**ATTACHMENT E**

**SERVICE NARRATIVE**

**COMMUNITY-BASED SERVICES**

**Agency Name:**

**Service Standard:**

**Region:**

**SERVICE NARRATIVE FY 2010-2013 (Maximum 5 pages for each service narrative)**

Respondents should provide one service narrative for each service standard included in the proposal. Each service narrative must address the following topics:

1. **PROGRAM NAME/SERVICE STANDARD & INTAKE/REFERRAL PROCESS**

The Service Narrative should provide the program name as well as the corresponding Service Standard. Describe the intake and referral process to be utilized in the program including respondent’s procedure/methods for a guaranteed time frame for initiation of services.

1. **SERVICE DEMOGRAPHICS**

Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve

1. **PRACTICE MODEL**

Describe Evidence-Based and/or Best Practice Models to be utilized in delivering the program as well as Respondent’s experience and training related to the service delivery model. If an Evidence-Based/Best Practice Model is not available for the service(s), you must justify the service delivery method/model(s) to be utilized. If an Evidence-Based program is required in a particular Service Standard, you must select one of the programs or request DCS approval if your program is not included. Include estimated length of service, methods (i.e. in home, office-based, individual, family, group, etc.). The method or model utilized must be consistent with the DCS Service Principles and the Service Standards.

1. **PROGRAM EVALUATION AND REPORTING**

Identify outcomes consistent with the corresponding service standard. If the program measures outcomes in addition to those described in the Service Standards, please identify those outcomes and the measurement process are described.