facts pertaining to the grievance and the resolution of the grievance to HCJFS Contract Manager, no less frequently than monthly.

## **ARTICLE XXXVIII. RESERVED**

## **ARTICLE XXXIX. DISCLOSURE**

Provider hereby covenants it has disclosed any information that it possesses about any business relationship or financial interest said Provider has with a County employee, employee's

business, or any business relationship or financial interest a County employee has with Provider or in Provider's business.

#### **ARTICLE XL. DEBARMENT AND SUSPENSION**

Provider will, upon notification by any federal, state, or local government agency, immediately notify HCJFS of any debarment or suspension of Provider being imposed or contemplated by the federal, state or local government agency. Provider will immediately notify HCJFS if it is currently under debarment or suspension by any federal, state, or local government agency.

#### **ARTICLE XLI. DEBT CHECK PROVISION**

The Debt Check Provision, ORC 9.24, prohibits public agencies from awarding a contract for goods, services, or construction, paid for in whole or in part from state funds, to a person or entity against whom a finding for recovery has been issued by the Ohio Auditor of State if the finding for recovery is unresolved. By entering into this Contract, Provider warrants and represents a finding for recovery has not been issued to the Ohio Auditor of State. Provider further warrants and represents Provider shall notify HCJFS within one (1) business day should a finding for recovery occur during any term of the Contract.

#### **ARTICLE XLII. CORRECTIVE ACTION PLANS**

Provider agrees to notify HCJFS immediately of any Corrective Action Plan ("CAP") issued from any state or other county agency regarding the services provided pursuant to this Contract. HCJFS may withhold Consumer Authorizations or immediately terminate this Contract, upon written notice, if Provider fails to comply with any state or county CAP. HCJFS will send written notice to the Provider in the event Consumer authorizations are being withheld. Upon request, Provider shall meet with HCJFS staff in a timely manner to provide a written plan detailing how it will respond to any CAP. Provider will also keep HCJFS informed of the current status regarding a CAP.

#### **ARTICLE XLIII. INDEPENDENT LIVING FACILITY OPERATION AND SAFETY**

Provider agrees to comply with the provisions of OAC 5101:2-42-19.1 that relates to the operation, safety and maintenance of independent living facilities. Specifically, Provider agrees that no firearm or other projectile weapon and no ammunition for such weapons will be kept on the premises.

#### **ARTICLE XLIV. LOBBYING**

During the life of this Contract, Provider affirms that Provider has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, office or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Provider further certifies compliance with all lobbying restrictions, including 31 USC 1352, 2 USC 1601, 45 CFR 93 and any other federal law or rule pertaining to lobbying.

Provider further warrants and represents that Provider shall disclose any lobbying with any non-Federal funds that takes place in connection with obtaining any Federal award. If Provider fails to notify HCJFS, HCJFS reserves the right to immediately suspend payment and terminate this Contract.

#### **ARTICLE XLV. CONSUMER EDUCATION & HEALTH INFORMATION DOCUMENTATION**

Provider agrees to comply with the provisions of the OAC related to the provision and documentation of comprehensive health care for children in placement. Such provisions include but are not limited to OAC 5101:2-42-66.1 and 5101:2-42-66.2. A copy of all health care documentation shall be maintained in Consumer's case file and supplied to HCJFS upon receipt by the Provider.

Provider further agrees to assist HCJFS in securing and maintaining the educational and school enrollment documentation required by OAC 5101:2-38-08.

#### **ARTICLE XLVI. PERFORMANCE OUTCOMES AND INCENTIVES**

Provider is to demonstrate the ability to produce reliable outcome data exhibiting their organization's performance above and beyond their current level of effort for providing the contracted services. HCJFS will reimburse Provider for the achievement of performance outcomes using the benchmarks identified in Exhibit IX – 2017 Independent Living Performance Outcomes and Incentives

**ARTICLE XLVII. INTEGRATION AND MODIFICATION**

This instrument embodies the entire Contract of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or contracts, either written or oral, between the parties to this Contract. This Contract shall not be modified in any manner except by an instrument, in writing, executed by the parties to this Contract.

Provider acknowledges and agrees that only staff from the HCJFS Contract Services Section may implement written Contract changes. In no event will an oral agreement with HCJFS be recognized as a legal and binding change to the Contract.

**ARTICLE XLVIII. RESERVED****ARTICLE XLIX. SEVERABILITY**

If any term or provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Contract or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

**ARTICLE L. CONTRACT CLOSEOUT**

At the discretion of HCJFS, a Contract Closeout may occur within ninety (90) days after the completion of all contractual terms and conditions. The purpose of the Contract Closeout is to verify that there are no outstanding claims or disputes and to ensure all required forms, reports and deliverables were submitted to and accepted by HCJFS in accordance with Contract requirements.

## ARTICLE LI. HCJFS CONTACT INFORMATION

### A. HCJFS Contacts -Provider should contact the following HCJFS staff with questions:

Name & Email Address	Telephone	Facsimile	Department	Responsibility
Cody Minella <a href="mailto:minelc@jfs.hamilton-co.org">minelc@jfs.hamilton-co.org</a>	(513) 946-1727	(513) 946-2384	Contract Services	contract changes, contract language
	(513) 946-	(513) 946-	Program Management	service point of contact, service authorization, invoice review
Yonas Asmeron <a href="mailto:asmery@jfs.hamilton-co.org">asmery@jfs.hamilton-co.org</a> or Jill Flake <a href="mailto:flakeJ@jfs.hamilton-co.org">flakeJ@jfs.hamilton-co.org</a>	(513) 946-1514  (513) 946-1607	(513) 946-1320	Fiscal	billing & payment, invoice processing
Stacy Woosley <a href="mailto:woosls@jfs.hamilton-co.org">woosls@jfs.hamilton-co.org</a>	(513) 946-2079	(513) 946-1296	Utilization Management	appeals
Brian Gregg, <a href="mailto:GREGGB@jfs.hamilton-co.org">GREGGB@jfs.hamilton-co.org</a>	(513) 946- 1728		Communications Director	Media inquiries, media and communications questions

### B. Provider Contacts -HCJFS should contact the following Provider staff with any questions:

Name & Email Address	Telephone	Facsimile	Department	Responsibility
			Business Management	contract changes, contract language
			Program Management	service point of contact, service referral contact



## **ARTICLE LII. RESERVED**

## **ARTICLE LIII. TRANSITION PLAN**

The Transition Plan to be used in the event of termination or expiration of this Contract is attached to and incorporated into this Contract as Exhibit IV. The goals of the Transition Plan are to: a) ensure continuity of care; b) not disrupt care unnecessarily; and c) ensure the safety of Consumers and their families. The parties agree that each shall provide reasonable cooperation in the transitioning of responsibilities to any other person or entity selected by HCJFS to assume administration of such responsibilities. To ensure continuity of services to Consumers and families, the Transition Plan, at a minimum, includes the following schedule:

- A. Consumer records will be provided to HCJFS thirty (30) days prior to the termination date of the Contract;
- B. A monthly Service Authorization report will be provided to HCJFS or designee until the termination date of the Contract; and
- C. “Data dump” to HCJFS of all consumer data from Provider’s electronic systems will occur within thirty (30) days after the termination date of the Contract.

HCJFS reserves the right to waive any of the above Transition Plan requirements and dates at its sole discretion.

## **ARTICLE LIV. NON-EXCLUSIVE**

This is a non-exclusive Contract, and HCJFS may purchase the same or similar item(s) from other providers at any time during the term of this Contract.

## **ARTICLE LV. PUBLIC ASSISTANCE WORK PROGRAM PARTICIPANTS**

Pursuant to ORC Chapter 5107 and 5108, the Prevention, Retention, and Contingency Program, Provider agrees to not discriminate in hiring and promoting against applicants for and participants for the Ohio Works First Program. Provider also agrees to include such provision in any such contract, subcontract, grant or procedure with any other party which will be providing services, whether directly or indirectly, to HCJFS Consumers.

**ARTICLE LVI. MARKETING**

Any program description intended for internal or external use shall contain a statement that funding for such program is provided by the Board of County Commissioners, Hamilton County, Ohio on behalf of the Hamilton County Department of Job and Family Services.

The terms of this Contract are hereby agreed to by the Parties, as shown by the signatures of representatives of each.

### SIGNATURES

In witness whereof, the parties have hereunto set their hands on this \_\_\_\_ day of \_\_\_\_, 20\_\_.

Provider or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Honorable Board of County Commissioners  
Hamilton County, Ohio

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

OR

By: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator  
Hamilton County, Ohio

OR

By: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Director  
Hamilton County, Ohio

Recommended:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Moira Weir, Director  
Hamilton County Department of Job & Family Services

Approved as to form:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Prosecutor's Office  
Hamilton County, Ohio

Prepared By: \_\_\_\_

Checked By: \_\_\_\_

Approved By: \_\_\_\_

## **Exhibit I**

### **Independent Living**

Independent Living Programs provide service to youths sixteen years of age and older to prepare them for the transition from agency custody to self-sufficiency.

Service Description: Independent living placements serve youths sixteen (16) years or older whom are given the opportunity to live in scattered site apartments within the community. They are given an opportunity to learn skills necessary to successfully emancipate from the child welfare system and become productive members of society. Youths in this program are given training, guidance and supervision by trained staff who have expertise in this area. A Unit of Service is defined as 24 hour period of placement services per youth.

This service would also include the possibility of round the clock supervision of the minor in an apartment, if after due assessment, this setting provides the best placement options for an older youth for a span of time. On occasion the need for this amount of supervision may be due to medical needs of the youth or a unique condition of the youth.

## INDEPENDENT LIVING GRID

<b>Category</b>	<b>Independent Living</b>	<b>Independent Living</b>
<b>Discrete Service</b>	Independent Living Diagnostic Assessment Individual/Family Therapy	Diagnostic Assessment Individual/Family Therapy
<b>Program Name</b>	<b>Independent Living</b>	<b>Independent Living – Special Needs</b>
<b>Location</b>		
<b>Ages</b>		
<b>Gender</b>		
<b>Admission Criteria</b>		
<b>Exclusion Criteria</b>		
<b>Admissions Process</b>		
<b>Intake Contact Person</b>		
<b>Intake telephone #</b>		
<b>Clinical Director Contact</b>		
<b>Clinical Director Telephone #</b>		
<b>After Hours telephone #</b>		
<b>Ability to accept ER admissions? [4 hour admission]</b>		
<b>Estimated projected # slots</b>		
<b>Projected ALOS</b>		
<b>Estimated # fixed vacancies a month</b>		
<b>Staffing Ratios</b>		

Provider Responsibilities	Required Action/ Data	Timeframe
<b>Referral Response</b>	<p>Respond to referrals according to the following;</p> <ol style="list-style-type: none"> <li>1. Emergent-placement need is same day to 5 days.</li> <li>2. Routine-placement need is needed within one week or longer.</li> <li>3. After Hours- placement need is immediate.</li> </ol> <p>Submit <u>updated</u> SORC Biography Form</p>	<ol style="list-style-type: none"> <li>1. Placement request requires a response within one hour to confirm agencies willingness to seek placement.</li> <li>2. Placement request requires a response within one day to indicate the agencies willingness to seek placement.</li> <li>3. Placement request requires a response immediately.</li> </ol> <p>At the point a potential home is identified, submit SORC Biography Form</p>
<b>Progress Reports</b>	<p>Submit monthly progress report Documentation must be submitted on the Southwest Ohio Regional Collaborative (SORC) form. Reports are submitted in accordance with each county via MCP, secure e-mail or standard mail</p>	<p>20th of each month for the previous month of service. Progress notes submitted untimely or not meeting the required minimum data set are subject to pended or denied authorization or payment.</p> <p>Provider will receive notification of pended or denied authorization.</p>
<b>Contacts</b>	<p><b><u>Foster Care Providers:</u></b>  <i>Treatment Level of Care:</i> Direct contact with the foster child and foster family shall be made every two weeks within the foster home for treatment levels of care. One contact will be coordinated with the PCSA and provided in accordance with OAC rule 5101:2-42-65.</p> <p><i>TFC-Traditional or Basic foster care:</i> Direct contact with the foster child and foster family shall be made monthly within the foster home.</p> <p><b>Provider is required to complete and submit the SORC Monthly Progress Report in its entirety.</b></p> <p><b><u>Independent Living Providers scattered site:</u></b>  <b>Complete all of Section 1A, 1B and 1C of the SORC Monthly Progress Form.</b>          Include all dates and times of contact with the child.</p> <p><b><u>Group Homes and Residential Providers:</u></b>          Direct supervision and face to face contact is required with the child daily.  <b>Complete Section 1A and 1B of the SORC Monthly Progress Form</b></p>	<p>20th of each month for the previous month of service. Progress notes submitted untimely or not meeting the required minimum data set are subject to pended or denied authorization or delayed payment. Provider will receive notification of pended or denied authorization.</p>

# EXHIBIT II

111

<p><b>Treatment Plans</b></p>	<p>Submit assessment &amp; treatment plans in accordance with ODMH and/or ODJFS standards to include diagnosis, strengths, goals, measurable objectives and permanency planning submitted via MCP or as otherwise agreed upon with the contract PCSA</p> <p>Include Crisis Plan as indicated by clinical need.</p>	<ul style="list-style-type: none"> <li>Initial: within 30 days</li> <li>Updates every 90 days</li> </ul> <p>Failure to submit timely may result in pended or denied authorization or delayed payment. Provider will be notified of pended or denied authorization.</p>
<p><b>Critical Incidents</b></p>	<ul style="list-style-type: none"> <li>suicidal behavior</li> <li>death</li> <li>self mutilation/ assault on others</li> <li>other dangerous behavior</li> <li>allegation of neglect, physical abuse or sexual abuse (child as victim or perpetrator)</li> <li>AWOL</li> <li>Extreme defiant, disruptive behavior which may result in placement removal</li> <li>homicidal behaviors</li> <li>use/abuse of illicit drugs/ alcohol</li> <li>use/ abuse of over the counter medications or toxic substances</li> <li>physical restraint/ seclusion</li> <li>medication error</li> <li>serious illness/injury requiring medical treatment or hospitalization</li> <li><b>arrest or criminal charge of child, household member or staff</b></li> <li>disruption of placement (arrest, hospitalization, emergency respite)</li> <li>Foster parent or staff violations that impact safety or care of child ( physical discipline, supervision, failure to access medical care, etc)</li> <li><b>Other unusual incidents</b></li> </ul>	<ul style="list-style-type: none"> <li>immediate phone call to PCSA</li> <li>written notice within 24 hours</li> </ul> <p>Always contact 911 emergency services first when necessary and appropriate to assure safety of youth.</p> <p><u>Hamilton County:</u> Business Hours contact caseworker and UM Department After Hours contact 241-KIDS</p>
<p><b>Initial Placement Screening</b></p>	<p>Obtain initial medical screening within first 5 days of placement unless medical care is needed sooner.</p>	<p>Submit documentation to PCSA within 15 days.</p> <p>*HCJFS uses CHMC for this service. This should be utilized unless otherwise instructed. Not necessary to submit this documentation if the CHMC clinic is used.</p>

## EXHIBIT II

112

<b>Comprehensive Physical Exam</b>	<p>Obtain comprehensive medical exam within first 30 days of initial placement</p> <p>Obtain annual medical exam within 12 months of the initial exam</p>	<p>Submit documentation to PCSA within 15 days following exam.</p> <p>*Hamilton County uses CHMC for this service. This should be utilized unless otherwise instructed. HCJFS obtains results directly from CHMC.</p>
<b>Dental Exam</b>	<p>Obtain dental exam for all children age 3 and older within 30 days of placement</p> <p>Obtain annual dental exam within 12 months of initial exam</p>	<p>Submit documentation to PCSA within 15 days following exam</p>
<b>Lead Exposure Screening</b>	<p>Obtain screening at initial physical exam for all children age birth to 72 months</p>	<p>Submit documentation of results to PCSA within 15 days following screen.</p>
<b>Discharge and Transition Planning</b>	<ul style="list-style-type: none"> <li>▪ Gather, obtain and provide updated assessments and evaluations prior to discharge.</li> <li>▪ Schedule planning meeting 90 to 60 days prior to discharge, include all team members.</li> <li>▪ Provide 60 days of medication, prescription or follow up psychiatric care.</li> <li>▪ Provide reasonable services and support to protect child and help PCSA during transition.</li> <li>▪ Discharge child with a seven day supply of appropriately fitted, seasonal clothing.</li> <li>▪ Complete SORC discharge summary form.</li> <li>▪ Return all items belonging to child unless otherwise instructed by PCSA</li> <li>▪ Coordinate with PCSA updated Educational testing (MFE), IEP and all educational records to assist in preparation and planning for educational transition.</li> <li>▪ Assist in the coordination of transitional and ongoing services for youth and family</li> <li>▪ Provide updated Life book materials.</li> </ul>	<p>Submit discharge summary and all associated paperwork within 90 days following discharge</p>
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Enroll child in education setting as instructed by PCSA within 5 days from initial placement</li> <li>▪ Participate in all meetings to plan and discuss child's educational plan</li> <li>▪ Provide agency with copies of report cards, interim reports and other relevant school related documents.</li> </ul>	<p>Submit all documentation to PCSA within 15 days from receipt.</p>



<b>Transportation</b>	<p>Provide the following transportation;</p> <ul style="list-style-type: none"> <li>▪ Medical, dental, vision and behavior health appointments</li> <li>▪ team meetings</li> <li>▪ court appearances and semi-annual reviews (SARs)</li> <li>▪ school unless provided by district</li> <li>▪ family/ sibling visits</li> <li>▪ recreational activities</li> <li>▪ Independent Living activities/life skills classes</li> <li>▪ Adoption readiness and recruitment events.</li> <li>▪ Employment</li> <li>▪ Other designated case plan services</li> </ul>	<p>As scheduled.</p> <p>Older youth may be provided bus cards or tokens as approved by the PCSA.</p> <p>Any person who transports a child must have a valid driver's license and insurance.</p>
<b>Bed Holds</b>	<p>Contact the PCSA prior to planned leave and immediately upon unplanned leave.</p>	<p>PCSA agrees to continue payment for up to 3 days during a child's absence with prior approval.</p> <p>PCSA may approve additional days at its discretion.</p> <p>Provider must transport and return child to placement:  Planned Leaves: as agreed upon at initial approval  Unplanned Leaves: as child is determined appropriate for return (return from AWOL's, detention, hospital stay)</p>
<b>Clothing</b>	<p>Maintain at a minimum a seven day supply of appropriately fitted, seasonal clothing, in good condition and replaced as necessary to accommodate growth, weight and age. Provider shall purchase school and work uniforms and clothing for special occasions such as dances and graduation.</p> <p>Provide a seven day supply of appropriately fitted, seasonal clothing at discharge</p> <p>Monitor foster parent's compliance</p>	<p>Ongoing and at discharge. HCJFS will inventory the youth's clothing and determine if assistance is needed upon admission. If a complete initial voucher is not needed, an itemized voucher will be issued to supplement the existing clothing supply. The same youth may receive a maintenance auxiliary check when the season changes during the first year of placement. The provider will thereafter provide replacement clothing as needed. Clothing purchases must be inventoried as required in the HCJFS Placement Packet - Foster Care Clothing Agreement. Provider is responsible for ensuring each youth has adequate and seasonally appropriate clothing when the youth leaves placement. If an Out of Home Care Provider fails to do so, HCJFS will supply such clothing and deduct the necessary amount from any payments owed to the Out of Home Care Provider.</p>
<b>Overnight Travel</b>	<p>Notify and obtain written consent for travel at least 7 days prior to travel.</p>	<p>Obtain written approval not less than 7 days from PCSA prior to trip.</p>

<b>Notification</b>	<p>Notification to PCSA when any of the following occurs;</p> <ul style="list-style-type: none"> <li>▪ within 45 days prior to an agency closing or merging</li> <li>▪ <b>Licensing</b> investigation or action that may result in revocation or a temporary license</li> <li>▪ <b>Licensing</b> investigation or action that results from staff misconduct, abuse or neglect</li> <li>▪ Notify agency prior to providing any consent or authorization for non-routine video taping, pictures, media, and non-routine medical treatment.</li> <li>▪ Changes in foster home household occupancy or circumstances that may impact care of foster youth (criminal charges.)</li> <li>▪ Changes to occupancy that require consent for daily checks (Instant notification, CJIS)</li> </ul>	Within 45 days or immediately upon notification
<b>Life book</b>	Ensure each child has a life book and/ or provide updates to inform Life book.	<p>Annually, at request and at discharge</p> <p>Submit information to the following at HCJFS:  <a href="mailto:lifebooks@jfs.hamilton-co.org">lifebooks@jfs.hamilton-co.org</a>.</p>
<b>Independent Living Services</b>	Provide independent living assessment, training and skill building to any child identified to have this need.	<p>Document provision of services, progress and needs in monthly progress report.</p> <p>Document goal in child's treatment plan.</p>
<b>Basic Needs/Financial Support</b>	Provide basic needs to include food, clothing and shelter, expenses associated to personal care, recreation, social, sports and faith based activities, educational and vocational exploration and transportation costs associated with these activities	Ongoing
<b>Respite/Alternate Care</b>	<p>Submit approved respite caregiver information to PCSA</p> <p>Submit documentation to enter respite/ alternate caregiver through IN or CJIS systems for daily criminal checks</p>	<p>Submit information within 30 days of placement</p> <p>Seek approval for immediately for emergency circumstances or within 24 hours of a planned respite placement.</p>
<b>Family Engagement</b>	Provide and support efforts to engage parents in day to day activities and decision making such as visitation, school meetings and events, doctor/therapy appointments, treatment plans, sporting events, holidays and birthdays.	Ongoing

**EXHIBIT II**

115

<b>Permanency Planning</b>	<p>Work cooperatively with the child and team to facilitate and support efforts to obtain legal permanency outcomes for children that include reunification, guardianship and adoption.</p> <p>Work cooperatively with the team to ensure children who emancipate have plans that include long term connections, relationships and supports post emancipation.</p>	Ongoing and at Discharge.
----------------------------	--	---------------------------

This exhibit is subject to change as needed by the PCSA or in accordance with OAC/ORC requirements. A contract amendment is not required for these changes.

## **Exhibit III 'MCP Installation and Support'**

### **MCP Installation and Support Guidelines**

1. HCJFS will provide network connectivity into their managed care network via a VPN client session over the Internet. The Provider will be responsible for their connection to the Internet.
2. HCJFS will work with the Provider's IT staff or IT contacts to insure the required access between agencies' networks is provided and secured.
3. The Provider will provide all necessary IT services and equipment to setup and support Provider's users and sub-contractors. This includes desktop support, network administration and application development/support.
4. All equipment (workstations, servers, network devices etc) and data services at the Provider's site will be purchased, installed, and maintained by the Provider.
5. HCJFS and the Provider will communicate to each other immediately upon any computer virus outbreaks within their connected networks.
6. HCJFS will fully administer and maintain the managed care network.
7. HCJFS will set up two (2) MCP accounts for each provider
8. PC Technician will provide two (2) hours of installation and post installation support.
9. Requests for support may be directed to the HCJFS Computer Support Center by calling 513-946-1900.

### **Minimum System and Network Specifications**

- Desktop/laptop must be owned by the Provider, MCP will not be installed on privately owned equipment.
- Pentium IV or higher
- 500 Mb RAM
- Windows XP 32 bit, Windows Vista 32bit or 64 bit, Windows 7 32bit or 64 bit, Windows 8 or 8.1 32bit or 64 bit operating system, with current updates and service packs. Windows 10 is NOT currently supported.
- Internet Explorer 8.0 or greater is the only browser supported.

#### *Network Equipment (if used)*

- Only commercial class networking equipment should be used: (Cisco, D-Link, etc.)

#### *Minimum Internet Connectivity*

- High Speed (DSL, Cable, etc.) internet connection is required.

#### *Minimum Security*

- All workstations must run antivirus software and update virus definition files at least once a week. Checking for updates every hour is recommended.
- Users must have individual accounts and must adhere to HCJFS/ODJFS security agreements.
- The use of personal firewalls on each workstation is recommended

#### **Exhibit IV Transition Plan**

Will provider assist with locating a new facility?

Will provider continue with progress notes and case plan documentation?  
(Providers often slow down or stop these since the client is leaving and during this critical period we need them more frequently and more often than once a month)

Will Provider assist with transportation to new placement?

Please detail how client records and documentation will be transferred back to HCJFS. This documentation includes email correspondence, records, etc... Please also include a projected timeframe for completing this process.

In the event of a discharge, Provider shall complete a discharge summary. Please provide methodology for doing so.

# ATTACHMENT C

## Budget and Instructions

# CONTRACT BUDGET INSTRUCTIONS

When contracting with the Hamilton County Department of Job & Family Services (HCJFS), it is required that a budget be completed for each program/service being proposed. In order to facilitate the process, HCJFS requests that the attached budget be used.

These instructions are designed to assist in the completion the budget. Should you have any questions, please submit them to the HCJFS Contact Person in one of the following ways:

1) Fax:

Fax: (513) 946-2384

2) E-mail:

[carsos01@jfs.hamilton-co.org](mailto:carsos01@jfs.hamilton-co.org)

3) Mail:

Contract Services  
Hamilton County Department of Job & Family Services  
222 East Central Parkway, 3<sup>rd</sup> Floor  
Cincinnati, OH 45202

## PAGE 1 - SUMMARY PAGE

Page 1 is the summary page for all information entered on pages 2 through 9. If you are not using the Excel spreadsheet for the budget, the summary page should be completed after all other budget pages (pages 2 through 9) are finalized. The total amounts for each expense type on this page (A through J) should equal the total amounts of each section on pages 2 through 8.

As the amounts are entered on pages 2 through 9, the total amounts on the summary page will be populated, if using the Excel spreadsheet to complete the budget.

### Mgmt Indirect Cost

A rationale or basis for the allocation of Mgmt Indirect cost which details how the amount charged to the proposed service was determined must be included. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct cost of service proposed, and/or time studies. Records substantiating development of the means of these costs must be provided with your budget submittal and also maintained by your agency. Mgmt Indirect costs, allocated to the proposed service(s) should not exceed 15% of the total proposed service(s) cost. After allocating Mgmt Indirect costs between Other Direct Services and the proposed service(s), total program expenses for Mgmt Indirect should equal zero.

The Summary Page, once completed, should give a total budget for the service being proposed as well as a picture of your agency's total budget.

### HCJFS CONTRACT BUDGET

**AGENCY:** (Enter legal name of your agency)

**BUDGET PREPARED FOR PERIOD**

**NAME OF CONTRACT PROGRAM:** (Enter name of program, e.g. Foster Care)

(Enter Begin Date of Budget) **TO** (Enter End Date of Budget)

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
EXPENSES BY PROGRAM SERVICES						
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
K SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION						
ALLOCATION OF MGT/INDIRECT COSTS						
<b>TOTAL PROGRAM EXPENSES</b>						

1

\*\*ESTIMATED TOTAL UNITS OF SERVICE TO BE PROVIDED:

\*\*TOTAL PROGRAM EXPENSES / TOTAL UNITS OF SERVICE = UNIT RATE: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*\*UNIT= (Define unit - day, hour, trip, etc...)

\*\*If the proposed service is Cost Reimbursement, do not complete.

<b>TOTAL REVENUE*</b>						
-----------------------	--	--	--	--	--	--

\*As the amounts for revenue are entered on page 9 of the budget, total revenue will be populated here.

Instructions:



- Column 1: Description of expenses by type.
- Columns 2-4: Totals of the direct costs entered for each section on pages 2 through 8. **Direct costs** are those that can be identified specifically to the service being proposed.
- Column 5: Totals of management, administrative, and indirect costs for each section on pages 2 through 8. **Indirect costs** are those costs incurred for a common or joint purpose benefiting more than one service area or cost center. It is not possible to specify the types of costs which may be considered as indirect cost in all situations due to the diverse characteristics and accounting practices of nonprofit organizations. However, typical examples of indirect cost for many nonprofit organizations may include the costs of operating and maintaining facilities, personnel administration, salaries and expenses of executive officers, and accounting functions such as payroll, and accounts payable.
- Column 6: Totals for all other direct and indirect costs of your agency not associated with the service being proposed to HCJFS on pages 2 through 8. For example, if your agency provides both Traditional and Therapeutic Foster Care and Residential Treatment and you are responding to a Request For Proposals (RFP) for Traditional and Therapeutic Foster Care, all costs associated with Residential Treatment would be entered under “Other Direct Serv”.
- Column 7: Column 7 is the sum of Columns 2 through 6.

This section is used to list all positions by position title, number of staff per position, hours per week per position, annual salary per position, and salaries per position included in the proposed service. All management and administrative positions indirectly associated with the service being proposed should be listed with their corresponding salaries listed under the column, “Mgmt Indirect”. All other positions **not** directly or indirectly associated with the service being proposed may be grouped together and listed as “All Other Positions” with their total salaries listed under the column “Other Direct Ser”.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>TOTAL SALARIES</b>									

2

#### Instructions:

Column 1: List all position titles of staff that will be associated with the service being proposed. All other positions not associated with the proposed service may be grouped together and labeled as “Other Personnel”.

Column 2: Indicate the number of staff for the position title identified in Column 1.

Column 3: Indicate the number of hours each staff will work each week for the proposed service.

Column 4: Enter the annual salary for each position listed in Column 1. For the positions grouped as “Other Personnel”, you may enter the sum of the salaries.

Columns 5-7: List the salary costs that are directly associated with the position titles for the proposed service.

Column 8: Enter the salary costs that are indirectly associated with the service being proposed.

Column 9: Enter the total salaries for staff employed by your agency but are **not** directly or indirectly associated with the proposed service.

Column 10: Column 10 is the sum of Columns 5 through 9.

### PAGE 3 – SECTION B – EMPLOYEE PAYROLL TAXES & BENEFITS

This section is used to calculate the employee payroll taxes and benefits.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
B. PAYROLL TAXES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
FICA _____ %						
WORKER'S COMP. _____ %						
UNEMPLOYMENT _____ %						
<b>BENEFITS</b>						
RETIREMENT _____ %						
HOSPITAL CARE						
OTHER (SPECIFY)						
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>						

3

#### Instructions:

Column 1: List the percents used to calculate the amounts withheld for payroll taxes and benefits. Please list separately any other employee deduction not listed under "Other".

Columns 2-4: Calculate the payroll taxes and benefits by multiplying the percent listed in Column 1 by the Total Salary in the corresponding columns on Page 2. **Please Note:** Unemployment taxes should only be calculated up to the first \$9,000.00 of an employee's salary.

Column 5: Calculate the payroll taxes and benefits by multiplying the percent listed in Column 1 by the Total Salary for Mgmt Indirect on Page 2.

Column 6: Calculate the payroll taxes and benefits by multiplying the percent listed in Column 1 by the Total Salary for Other Dir Serv on Page 2.

Column 7: Column 7 is the sum of Columns 2 through 6.

### PAGE 3 - SECTION C – PROFESSIONAL FEES & CONTRACTED SERVICES

This section is used to list any contracted services such as janitorial, pest control, and security; as well as any professional fees such as consultants and auditors. Also, if you have any contracted employees from a temporary agency who are performing duties either directly or indirectly related to the service proposed; those costs should be entered here. Foster care agencies should enter their Foster Parent fees here. Any subcontractor's costs should be entered here.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
C. PROFESSIONAL FEES & CONTRACTED SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3

#### Instructions:

Column 1: List all professional fees and contracted services.

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

### PAGE 4 - SECTION D – CONSUMABLE SUPPLIES

This section is used to enter costs for items that will be directly used or consumed in the proposed service. These items must be used or consumed within one (1) Consumable supplies that are more of a general supply used within your agency should be entered in the "Mgmt Indirect" column. Examples of some of these costs are janitorial supplies (cleaning supplies, paper towels, floor cleaner, mops, brooms, etc.).

Program supplies such as pamphlets, text books, and computer software directly related to the proposed service should be entered in this section as well.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
D.CONSUMABLE SUPPLIES						
OFFICE						
CLEANING						
PROGRAM						
OTHER (SPECIFY)						
<b>TOTAL CONSUMABLE SUPPLIES</b>						

4

#### Instructions:

Column 1: List of consumable supplies by expense type. List any other consumable supplies separately under "Other".

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

## PAGE 4 - SECTION E – OCCUPANCY COSTS

This section is used to enter occupancy costs that will be associated with the proposed service. If your agency is renting the entire building and using all of the space for the proposed service, enter the total rental amount for the building. If your agency is renting the entire building and not using all of the space for the proposed service, the rental cost for the proposed service is calculated by multiplying the Cost per Square

Foot by the total Square Footage of the space used for the proposed service. The remaining rental cost should be entered under “Other Direct Ser”.

If your agency owns the building, a charge for depreciation **or** usage allowance is allowable. Depreciation or usage allowance should be applied to the original acquisition cost of the building. Depreciation should be calculated using the straight-line method. The lifespan of a nonresidential building is 31.5 years for property placed in service before May 13, 1993. If the property was placed in service after May 13, 1993 the lifespan is 39 years per the Internal Revenue Service (IRS) (Publication 946). If the building has been fully depreciated, the usage allowance method should be used. The usage allowance is limited to 2% of the original acquisition cost.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
E. OCCUPANCY COSTS						
RENTAL @ _____ PER SQ. FT. SQ. FT. _____						
USAGE ALLOWANCE OF BLDG. OWNED @ 2% OF ORIGINAL ACQUISITION COST						
MAINTENANCE & REPAIRS						
UTILITIES (MAY BE INCLUDED IN RENT) HEAT & ELECTRICITY _____ WATER _____						
TELEPHONE						
OTHER (SPECIFY)						
<b>TOTAL OCCUPANCY COSTS</b>						

4

#### Instructions:

Column 1: Rental – Enter the amount per square foot and the total square footage used for the proposed service.

Usage Allowance of Building – Should be used when building has been fully depreciated. Usage Allowance is limited to 2% of the original acquisition cost.

Maintenance & Repairs – Enter any projected building maintenance and repair costs.

Utilities – Enter the projected utility costs on the appropriate lines. If heat and electricity is included in the rent, write “included” on this line. If water is included in the rent, write “included” on this line.

Telephone – Enter the projected telephone costs including long distance. Cell phone costs should be entered on this line, also.

Other – List separately any other costs associated with occupancy.

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

## **PAGE 5 - SECTION F – TRAVEL COSTS**

This section is used to enter the costs of operation, maintenance, and repairs of agency vehicles when relevant to the delivery of the proposed service. Such costs may be charged on an actual cost basis, a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-profit organization's non-federally sponsored activities. The amount paid for mileage reimbursement should not exceed HCJFS' reimbursement rate, which is the rate determined by the IRS. The reimbursement rate can be found on the IRS website.

Conference and meeting costs are allowable if the primary purpose is the dissemination of technical information relating to the proposed service. Purchased transportation is allowable if required for the delivery of the proposed service.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
EXPENSES BY PROGRAM SERVICES						
F. TRAVEL COSTS						
GASOLINE & OIL						
VEHICLE REPAIR						
VEHICLE LICENSE						
VEHICLE INSURANCE						
OTHER (PARKING)						
MILEAGE REIMBURSE. @ PER MILE						
CONFERENCES & MEETINGS, ETC.						
PURCHASED TRANSPORTATION						
<b>TOTAL TRAVEL COSTS</b>						

5

#### Instructions:

Column 1: List of travel costs by expense type. List any other travel costs separately under, "Other".

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

## PAGE 5 - SECTION G – INSURANCE COSTS

This section is used to enter insurance costs relevant to the delivery of the proposed service. Some agencies allocate all insurance costs to the Mgmt Indirect column of their budgets, and then allocate them along with all the other shared type of costs. If one service operated by the agency has disproportionate insurance costs (either higher or lower) than the other agency services, then a more appropriate method would be to show the insurance costs in the column for that service. Records substantiating development of the means of allocating must be provided with your budget submittal and also maintained in your agency.

(1) (2) (3) (4) (5) (6) (7)



EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
G. INSURANCE COSTS						
LIABILITY						
PROPERTY						
ACCIDENT						
OTHER						
<b>TOTAL INSURANCE COSTS</b>						

5

## Instructions:

Column 1: List of insurance costs by expense type. List any other insurance costs separately under, "Other".

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

**PAGE 6 - SECTION H – EQUIPMENT COSTS**

This section is used to enter small equipment (items costing under \$5,000.00 and will be purchased during the budget period); equipment maintenance and repair; equipment lease costs; and depreciation costs for capital equipment (any item or group of like items costing \$5,000.00 or more) relevant to the delivery of the proposed service. Leased equipment in excess of \$5,000.00 must be depreciated. If your agency has, or acquires equipment costing \$5,000.00 or more with an anticipated useful life in excess of one (1) year a charge for depreciation is allowable.

Depreciation should be calculated using the straight-line method. Refer to IRS guidelines to determine the useful life of equipment. Follow the instructions on Page 7 of Budget Form to calculate depreciation.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
H. EQUIPMENT COSTS						
SMALL EQUIPMENT (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
TOTAL SMALL EQUIPMENT COSTS						
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)						
TOTAL EQUIPMENT & REPAIR						
EQUIPMENT LEASE COSTS (DETAIL)						
TOTAL LEASE COSTS						
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)						
TOTAL EQUIPMENT COSTS						

6

Instructions:

Column 1: List of equipment costs by expense type.

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

## PAGE 7 - LARGE EQUIPMENT DEPRECIATION COSTS

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the “individual equipment item” is for computer components which are purchased as a group, e.g. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any items of equipment used by the Management Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Item(s) To Be Depreciated	New or Used	Date of Purchase	Total Actual Cost	Salvage Value	Total To Depreciate	Useful Life	Chargeable Annual Depreciation	Percent Used By Service Proposed	Amount Charged to Service Proposed	Which Service Proposed
<b>Total</b>										

7

**Instructions:**

- Column 1: Enter item to be depreciated.
- Column 2: Enter “N” for new equipment or “U” for used equipment.
- Column 3: Enter date of purchase.
- Column 4: Enter acquisition cost of item.
- Column 5: Enter salvage value.
- Column 6: Subtract value entered in Column 5 from the value entered in Column 4.
- Column 7: Enter useful life per IRS guidelines.
- Column 8: Divide value in Column 6 by value in Column 7.
- Column 9: Enter percent item will be used in the service proposed.
- Column 10: Multiply value in Column 8 by percent in Column 9.
- Column 11: Enter name of service proposed.

**PAGE 8 – SECTION I - MISCELLANEOUS COSTS**

This is the section to enter anticipated miscellaneous costs incidental to the delivery of the service proposed. Allowable miscellaneous include costs such as printing, advertising, postage, FBI background checks, and drug testing.

(1) (2) (3) (4) (5) (6) (7)

EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
I. MISCELLANEOUS COSTS						
<b>TOTAL MISCELLANEOUS COSTS</b>						

8

Instructions:

Column 1: List miscellaneous costs separately.

Columns 2-4: Enter the costs that are directly associated with the service proposed.

Column 5: Enter the costs that are **indirectly** associated with the service proposed.

Column 6: Enter the costs that are not associated (directly or indirectly) with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

**PAGE 8 – SECTION J - PROFIT MARGIN**

This section is for for-profit entities only. Enter the amount of anticipated profit being charged to the service proposed. The profit margin will be negotiated during contract negotiations.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENSES BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE

<b>J. PROFIT MARGIN</b> (For profit entities only- indicate the amount)						
--	--	--	--	--	--	--

8

## PAGE 8 – SECTION K – SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION

This is the grand total of Sections A through J for each column. The values on this line should equal Sub-Total of Expenses Before Mgmt Indirect Allocation on Page 1 - Summary Page.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
EXPENSES BY PROGRAM SERVICES						
<b>K. SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION</b>						

8

## PAGE 9 – REVENUE BY PROGRAM SERVICES

Projected revenues of your agency should be entered for the same time period of the budget for expenses. Government contracts, including revenues expected to be received from HCJFS, should be listed separately (e.g. HCJFS, Butler County, etc.). “Fees From Clients” should only represent monies received directly from clients. These are not fees paid by third parties (insurance, Medicaid, contracts). Contributions from individual benefactors need not be listed individually unless they represent a significant proportion or amount of donated funds.

Total revenues shown MUST equal or exceed the total expenses shown on Page 1 – Summary Page.

REVENUE PREPARED FOR PERIOD  
(Enter Begin Date of Budget) TO (Enter End Date of Budget)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE BY PROGRAM SERVICES	(Enter Name of Proposed Service)	(Enter Name of Add'l Proposed Service, if needed)	(Enter Name of Add'l Proposed Service, if needed)	MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUE
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency)</b>						
HCJFS						
<b>B. OTHER FUNDING</b>						
Fees From Clients						
Contributions						
Awards & Grants						
Other (specify)						
<b>TOTAL REVENUE</b>						

9

## Instructions:

Column 1: List funding sources.

Columns 2-4: Enter the revenues that are directly associated with the service proposed.

Column 5: Enter revenue such rental of facilities, interest income, investment income, contributions, etc.

Column 6: Enter all other revenues that are not associated with the service proposed.

Column 7: Column 7 is the sum of Columns 2 through 6.

**PAGE 10 – RENEWAL YEAR ESTIMATED COST SHEET**

Please estimate the total expenses and the unit rate by program for renewal years. These estimates will be used in helping HCJFS determine increases for the renewal years.

**BCCS CONTRACT BUDGET**  
**HCJFS CONTRACT BUDGET**

**RENEWAL YEAR ESTIMATED COST SHEET**

(1)

(2)

(3)

(4)

<b>PROGRAM</b>	<b>RENEWAL YEAR 1 EXPENSE</b>	<b>RENEWAL YEAR 1 UNIT RATE</b>	<b>NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.</b>
PROGRAM 1			
PROGRAM 2			
PROGRAM 3			
PROGRAM 4			
<b>PROGRAM</b>	<b>RENEWAL YEAR 2 EXPENSE</b>	<b>RENEWAL YEAR 2 UNIT RATE</b>	<b>NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.</b>
PROGRAM 1			
PROGRAM 2			
PROGRAM 3			
PROGRAM 4			

- Column 1: Please list the program name (ie Traditional Foster Care, Therapeutic Foster Care Level 1, etc.)
- Columns 2: Please enter the estimated total expense for renewal year 1 by program. Further down under the second set of headings, please list the estimated total expenses for renewal year 2 by program.
- Column 3: Please enter the estimated unit rate for renewal year 1 by program. Further down under the second set of headings, please list the estimated unit rate for renewal year 2 by program.
- Column 4: Please write a detailed narrative of justifying the increased costs and unit rate.

**EXHIBIT II**

AGENCY:

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM:

\_\_\_\_\_ TO \_\_\_\_\_

**INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW**

<b>EXPENSES BY PROGRAM SERVICES</b>	<b>My First Place IL</b>		<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>A. STAFF SALARIES</b>	0.00	0.00	0.00	0.00	0.00
<b>B. EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>	0.00	0.00	0.00	0.00	0.00
<b>C. PROFESSIONAL &amp; CONTRACTED SERVICES</b>	0.00	0.00	0.00	0.00	0.00
<b>D. CONSUMABLE SUPPLIES</b>	0.00	0.00	0.00	0.00	0.00
<b>E. OCCUPANCY</b>	0.00	0.00	0.00	0.00	0.00
<b>F. TRAVEL</b>	0.00	0.00	0.00	0.00	0.00
<b>G. INSURANCE</b>	0.00	0.00	0.00	0.00	0.00
<b>H. EQUIPMENT</b>	0.00	0.00	0.00	0.00	0.00
<b>I. MISCELLANEOUS</b>	0.00	0.00	0.00	0.00	0.00
<b>J. PROFIT MARGIN</b>	0.00	0.00	0.00	0.00	0.00
<b>K. SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION</b>	0.00	0.00	0.00	0.00	0.00
<b>ALLOCATION OF MGT/INDIRECT COSTS</b>					0.00
<b>TOTAL PROGRAM EXPENSES</b>	0.00	0.00	0.00	0.00	0.00

ESTIMATED TOTAL UNITS OF SERVICE  
TO BE PROVIDED:

UNIT =

TOTAL PROGRAM COST/TOTAL UNITS  
OF SERVICE = UNIT COST:

\$ \_\_\_\_\_ \$ \_\_\_\_\_

<b>TOTAL REVENUE</b>	0.00	0.00	0.00	0.00	0.00
----------------------	------	------	------	------	------





## EXHIBIT II

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>B.PAYROLL TAXES</b>					
FICA %					0.00
WORKER'S COMP. %					0.00
UNEMPLOYMENT %					0.00
<b>BENEFITS</b>					
RETIREMENT					0.00
HOSPITAL CARE					0.00
OTHER (SPECIFY)					0.00
					0.00
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>	0.00	0.00	0.00	0.00	0.00

**Employee Payroll Taxes & Benefits Narrative.**

Please type narrative here.

**NOTE: You must list the percentage amount on the FICA, Worker's Comp and Unemployment lines. Remember - Unemployment Taxes are based ONLY on the first \$9,000 of the employees salary.**

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and			MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
					0.00
					0.00
					0.00
					0.00
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>	0.00	0.00	0.00	0.00	0.00

**Professional Fees & Contracted Services Narrative**

Please type narrative here.

## EXHIBIT II

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>D.CONSUMABLE SUPPLIES</b>					
OFFICE					0.00
CLEANING					0.00
PROGRAM					0.00
OTHER (SPECIFY)					0.00
					0.00
					0.00
<b>TOTAL CONSUMABLE SUPPLIES</b>	0.00	0.00	0.00	0.00	0.00

**Consumable Supplies Narrative**

Please type narrative here.

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>E. OCCUPANCY COSTS</b>					
RENTAL @ PER SQ. FT.					0.00
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG. ACQUISITION COST					0.00
MAINTENANCE & REPAIRS					0.00
UTILITIES (MAY BE INCLUDED IN RENT)					
HEAT & ELECTRICITY WATER					0.00
TELEPHONE					0.00
OTHER (SPECIFY)					0.00
					0.00
					0.00
<b>TOTAL OCCUPANCY COSTS</b>	0.00	0.00	0.00	0.00	0.00

**Occupancy Costs Narrative**

Please type narrative here.

## EXHIBIT II

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
F. TRAVEL COSTS					
GASOLINE & OIL					0.00
VEHICLE REPAIR					0.00
VEHICLE LICENSE					0.00
VEHICLE INSURANCE					0.00
OTHER (PARKING)					0.00
MILEAGE REIMBURSE.@ _____ PER MILE					0.00
CONFERENCES & MEETINGS, ETC.					0.00
PURCHASED TRANSPORTATION					0.00
<b>TOTAL TRAVEL COSTS</b>	0.00	0.00	0.00	0.00	0.00

**Travel Costs Narrative**

Please type narrative here.

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
G. INSURANCE COSTS					
LIABILITY					0.00
PROPERTY					0.00
ACCIDENT					0.00
OTHER					0.00
<b>TOTAL INSURANCE COSTS</b>	0.00	0.00	0.00	0.00	0.00

**Insurance Costs Narrative**

Please type narrative here.

## EXHIBIT II

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SERV	TOTAL EXPENSE
<b>H.EQUIPMENT COSTS</b>					
SMALL EQUIPMENT (items costing under \$5,000.00, which are to be purchased during budget period should be listed)					
					0.00
					0.00
					0.00
<b>TOTAL SMALL EQUIPMENT COSTS</b>	0.00	0.00	0.00	0.00	0.00
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)					0.00
					0.00
					0.00
					0.00
<b>TOTAL EQUIPMENT &amp; REPAIR</b>	0.00	0.00	0.00	0.00	0.00
EQUIPMENT LEASE COSTS (DETAIL)					
					0.00
					0.00
					0.00
<b>TOTAL LEASE COSTS</b>	0.00	0.00	0.00	0.00	0.00
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EQUIPMENT COSTS</b>	0.00	0.00	0.00	0.00	0.00

**Total Equipment Costs Narrative (Small Equipment, Equipment Maintenance & Repair, Equipment Lease, Equipment Depreciation)**

Please type narrative here.

## EXHIBIT II

## LARGE EQUIPMENT DEPRECIATION COSTS

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the "individual equipment item" is for computer components which are purchased as a group, I.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was full depreciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	*PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM
			0.00	0.00	0.00	0	0.00	100.00%	0.00	
			0.00	0.00	0.00	0	0.00			
			0.00	0.00	0.00	0	0.00			
			0.00	0.00	0.00	0	0.00			
			0.00	0.00	0.00	0	0.00			
Total			0.00		0.00		0.00		0.00	

## EXHIBIT II

EXPENSES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>I. MISCELLANEOUS COSTS</b>					
					0.00
					0.00
					0.00
					0.00
					0.00
<b>TOTAL MISCELLANEOUS COSTS</b>	0.00	0.00	0.00	0.00	0.00
<b>J. PROFIT MARGIN (For profit entities only)</b>					0.00
<b>K. SUB-TOTAL OF EXPENSES BEFORE MGMT INDIRECT ALLOCATION</b>	0.00	0.00	0.00	0.00	0.00

**Miscellaneous Costs Narrative.**

Please type narrative here.

A rationale or basis for the allocation of Mgmt Indirect cost which details how the amount charged to the proposed service was determined must be included. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct cost of service proposed, and/or time studies. Records substantiating development of the means of these costs must be provided with your budget submittal and also maintained by your agency.

**Mgmt/Indirect Cost Narrative.**

Please type narrative here.

**Profit Margin Narrative (for profit entities only).**

Please type narrative here.

## EXHIBIT II

REVENUES BY PROGRAM SERVICES			MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUES
A. GOVERNMENTAL AGENCY FUNDING (specify agency & type)					
					0.00
					0.00
					0.00
B. OTHER FUNDING					
FEES FROM CLIENTS					0.00
CONTRIBUTIONS					0.00
					0.00
					0.00
					0.00
					0.00
AWARDS & GRANTS					0.00
					0.00
OTHER (specify)					0.00
					0.00
TOTAL REVENUE	0.00	0.00	0.00	0.00	0.00

**Revenue Narrative**

Please type narrative here.



## EXHIBIT II

## RENEWAL YEAR ESTIMATED COST SHEET

PROGRAM	RENEWAL YEAR 1 EXPENSE	RENEWAL YEAR 1 UNIT RATE	NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.
My First Place IL			

PROGRAM	RENEWAL YEAR 2 EXPENSE2	RENEWAL YEAR 2 UNIT RATE	NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.
My First Place IL			

Renewal years 1 2

# ATTACHMENT C-1

## Sample Budget

## ATTACHMENT C-1

## HCJFS CONTRACT SAMPLE BUDGET

(for reference purposes only)

AGENCY: Acme Foster Care

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM: Traditional &amp; Therapeutic Foster Care

January 1, 2017 TO December 31, 2017

## INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES	154,750.00	218,750.00	0.00	44,350.00	359,400.00	777,250.00
B. EMPLOYEE PAYROLL TAXES & BENEFITS	38,355.38	54,225.38	0.00	10,830.59	89,055.54	192,466.88
C. PROFESSIONAL & CONTRACTED SERVICES	167,900.00	164,250.00	0.00	15,900.00	32,100.00	380,150.00
D. CONSUMABLE SUPPLIES	500.00	1,200.00	0.00	4,500.00	10,600.00	16,800.00
E. OCCUPANCY	13,400.00	20,100.00	0.00	0.00	90,500.00	124,000.00
F. TRAVEL	29,625.00	29,625.00	0.00	0.00	23,250.00	82,500.00
G. INSURANCE	2,790.00	1,860.00	0.00	500.00	3,150.00	8,300.00
H. EQUIPMENT	1,900.00	1,900.00	0.00	0.00	1,900.00	5,700.00
I. MISCELLANEOUS	7,750.00	5,300.00	0.00	500.00	3,750.00	17,300.00
J. PROFIT MARGIN	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL OF EACH COLUMN	416,970.38	497,210.38	0.00	76,580.59	613,705.54	1,604,466.88
ALLOCATION OF MGT/INDIRECT COSTS	20,632.02	13,645.48		-45,484.94	11,207.44	0.00
TOTAL PROGRAM EXPENSES	437,602.40	510,855.86	0.00	31,095.65	624,912.98	1,604,466.88

ESTIMATED TOTAL UNITS OF SERVICE

TO BE PROVIDED:

8,395.00

5,475.00

UNIT = 1 day

TOTAL PROGRAM COST/TOTAL UNITS

OF SERVICE = UNIT COST:

\$52.13\$93.31 \_\_\_\_\_

TOTAL REVENUE	438,000.00	511,000.00	0.00	29,000.00	627,000.00	1,605,000.00
---------------	------------	------------	------	-----------	------------	--------------

## ATTACHMENT C-1

## A. STAFF SALARIES - Attach Extra Pages for Staff,

POSITION TITLE	# STAFF	HRS WK	Annual Cost	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
Program Director	1.00	40.0	56,000.00	14,000.00	14,000.00			28,000.00	56,000.00
Case Manager	10.00	400.0	320,000.00	128,000.00	192,000.00				320,000.00
Clerical Specialist	1.00	40.0	25,500.00	12,750.00	12,750.00				25,500.00
Clerical Specialist	1.00	40.0	25,500.00					25,500.00	25,500.00
Other Personnel			195,250.00					195,250.00	195,250.00
Executive Director	1.00	10.0	85,000.00				21,250.00	63,750.00	85,000.00
Human Resource Director	1.00	13.2	70,000.00				23,100.00	46,900.00	70,000.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
<b>TOTAL SALARIES</b>	<b>15.00</b>	<b>543.2</b>	<b>777,250.00</b>	<b>154,750.00</b>	<b>218,750.00</b>	<b>0.00</b>	<b>44,350.00</b>	<b>359,400.00</b>	<b>777,250.00</b>

**Salaries Narrative.** Describe how each position relates to the service proposed.

The budget shows the positions associated with our Foster Care program. Staffing consists of the following:

1 Program Director - 25% allocated Traditional Foster Care; 25% allocated to Therapeutic Foster Care; remaining 50% allocated to other services not associated with foster care.

1 Program Director -  
25% allocated to Traditional Foster Care  
25% allocated to Therapeutic Foster Care 3  
50% allocated to other services not associated with foster care.

10 Case Managers  
40% allocated to Traditional foster Care  
60% allocated to Therapeutic Foster Care 3

1 Clerical specialist  
50% allocated to Traditional Foster Care  
50% allocated to Therapeutic Foster Care 3

1 Executive Director  
25% allocated to Foster Care Program

1 Human Resource Director  
33% allocated to Foster Care Program.

## ATTACHMENT C-1

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
<b>B.PAYROLL TAXES</b>						
FICA 7.65 %	11,838.38	16,734.38		3,392.78	27,494.10	59,459.63
WORKER'S COMP. 1.9%	2,940.25	4,156.25		842.65	6,828.60	14,767.75
UNEMPLOYMENT 2.3 %	983.25	1,397.25		120.06	2,260.44	4,761.00
<b>BENEFITS</b>						
RETIREMENT 1%	1,547.50	2,187.50		443.50	3,594.00	7,772.50
HOSPITAL CARE 13%	20,117.50	28,437.50		5,765.50	46,722.00	101,042.50
OTHER Life/Disability .6%	928.50	1,312.50		266.10	2,156.40	4,663.50
						0.00
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>	38,355.38	54,225.38	0.00	10,830.59	89,055.54	192,466.88

**Employee Payroll Taxes & Benefits Narrative.**

Payroll taxes are based on on current FICA, Worker's Comp and Unemployment percentages. Unemployment taxes are calculated on the first \$9,000.00 of each employee's salary. Benefits for full time employees include hospitalization, retirement, group life and disability insurance.

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.))	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
Foster Parent Fees	167,900.00	164,250.00				332,150.00
Accounting Services				6,000.00	12,000.00	18,000.00
Janitorial Services				9,900.00	20,100.00	30,000.00
						0.00
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>	167,900.00	164,250.00	0.00	15,900.00	32,100.00	380,150.00

**Professional Fees & Contracted Services Narrative**

Professional and contracted services include fees paid to our Foster Parents. We currently have 38 foster parents. Other contracted services include accounting and janitorial.

## ATTACHMENT C-1

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>D.CONSUMABLE SUPPLIES</b>						
OFFICE		900.00			4,500.00	5,400.00
CLEANING						0.00
PROGRAM	500.00	300.00			600.00	1,400.00
OTHER - Food					10,000.00	10,000.00
						0.00
						0.00
<b>TOTAL CONSUMABLE SUPPLIES</b>	500.00	1,200.00	0.00	4,500.00	10,600.00	16,800.00

**Consumable Supplies Narrative**

Program expenses include gifts for children and youth activities. Office supplies are allocated based on the number of FTE's in each service.

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>E. OCCUPANCY COSTS</b>						
RENTAL @ \$10.00 PER SQ. FT. 10,000	10,000.00	15,000.00			75,000.00	100,000.00
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG. ACQUISITION COST						0.00
MAINTENANCE & REPAIRS	1,200.00	1,800.00			9,000.00	12,000.00
UTILITIES (MAY BE INCLUDED IN RENT) HEAT & ELECTRICITY WATER						0.00
TELEPHONE	2,200.00	3,300.00			6,500.00	12,000.00
OTHER (SPECIFY)						0.00
						0.00
						0.00
<b>TOTAL OCCUPANCY COSTS</b>	13,400.00	20,100.00	0.00	0.00	90,500.00	124,000.00

**Occupancy Costs Narrative**

Rental expense is allocated by square footage of office space. This expense is further allocated between Traditional Foster Care and Therapeutic Foster Care 3 based on the number of FTE's in each service.

Telephone expense includes office phones and company cell phones used by employees. This expense is further allocated between Traditional Foster and Therapeutic Foster Care based on the number of FTE's in each service.

Maintenance & Repairs expense is allocated by square footage of office space. This expense is further allocated between Traditional Foster Care and Therapeutic Foster Care 3 based upon the number of FTE's in each service.

Utilities are included in the rent.

## ATTACHMENT C-1

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
F. TRAVEL COSTS						
GASOLINE & OIL						0.00
VEHICLE REPAIR						0.00
VEHICLE LICENSE						0.00
VEHICLE INSURANCE						0.00
OTHER (PARKING)						0.00
MILEAGE REIMBURSE.@ \$.50 PER MILE	28,125.00	28,125.00			18,750.00	75,000.00
CONFERENCES & MEETINGS, ETC.	1,500.00	1,500.00			4,500.00	7,500.00
PURCHASED TRANSPORTATION						0.00
<b>TOTAL TRAVEL COSTS</b>	<b>29,625.00</b>	<b>29,625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,250.00</b>	<b>82,500.00</b>

**Travel Costs Narrative**

Travel costs include mileage reimbursement of \$.50 per mile. Estimated number of miles are 150,000. Conference and meetings expense include costs for 4 employees to attend conference on Foster Care.

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
G. INSURANCE COSTS						
LIABILITY	2,460.00	1,640.00		500.00	2,900.00	7,500.00
PROPERTY	330.00	220.00			250.00	800.00
ACCIDENT						0.00
OTHER						0.00
<b>TOTAL INSURANCE COSTS</b>	<b>2,790.00</b>	<b>1,860.00</b>	<b>0.00</b>	<b>500.00</b>	<b>3,150.00</b>	<b>8,300.00</b>

**Insurance Costs Narrative**

Insurance costs include liability insurance for foster parents and executive officers of the agency. Insurance costs are allocated to the services based on number of FTE's in each service.

## ATTACHMENT C-1

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>EQUIPMENT COSTS</b>						
SMALL EQUIPMENT (items costing under \$5,000.00, which are to be purchased)						
						0.00
						0.00
						0.00
<b>TOTAL SMALL EQUIPMENT COSTS</b>	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)						0.00
						0.00
						0.00
						0.00
<b>TOTAL EQUIPMENT &amp; REPAIR</b>	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT LEASE COSTS (DETAIL)						
Copiers	900.00	900.00			900.00	2,700.00
						0.00
						0.00
<b>TOTAL LEASE COSTS</b>	900.00	900.00	0.00	0.00	900.00	2,700.00
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)	1,000.00	1,000.00	0.00	0.00	1,000.00	3,000.00
<b>TOTAL EQUIPMENT COSTS</b>	1,900.00	1,900.00	0.00	0.00	1,900.00	5,700.00

**Total Equipment Costs Narrative (Small Equipment, Equipment Maintenance & Repair, Equipment Lease, Equipment Depreciation)**

Equipment Costs include lease charges for copiers and depreciation of computer system purchased in March, 2008.





## ATTACHMENT C-1

EXPENSES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>I.MISCELLANEOUS COSTS</b>						
Postage	1,000.00	800.00			500.00	2,300.00
Dues/Subscriptions	2,000.00	1,000.00			1,000.00	4,000.00
Background checks	2,250.00	1,500.00			1,250.00	5,000.00
Recruitment	2,500.00	2,000.00			1,500.00	6,000.00
						0.00
<b>TOTAL MISCELLANEOUS COSTS</b>	7,750.00	5,300.00	0.00	500.00	3,750.00	17,300.00
<b>J. PROFIT MARGIN (For profit entities only)</b>						0.00
<b>TOTAL OF ALL EXPENSES</b>	416,970.38	497,210.38	0.00	76,580.59	613,705.54	#####

**Miscellaneous Costs Narrative.**

Miscellaneous costs include postage, professional dues, foster parent recruitment, and background checks on foster parents and employees. Miscellaneous costs are allocated based on the number of FTE's in each service.

**A rationale or basis for the allocation of Mgmt Indirect cost which details how the amount charged to the proposed service was determined must be included.**

**Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct cost of service proposed, and/or time studies. Records substantiating development of the means of these costs must be provided with your budget submittal and also maintained by your agency.**

**Mgmt/Indirect Cost Narrative.**

Management/Indirect costs are allocated to all services based on the percent of total direct salaries of each service to total agency salaries.

**Profit Margin Narrative (for profit entities only).**

Please type narrative here.

N/A.

## ATTACHMENT C-1

REVENUES BY PROGRAM SERVICES	Traditional Foster Care	Therapeutic Foster Care 3		MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUES
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency &amp; type)</b>						
Hamilton County Job & Family Services	375,000.00	455,000.00			620,000.00	1,450,000.00
Butler County Job & Family Services	58,000.00	51,000.00				109,000.00
						0.00
<b>B. OTHER FUNDING</b>						0.00
FEES FROM CLIENTS						0.00
CONTRIBUTIONS -						0.00
donations				6,000.00		6,000.00
endowment				23,000.00		23,000.00
						0.00
						0.00
AWARDS & GRANTS						0.00
						0.00
OTHER (specify)						0.00
Fundraising	5,000.00	5,000.00			7,000.00	17,000.00
<b>TOTAL REVENUE</b>	438,000.00	511,000.00	0.00	29,000.00	627,000.00	1,605,000.00

**Revenue Narrative**

Revenues are projected based upon the per diem rate and the number of children in each service.

## EXHIBIT II

## RENEWAL YEAR ESTIMATED COST SHEET

PROGRAM	RENEWAL YEAR 1 EXPENSE	RENEWAL YEAR 1 UNIT RATE	NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.
Traditional Foster Care	\$435,383.12	\$51.87	Requesting a 2.5 percent increase. Salaries and contracted services are anticipated to increase 3 percent and supplies, insurance, equipment should increase 2 percent. Other costs should be stable.
Therapeutic Foster Care 3	\$279,300.06	\$51.01	Requesting a 2.5 percent increase. Salaries and contracted services are anticipated to increase 3 percent and supplies, insurance, equipment should increase 2 percent. Other costs should be stable.
PROGRAM 3			
PROGRAM 4			

PROGRAM	RENEWAL YEAR 2 EXPENSE2	RENEWAL YEAR 2 UNIT RATE	NARRATIVE - Please describe in detail the reasons for increased costs/expenses. This narrative will be used to help determine the amount of increase Provider may receive if HCJFS awards increases in renewal years 1 and 2.
Traditional Foster Care	\$448,444.61	\$53.43	Requesting a 3 percent increase. Salaries and contracted services are anticipated to increase 3 percent. In addition, an upgrade to computer equipment is needed that will increase costs by 3 percent. All other costs should increase by approximately the cost of living (2.5%).
Therapeutic Foster Care 3	\$287,679.06	\$52.54	Requesting a 3 percent increase. Salaries and contracted services are anticipated to increase 3 percent. In addition, an upgrade to computer equipment is needed that will increase costs by 3 percent. All other costs should increase by approximately the cost of living (2.5%).
PROGRAM 3			
PROGRAM 4			

# ATTACHMENT D

## Provider Certification

# Hamilton County Department of Job and Family Services<sup>158</sup>

## Provider Certification Process

(Revised 5/10)

### I. Overview

The purpose of the **Hamilton County Department of Job and Family Services (HCJFS) Provider Certification Process** is to assess a service provider's administrative capacity to effectively manage an HCJFS contract. The process is designed strictly for internal HCJFS decision making and should not be seen as an official accreditation, licensing or endorsement of a provider program or agency. The process is divided into three (3) sections -**A. Program Identifying Information, B. Administrative Capacity and C. Quality Assurance**. Sections A. and B. may be completed prior to contract signing. Section C. within six (6) months of contract signing. A six (6) month period is given for Section C. to allow time for smaller agencies who may not have all of the quality assurance components in place. As with any process, there are always exceptions so consult with management if certain portions of the document are not applicable to a specific provider.

#### A. **Program Identifying Information (Section A)** - identifies key information such as:

1. agency name and address;
2. director's name;
3. service being purchased;
4. hours/days of operation, etc.

#### B **Administrative Capacity (Section B)** - identifies administrative areas which are key to an effective operation such as:

1. accounting and record keeping systems;
2. copies of important documents such as the table of organization,  
Articles of Incorporation, insurance, etc.;
3. review of provider personnel files for proof of drivers' licenses, insurance, professional credentials, etc.;
4. tour of the provider's facility.

None of this information is to be released to anyone other than the provider without HCJFS management approval.

#### C. **Quality Assurance (Section C)** - identifies processes and procedures for ensuring quality service such as:

1. program staff training plan;
2. staff policy and procedure manual;
3. quality assurance plan/activities.

Refer to detailed instructions for completing the certification document.

## II. INSTRUCTIONS FOR THE PROVIDER CERTIFICATION PROCESS

### Section A. Program Identifying Information

ITEM	EXPLANATION
1. Reviewer's Name and Title	Staff name(s)/title(s) who completed the certification review.
2. Initiation of Certification Process (Date)	Date the certification process began.
3. Completion of Certification Process (Date)	Date the certification process was completed - all 3 sections completed..
4. Certification Status	Select the applicable answer as the certification process is completed. Select: in process, approved, denied.
5. Tax I.D. # (aka Vendor #)	Tax I.D. (Vendor) number used in Performance.
6. Oracle Contract #	Contract number used in Oracle
7. Agency Name	Official name of the contract agency.
8. Agency Address	Address for the location of the agency's administrative office. Indicate if there is a separate mailing address.
9. Phone #	Phone number for the agency's administrative office.
10. Fax #	Fax number for the agency's administrative office.
11. Program Name	Program name for the purchased service, if applicable.
12. Service Name	Service name from the Contract Services database picklist.
13. Program Address, if different	Program address if different from the administrative office.
14. Program Phone #, if different	Program phone number if different from the administrative office.
15. Program Fax #	Program fax number if different from the administrative office.
16. Agency's Hours/Days of Operation	Agency's hours of operation (begin/end times) and days of the week the agency is open for service.
17. Program's Hours/Days of Operation	Contracted program's hours of operation (begin/end times) and the days of the week the program is open for service.
18. Seasonal Hours, if applicable	Indicate if the program has seasonal (summer, holiday, etc) days and hours of operation.
19. Agency Director's Name	Name of the Executive Director for the contracted agency.
20. Agency Director's E-Mail Address	E-mail address for the Agency Director.
21. Program Director's Name, if different	Name of the Program Director for the contracted program/service if different from the Executive Director.
22. Program Director's Phone #, if different	Phone number for the Program Director if different from the agency or program phone numbers listed above in #9 and #14.
23. Program Director's E-Mail Address	E-mail address for the Program Director if different from the Agency Director.
24. Program Contact Person, if different	Name of the program Contact Person if different from the Program Director listed above in #20.
25. Program Contact Person's Phone number, if different	Phone number for the program Contact Person if different from the phone number for the Program Director listed above in #21.
26. Program Contact Person's E-Mail Address	E-mail address for the program contact person if different from the Program Director.

**Section B. Administrative Capacity - This section must be completed prior to contract signing.**

ITEM	EXPLANATION
1. Other Provider certifications	Ask Provider if the agency is currently certified by another entity. This could be Medicaid, JACHO, COA, etc. Obtain information regarding the type, time period and particular services covered by the certification and discuss findings with Section management.
2. Reviewed and accepted: <ul style="list-style-type: none"> <li>a. Most recent annual independent audit or comparable financial documents;</li> <li>b. audit management letter, if applicable;</li> <li>c. SAS61 (auditor's communication to the board's audit committee), if applicable;</li> <li>d. most recent 990 and Schedule A ;</li> <li>e. most recent federal income tax return;</li> <li>f. written internal financial controls.</li> </ul>	This information is used to determine the financial status of an agency. Things to look for are: <ol style="list-style-type: none"> <li>1. Did the audit firm issue an unqualified opinion on the report? If not, a further review of the agency's financial status should be conducted. If the audit report is not for the prior calendar year, ask when the report will be finished and follow-up with provider to obtain a copy.</li> <li>2. Do the attachments/exhibits indicate problems, recommendations, etc.?</li> <li>3. Does the audit management letter indicate a problem or areas that need improvement?</li> <li>4. Does the SAS61 indicate problems, concerns, etc.?</li> <li>5. The 990 repeats much of the information in the independent audit but also includes the salaries for the top 5 positions earning over \$50,000.00 per year.</li> <li>6. Were taxes filed timely? If not, why? Were extensions requests done timely?</li> <li>7. Do the controls indicate a separation of duties? Is there a clear understanding of duties and roles? For assistance in developing internal financial controls, providers can consult the standards issued by the GAO in the booklet titled <b><i>Government Auditing Standards</i></b>. The information is also available on the GAO website at: <b><a href="http://www/gao.gov/policy/guidance.htm">http://www/gao.gov/policy/guidance.htm</a></b></li> </ol>
3. Indicate Provider's filing status with the IRS: <ul style="list-style-type: none"> <li>a. 501C3 (not-for-profit);</li> <li>b. sole proprietor;</li> <li>c. corporation (for profit);</li> <li>d. government agency;</li> <li>e. other (specify).</li> </ul>	The filing status is important because of filing and tax conditions which are unique to each category.



<p>4. Received current copies of:</p> <ul style="list-style-type: none"> <li>a. Articles of Incorporation, if applicable;</li> <li>b. job descriptions for all staff in program budget;</li> <li>c. insurance with the correct amount, type of coverage and additional insureds listed;</li> <li>d. Worker's Compensation insurance;</li> <li>e. table of organization including advisory boards &amp; committees;</li> <li>f. service/attendance form, sign-in sheet, etc.</li> <li>g. contract service contingency plan, if applicable.</li> </ul>	<p>Copies of all the documents must be received <del>per</del> prior to contract signing.</p> <ol style="list-style-type: none"> <li>1. Job description titles should match to the salaried positions in the budget and to the positions in the T.O.</li> <li>2. Insurance amounts are the standard amounts listed in the boiler plate contract. Work with management for unusual coverage amounts for unusual services. Indicate the expiration date so HCJFS can do timely follow-up to ensure the insurance coverage remains current.</li> <li>3. Table of organization should show the relationship of the contracted service to the entire organization. The T.O. may reference programs for positions.</li> <li>4. The service/attendance form is the sheet used to document units of service. Determine if information maintained is adequate - client names, date, begin/end time, unit(s) of service, name of teacher/case worker, etc.</li> <li>5. The contract service contingency plan is to detail how service will be provided to HCJFS clients should the provider be unable to comply with the contract terms. What is the provider's back-up plan?</li> </ol>
<p>5. Reviewed 3 of the last 12 months board minutes</p>	<p>Review for problems which could reflect on the administrative capacity of the agency, i.e. issues with the contracted programs, staff issues, funding issues, etc.</p>

<p>6. Reviewed accounting/record keeping system:</p> <ul style="list-style-type: none"> <li>a. financial record keeping method             <ul style="list-style-type: none"> <li>1) is a separate account set up for our program?</li> <li>2) are invoices filed for easy reference?</li> </ul> </li> <li>b. cash or accrual system;</li> <li>c. revenue source during start-up period;</li> <li>d. ability to issue accurate and timely reports</li> <li>e. maintenance of client service records .             <ul style="list-style-type: none"> <li>1) method for documenting client service;</li> <li>2) method for compiling data for reports;</li> <li>3) method for tracking performance indicators;</li> </ul> </li> <li>f. how will the Provider manage cash flow during the first 3 months of the contract?</li> </ul>	<p>1. The agency must show how the expenses and revenue for each contracted program will be reported/tracked in a separate account.</p> <p>2. Determine how financial invoices will be filed. Is this adequate for audit purposes?</p> <p>3. Identify the accounting system used - cash vs. accrual. This is important in an audit for determining how expenses and revenues are reported.</p> <p>4. Determine how the agency will meet payroll and other contract related expenses during the start-up period, prior to receiving the first contract reimbursement.</p> <p>5. Review the process for reporting expenses, service and performance goals. Does provider have the administrative capacity to manage the contract in an accurate and timely fashion? In the program area? In the financial area?</p> <p>6. Review the process for documenting and maintaining client service records. Is it acceptable for audit purposes? Can invoiced services be easily tracked to a source document? Is the information in the source document legible, complete, etc?</p> <p>7. Since the initial reimbursement will be approximately 2 months from the end of the first service month, discuss with provider how program expenses will be paid during that time.</p>
<p>7. When applicable, review personnel files for proof of required documentation including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. current professional license/certification;</li> <li>b. driver's license with &lt; 5 points;</li> <li>c. proof of car insurance;</li> <li>d. police/BCII check completed within the last 12 months.</li> </ul>	<p>Based on the work performed by the contract agency's staff, conduct a sampled review of personnel files to ensure required documentation is current and on file. Indicate discrepancies and develop an action plan with the agency to ensure compliance prior to contract signing.</p>
<p>8. Transportation Issues (when applicable)</p> <ul style="list-style-type: none"> <li>a. is public transportation readily available?</li> <li>b. how far from the program site is the public transportation stop?</li> <li>c. indicate the type of available parking facilities:             <ul style="list-style-type: none"> <li>1) private lot;</li> <li>2) municipal/public lot;</li> <li>3) on-street parking;</li> <li>4) client/staff pay to park.</li> </ul> </li> </ul>	<p>This section is to identify potential problems for the program area in client access of service.</p>

<p>9. Interior - Public Areas</p> <ul style="list-style-type: none"> <li>a. indicate general impression of appearance cleanliness, neatness, safety, etc.</li> <li>b. is facility handicapped accessible?</li> <li>c. are bathrooms handicapped accessible?</li> <li>d. does facility design ensure client confidentiality?</li> <li>e. is the facility adequate for our program?</li> <li>f. ask provider if a negative building safety report has been issued by the fire department.</li> </ul>	<p>Purchased services are to be provided in an appropriate setting and accessible to all referred clients. This area is subjective and open to interpretation. The question to ask yourself is if you'd feel comfortable referring a client to this location. The fire department only issues a report when there are building safety issues. Ask to see any negative safety report and, if any, ask for proof of compliance - repair invoices, etc. Calls can be made to the fire department if the status is in doubt.</p>
<p>10. Contract Management Plan - review provider's written plan for contract management.</p> <ul style="list-style-type: none"> <li>a. how will provider ensure integrity and accuracy of the financial system for reporting to HCJFS?</li> <li>b. how will provider ensure integrity of record keeping for documenting and reporting units of service and performance objectives to HCJFS?</li> <li>c. how will provider ensure administrative and program staff are fully aware of and comply with contract requirements?</li> <li>d. what is provider's plan for conducting self-reviews to ensure contract compliance?</li> <li>e. what is provider's plan for ensuring receipt of client authorization forms prior to invoicing?</li> <li>f. what is provider's plan to remain in compliance with contract requirements for timely invoicing to HCJFS?</li> <li>g. what is provider's plan for monitoring contract utilization?</li> </ul>	<p>The purpose of the plan is to ensure the provider is fully aware of the contractual obligations and has a pro-active plan for managing the various contract components. At a minimum, the provider's written plan must address these seven (7) areas.</p>

**Section C. Quality Assurance - If unavailable prior to contract signing, items in this section must be obtained and/or reviewed within the first 6 months of the contract.**

ITEM	EXPLANATION
1. Training plan for program area staff. Are provider staff aware of contract requirements?	Provider must have a written plan for ensuring provider's staff is aware of contract/amendment requirements and conditions. Staff must be aware of the target population, special need clients, reporting requirements, etc.
2. Written program policies	Review program policies to ensure contract conditions are maintained.
3. Policy & procedure manual for staff a. provider's overall operation policy; b. personnel policies; c. policy for using volunteers; d. affirmative action; e. cultural diversity training.	The manual is for the entire provider agency. Is cultural diversity part of agency wide training?
4. Received copy of provider's brochures or literature regarding their programs.	How are cultural sensitivity issues addressed in the literature? Does provider serve specific cultural and/or ethnic populations?
5. Received copy of provider's QA/QI plan or activities. At a minimum, the following must be included: a. consumer program satisfaction results (define method(s) to be used); b. HCJFS & provider staff satisfaction feedback mechanism (defined in plan); c. unduplicated monthly & YTD data on # of referrals from HCJFS, # of consumers engaged in services, outreach efforts for no-show consumers, service contact dates and units; d. how goal/performance standard attainment will be documented and reported on an individual & aggregate basis; e. written information regarding service programs operated by provider & how the information is disseminated to consumers; f. provider's publicized complaint & grievance system to include written policies & procedures for handling consumer and family grievances, QI report to include individual and program related grievance summaries; g. detailed safety plan; h. detailed written procedure for maintaining the security and confidentiality of client records.	<p>1. Does the agency have a Quality Improvement program?</p> <p>2. Is there a <u>current</u> QI plan that incorporates involvement of all program areas, front line staff representation, fiscal, administration, clinical staff, families served?</p> <p>3. Is there a client satisfaction mechanism in place?</p> <p>4. How are client contacts, referrals, service delivery measured and tracked?</p> <p>5. Are service goals articulated clearly? Are there mechanisms in place to track and report individual and aggregate data on client activities/outcomes? Financial outcomes?</p> <p>6. Service brochures that describe program availability? Quality Improvement information that is distributed to stakeholders and utilized for program decision making?</p> <p>7. Grievance process available - easily accessible to clients? Process for tracking and reporting individual and aggregate data on grievances?</p> <p>8. Safety plan available and mechanisms in place to evaluate, monitor, and report safety issues?</p> <p>9. How are client records maintained for security and confidentiality in provider's office? Can records be taken off site? If yes, how is the security and confidentiality guaranteed?</p>

## **Hamilton County Department of Job and Family Services**

### **Provider Certification Document**

**Section A. Program Identifying Information** - This process is designed strictly for internal HCJFS decision making and should not be seen as an official accreditation, licensing or endorsement of a provider program or agency.

<b>1. Reviewer's Name and Title</b>	
<b>2. Initiation of Certification Process (Date)</b>	
<b>3. Completion of Certification Process (Date)</b>	
<b>4. Certification Status</b>	
<b>5. Tax I.D. #</b>	
<b>6. Oracle Contract #</b>	
<b>7. Agency Name</b>	
<b>8. Agency Address</b>	
<b>9. Phone #</b>	
<b>10. Fax #</b>	
<b>11. Program Name</b>	
<b>12. Service Name</b>	
<b>13. Program Address, if different</b>	
<b>14. Program Phone #, if different</b>	
<b>15. Program Fax #, if different</b>	

<b>16. Agency's Hours/Days of Operation</b>	166
<b>17. Program's Hours/Days of Operation</b>	
<b>18. Indicate seasonal hours/days of operation, if applicable</b>	
<b>19. Agency Director's Name</b>	
<b>20. Agency Director's E-Mail Address</b>	
<b>21. Program Director's Name, if different</b>	
<b>22. Program Director's Phone #, if different</b>	
<b>23. Program Director's E-Mail Address</b>	
<b>24. Program Contact Person, if different</b>	
<b>25. Program Contact Person's Phone #, if different</b>	
<b>26. Program Contact Person's E-Mail Address</b>	

**NOTES:**

**Section B. Administrative Capacity - This section must be completed prior to contract signing**

167

Item	Comments	Date Rec'd.	Date Complete
<b>1. Other Provider certifications, i.e., Medicaid, JACHO, COA, etc.</b>			
<b>2. Reviewed and accepted:</b>			
a. most recent annual indep. audit or comparable financial documents;.			
b. audit management letters, is applicable;			
c. SAS61 (auditor's communication to the board's audit committee), if applicable;			
d. most recent 990 and Schedule A;			
e. most recent federal income tax return;			
f. written internal financial controls. For assistance in developing internal financial controls, providers can consult the standards issued by the General Accounting Office (GAO) in the booklet titled <i><b>Government Auditing Standards</b></i> . The information is also available on the GAO website at <a href="http://www.gao.gov/policy/guidance.htm">http://www.gao.gov/policy/guidance.htm</a>			
<b>3. Indicate Provider's filing status with the IRS</b>			
a. 501C3 (not-for-profit);			
b. sole proprietor;			
c. corporation (for profit);			
d. government agency;			
e. other (specify).			
<b>4. Received current copies of:</b>			
a. Articles of Incorporation, if applicable;			
b. job descriptions for all staff in program budget;			
c. insurance with the correct amount, type of coverage and add'l. insureds listed; Expiration Date:			

d. Worker's Compensation insurance;			168
e. table of organization including advisory boards & committees;			
f. service/attendance form, sign-in sheet, etc.			
g. copy of the contract service contingency plan, if applicable for this service.			
<b>5. Reviewed 3 of the last 12 months board minutes</b>			
<b>6. Reviewed accounting/record keeping system:</b>			
a. financial record keeping method			
1) is a separate account set up for our program?			
2) are invoices filed for easy reference?			
b. cash or accrual system;			
c. revenue source during start-up period;			
d. ability to issue accurate and timely reports			
e. maintenance of client service records .			
1) method for documenting client service;			
2) method for compiling data for reports;			
3) method for tracking performance indicators;			
f. how will provider manage cash flow during the first 3 months of the contract?			
<b>7. When applicable, reviewed personnel files for proof of required documentation including, but not limited to:</b>			
a. current professional license/certification;			
b. driver's license with < 5 points;			
c. proof of car insurance;			



d. police/BCII check completed w/in last 12 mons.			169
<b>8. Transportation Issues (when applicable)</b>			
a. is public transportation readily available?			
b. how far from the program site is the public transportation stop?			
c. indicate the type of available parking facilities:			
1) private lot;			
2) municipal/public lot;			
3) on-street parking;			
4) client/staff pay to park.			
<b>9. Interior - Public Areas</b>			
a. indicate general impression of appearance - cleanliness, neatness, safety, etc.			
b. is facility handicapped accessible?			
c. are bathrooms handicapped accessible?			
d. does facility design ensure client confidentiality?			
e. is the facility adequate for our program?			
f. ask Provider if a negative building safety report was issued by the fire department.			
<b>10. Contract Management Plan - review provider's written plan for contract management.</b>			
a. how will provider ensure integrity and accuracy of the financial system for reporting to HCJFS?			
b. how will provider ensure integrity of record keeping for documenting and reporting units of service and performance objectives to HCJFS?			
c. how will provider ensure administrative and program staff are fully aware of and comply with contract requirements?			

d. what is provider's plan for conducting self-reviews to ensure contract compliance?			170
e. what is provider's plan for ensuring receipt of client authorization forms prior to invoicing?			
f. what is provider's plan to remain in compliance with contract requirements for timely invoicing to HCJFS?			
g. what is provider's plan for monitoring contract utilization?			

**Additional comments/notes for Section B:**

**Section C. Quality Assurance - If unavailable prior to contract signing, items in this section must be obtained and/or reviewed within the first 6 months of the contract.**

<b>Item</b>	<b>Comment</b>	<b>Date Rec'd.</b>	<b>Date Complete</b>
1. <b>Training plan for program area staff.</b> a. proof provider staff are aware of contract requirements.			
2. Written program policies			
3. <b>Policy &amp; procedure manual for staff</b> a. provider's overall operation policy;			
b. personnel policies;			
c. policy for using volunteers;			
d. affirmative action;			
e. cultural diversity training;			
f. police check policy.			
4. Received copy of provider's brochures or literature regarding their programs. How are cultural sensitivity issues addressed in the literature? Does provider serve specific cultural and/or ethnic populations?			
5. <b>Received copy of providers's QA/QI plan or activities. At a minimum, the following should be included:</b> a. consumer program satisfaction results (define method(s) to be used);			
b. HCJFS & provider staff satisfaction feedback mechanisms (defined in plan);			
c. unduplicated monthly & YTD data on # of referrals from HCJFS, # of consumers engaged in services, outreach efforts for no-show consumers, and contact dates and units;			

d. how goal/performance standard attainment will be documented and reported on an individual & aggregate basis;			172
e. written information regarding service programs operated by provider & how the information is disseminated to consumers;			
f. provider's publicized complaint & grievance system to include written policies & procedures for handling consumer and family grievances and individual and program related grievance summaries;			
g. detailed safety plan;			
h. detailed written procedure for maintaining the security and confidentiality of client records.			

**Additional comments/notes for Section C:**

# ATTACHMENT E

## Declaration of Property Tax Delinquency

## Declaration of Property Tax Delinquency

(ORC 5719.042)

I, \_\_\_\_\_, hereby affirm that the Proposing Organization herein, \_\_\_\_\_, is \_\_\_\_ / is not \_\_\_\_ (**check one**) at the time of submitting this proposal charged with delinquent property taxes on the general tax list of personal property within the County of Hamilton. If the Proposing Organization is delinquent in the payment of property tax, the amount of such due and unpaid delinquent tax and any due and unpaid interest is \$\_\_\_\_\_.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

### **State of Ohio - County of Hamilton Notary**

Before me, a notary public in and for said County, personally appeared \_\_\_\_\_, authorized signatory for the Proposing Organization, who acknowledges that he/she has read the foregoing and that the information provided therein is true to the best of his/her knowledge and belief.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my office at \_\_\_\_\_, Ohio this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

# ATTACHMENT F

## Release of Personnel Records & Criminal Records Checks



222 East Central Parkway • Cincinnati, Ohio 45202-1225

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

**FAX:** (513) 946-2250

[www.hcjfs.org](http://www.hcjfs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

Employer Name:			
Employee Name:			
Employee Address:			
Authorization Date:		Expiration Date:	

#### RELEASE OF PERSONNEL RECORDS AND CRIMINAL RECORD CHECKS

Whereas R.C. 2151.86 requires the Hamilton County Department of Job and Family Services (HCJFS) to obtain a criminal records check on each employee and volunteer of a HCJFS Provider who is responsible for a consumer's care during service delivery, and

Whereas HCJFS, and HCJFS' funding organizations, may be required to audit the records of Providers to ensure compliance with provisions relating to criminal record checks of Providers' employees who are responsible for a consumer's care during service delivery, and

#### NOW THEREFORE

I authorize HCJFS, and those entitled to audit its records, to review my personnel records, including, but not limited to, criminal records checks. This authorization is valid for this, and the three subsequent fiscal years of HCJFS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### A. Criminal Record Check

Provider shall comply with R.C. Sections 2151.86 and 5153.111. Generally these require that every employee or volunteer of Provider who has contact with a Consumer have an effective criminal record check. Notwithstanding the aforesaid, an employee or volunteer, without an effective criminal record check, may have contact with a Consumer if he/she is accompanied by an employee with an effective criminal record check. As used in this section an "effective criminal record check" is a criminal record check performed by the Ohio Bureau of Criminal Identification and Investigation, done in compliance with ORC 2151.86, which demonstrates that the employee or volunteer has not been convicted of any offense listed in R.C. Section 2151.86(C).



# ATTACHMENT G

## RFP Registration Form

## REGISTRATION FORM

**RFP: SC06-19R, MY FIRST PLACE INDEPENDENT LIVING SERVICES**

**May, 2019**

**All inquiries regarding this RFP are to be in writing and are to be mailed, e-mailed or faxed to:**

**Sandra Carson  
Hamilton County Job and Family Services  
222 E. Central Parkway Contract Services, 3<sup>rd</sup> Floor  
Cincinnati, OH 45202  
Fax#: (513) 946-2384  
Email: [carsos01@jfs.hamilton-co.org](mailto:carsos01@jfs.hamilton-co.org)**

The Hamilton County Job and Family Services (HCJFS) will not entertain any oral questions regarding this RFP. *Other than to the above specified person, no bidder may contact any HCJFS employee, county official, project team member or evaluation team member.* Providers are not to schedule appointments or have contact with any of the individuals connected to or having decision-making authority regarding the award of this RFP. **Inappropriate contact may result in rejection of the Providers Proposal, including attempts to influence the RFP process, evaluation process or the award process by Providers who have submitted bids or by others on their behalf.**

By faxing this completed page to the HCJFS Contract Services Department, you will be registering your company's interest in this RFP, attendance at the RFP Conference and all ensuing addenda. Your signature is an acknowledgement that you have read and understand the information contained on this page. Due date for Registration Form is **June 12, 2019 no later than noon.**

<b>DATE:</b>	
<b>COMPANY NAME:</b>	
<b>ADDRESS (including city, state, zip code):</b>	
<b>REPRESENTATIVE'S NAME</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>NUMBER OF PEOPLE ATTENDING RFP CONFERENCE:</b>	
<b>SIGNATURE:</b>	

Registration helps insure that Providers will receive any addenda to or correspondence regarding this RFP in a timely manner. HCJFS will not be responsible for the timeliness of delivery via the U.S. Mail.

**Please fax this completed page to HCJFS Contract Services at (513) 946-2384,  
or e-mail to [carsos01@jfs.hamilton-co.org](mailto:carsos01@jfs.hamilton-co.org)**

# ATTACHMENT H

## Independent Living Service Grid

### Attachment H – Independent Living Service Grid

<b>Category:</b>	<b>Independent Living</b>	<b>Independent Living</b>
<b>Discrete Service</b>	Independent Living Diagnostic Assessment Individual/Family Therapy	Diagnostic Assessment Individual/Family Therapy
<b>Program Name</b>	<b>Independent Living</b>	<b>Independent Living – Special Needs</b>
<b>Location</b>		
<b>Ages</b>		
<b>Gender</b>		
<b>Admission Criteria</b>		
<b>Exclusion Criteria</b>		
<b>Admissions Process</b>		
<b>Intake Contact Person:</b>		
<b>Intake telephone #</b>		
<b>Clinical Director Contact</b>		
<b>Clinical Director Telephone #</b>		
<b>After Hours telephone #</b>		
<b>Ability to accept ER admissions? [4 hour admission]</b>		
<b>Estimated projected # slots</b>		
<b>Projected ALOS</b>		
<b>Estimated # fixed vacancies a month</b>		
<b>Staffing Ratios:</b>		

# ATTACHMENT I

## Performance Outcome Measures

## 2019 Provider Performance Outcome Measures- My First Place Independent Living

Objective	Measurement	Reporting	Incentive
<b>1. Youth will decrease adverse involvement with Juvenile Delinquency Court</b>	a. Provider will decrease overall incidents of AWOL , charges and arrests by 20% as compared to their baseline data.	<p><b>Data Collection-</b> Provider will produce baseline data for the first six months of the initial contract period. Provider will produce data after the initial 6 month period to be used to determine incentive payment. Data will include total number of incidents of AWOL, charges and arrests.</p> <p>Data will be confirmed through MCP or other reporting sources.</p>	<b>Provider will</b> receive \$500 per quarter if incidents of AWOL and arrests decrease by 20% as compared to baseline data.
<b>2. Youth will experience academic /employment success</b>	<p>a. Age appropriate youth will graduate from high school or earn a General Equivalency Diploma (GED);</p> <p>b. Youth will attend and gain credits for post-secondary education/enrolled in vocation or trade;</p> <p>or</p> <p>c. Employed</p>	<p>a. &amp; b. Data Collection- Provider will produce reports in December of the contract period to confirm achievement of performance measure. Data will be compared and confirmed through SACWIS.</p> <p>Child must be enrolled with the provider a minimum of 180 days And; Child must be enrolled in placement with the provider at the end of the school year for item (b) or at any time during the contract year to qualify for the incentive payment related to achievement of a diploma or GED (a).</p>	<p>Provider will receive a \$500 incentive for each child who graduates from high school or earns a GED when verified by case worker and a copy of an official diploma or GED.</p> <p>Provider will receive a \$250 incentive for each child who is promoted to the next grade level.</p> <p>Provider will receive a \$250 incentive for each youth who attends post-secondary education.</p>

**2019 Provider Performance Outcome Measures- My First Place Independent Living**

<b>3. Youth will increase pro-social activity.</b>	<p>a. Youth will be involved in pro-social activities including extra-curricular activities, athletics, faith-based activities, dances, etc. , consistently (6 months out of the year) during the reporting period. Pro-social activities will be documented in SORC Monthly progress reports for each child.</p>	<p>a. Data Collection- Provider will document youth's involvement in pro-social activities in Monthly SORC progress report. Provider will report data on how many children were involved consistently in pro-social activities at the end of the contract year.</p>	<p>Provider will receive \$100 per child involved consistently in pro-social activities during the contract year.</p>
<b>4. Youth will exit from care with permanent housing, financial resources and identified adult connections and services.</b>	<p>a. Youth will successfully transition from an independent living setting into independent, sustainable housing.</p> <p>b. Youth will have a sustainable source of income that will meet their daily living needs.</p> <p>c. Youth will have an identified adult who commits to long term support.</p> <p>d. Youth must be maintained in independent housing for at least 90 days during the review period without experiencing homelessness and/or eviction.</p> <p>Providers will support this process through developing successful discharge plans for youth and providing aftercare services.</p>	<p>a. Data Collection- Provider will produce data to support attainment of this outcome at the end of the contract period. Documentation will include number of youth transitioned from IL into independent housing and include documentation of financial viability and adult connections.</p>	<p>Provider will receive \$250 for successfully transitioning a child into independent housing. Eligible youth must have been maintained in independent housing for 90 days without experiencing homelessness and/or eviction.</p>

## 2019 Provider Performance Outcome Measures- My First Place Independent Living

Youth 14 and over will acquire life skills.	Provider will teach children in their care life skills associated with personal care, problem solving, household management, budgeting, cooking, shopping, education, employment, safety and personal relationships and health. This is hands on life skills training.	Provider will produce documentation of hands on life skills training. Provider will produce data that shows an increase in knowledge and abilities in life skills.	Provider will receive \$100 per child for (3) hands on life skills trainings they have completed and have demonstrated an increased knowledge and abilities associated with the training(s). This is to be documented by pre and post testing, or other measurable methodology.
---	--	--	---

**Provider must be in good standing as determined by PCSA who holds contract to be eligible for Incentive Payment.**

**Incentive Payments are based on populations specific to each custodial PCSA and are subject to availability of funds.**

**PCSA makes final interpretation and determination regarding achievement of outcome measures.**