

**Indiana Regional Plan for Child Welfare Services**

<b>2009-2011 Regional Services for Child Welfare Services – Additional Requests for Proposals</b>		
<b>TO: All ICWIS Users; Child Welfare Services Regional Coordinators; All Regional Service Council Members; Providers of Services; All Judges with Juvenile Jurisdiction; All Chief Probation Officers</b>	<b>FROM:</b>	<b>James W. Payne, Director Celia Leaird, Deputy Director Program and Services</b>
<b>DATE: July 18, 2008</b>		

Due to new legislation (HEA 1001), all Child Welfare Services provided to counties/regions **must** be provided under State contract after January 1, 2009. It is critical that all providers delivering services under local office agreements be contacted **immediately and notified of this change**. Providers that did not submit a proposal and that deliver a service for which there is a standard (attached) in March of 2008 may now submit a proposal at [www.in.gov/dcs/3456.htm](http://www.in.gov/dcs/3456.htm).

To this end, DCS will have 2 more rounds (or waves) of requests for proposals. The first wave has just been completed.

The next or second wave is:

1. To add services to a particular region or county based on a proposal that the provider had submitted and gotten approved for contract in another region or county in wave 1.
2. To add a service to a particular region or county based on a proposal that the provider had submitted and was rejected in another county/region
3. To add providers that did not submit proposals in wave 1 but deliver services for which there is a service standard (attached)

The timeline for the second wave is:

Submission of Proposals	08/15/08
Proposal Evaluation	8/15/08 to 10/10/08
Preparation of Regional Plan	9/15/08-10/10/08
Preparation of contracts	10/11/08
Contract Signature Process	10/15 to 10/15/08 to 12/01/08
Contract Activation	01/01/09

We wish to emphasize that the intent of these added requests for proposals is for the purpose of establishing State Contracts for existing services. This process should be used to add new providers - not new services.

See attached list of service standards to be used in wave 2.

Wave 3 will be for soliciting services (child welfare services and services funded specifically for probation) currently being used and not covered by the existing service standards. New

service standards will be based on the services that have been paid for with local child welfare funds under local office agreements. Information in this regard will be posted to the web. If you have questions about Wave 3, you may contact Virginia Morris via e-mail at [ginny.morris@dcs.in.gov](mailto:ginny.morris@dcs.in.gov).

**DCS is not currently accepting proposals for services for which there is no published standard. Please watch the web for notice of Wave 3 proposal acceptance.**

## **GENERAL INFORMATION**

The Child Welfare Services Plan for January 1, 2009 through June 30, 2011 was distributed on January 15, 2008. The intent is to ensure that every county has access to every service regardless of the funding source (whether federal or state). Agencies submitting a Request for Funding Proposal must agree to provide services in a manner described in the Regional Child Welfare Services Request for Proposals (RFP) Plan for 2009-2011. Therefore it is extremely important that all agencies submitting proposals thoroughly read the document prior to preparing the proposal. Grantees submitting Request for Funding Proposals agree that State Funding will be considered the payer of last resort except in those instances where it is indicated otherwise. You can find the proposal using the following web address: <http://www.in.gov/dcs/3456.htm>

Those agencies interested in proposing for the intensive preservation and reunification services must also propose for home based family centered casework as this service will be the service standard used to provide pre-service for reunification and post service for preservation services. The Service Standards for Intensive Family Preservation and Intensive Family Reunification Services include only the intense portion of that service. The intensive portion of both services are while the child(ren) are in the home. No other home based family centered service can be provided or billed while the intensive phase is being provided through IFPS/IFRS. Those agencies who receive contracts to provide these services will be provided training through the State on the HOMEBUILDERS® model for at least the first year of the contract.

The format for the Request for Proposals (RFP) mirrors the Indiana Department of Administration (IDOA) format. DCS has also streamlined this process as much as possible including the much abbreviated format that respondents complete.

### **Submission of the proposal**

The proposal format must be completed according to the instructions. The budget justification is needed if the respondent wishes to apply for a higher rate than the maximum or if a maximum rate was not established for the service. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

**All proposal originals must be sent to the Regional Child Welfare Services Coordinator serving the Region(s) to which the proposal is directed and postmarked by 08/15/2008. Additionally, proposals must be submitted to:**

- The Local Office Director and Regional Manager in the counties/regions the provider proposes to serve. Please submit only an **e-mail** copy of the complete proposal.
- To the Regional Child Welfare Services Coordinator, mail one hard copy of the proposal clearly marked ORIGINAL with original signatures in blue ink, and a second hard copy plus an electronic copy/CD-ROM/flash drive. (CD-ROMs or flash drives MUST be clearly marked with the respondent's name and the date)

**Any proposal received with a postmark later than 08/15/2008 or is received unsigned will not be considered for a contract.** (Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.)

## **Rates**

We have set maximum rates for most of the services identified in the standards. In order to do this we rolled all payment points into a face-to-face rate except for those specified in the service standard and translation or sign language rate which will be at cost. We want the providers that receive contracts to continue to collect information on the previous payment points so that this information can be used in the future. We have made the collection of this information a part of the evaluation process.

A budget and written justification must be completed for those services that have no maximum rate and for services for which the respondent requests rates above the maximum. Budgets and justifications will be reviewed by Regional Managers, Local Office Directors, Regional Coordinators and will ultimately be presented to Regional Service Councils. Final rate approval authority rests with Regional Service Councils.

A budget and written justification is **required** for the following service standards:

- Chafee IL Services - Mentoring/Youth Connections
- Substance Abuse
- CHINS Parent Support Services
- Home Based Intensive Family Preservation
- Home Based Intensive Family Reunification
- Parent Education
  - o No standard rate for group. A budget summary needs to be completed to establish rate for group. A rate has been established for per person/per group and for individual.
- Pre-Post-Placement and Post Adoption Services
  - o No standard rate for group. A budget summary needs to be completed to establish rate for group. A rate has been established for the face to face contact.

It is acknowledged that there may be different rates for different regions for the same service. In order to have different rates a request for funds and budget must be completed for the different regions.

## **Evaluation**

Changes in payments points for several service standards have prompted the State to add information requested as part of the evaluation process. Please make sure special attention is paid to the new information that needs to be collected as part of the evaluation process described in the evaluation section of the RFP.

## **Non-Compliance:**

If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

## **HIGHLIGHTS of the Request for Proposals:**

Please review the service standards in order to be apprised of the changes and or additions to each standard and for services that are "linked". "Linked" means that there is a requirement that if a provider applies to deliver one service, another service must also be applied for also. Contracts will begin on January 1, 2009 and end on June 30, 2011. The contract periods will

be from January 1, 2009 to June 30, 2009, and be from July 1, 2009 to June 30, 2010, and from July 1, 2010 to June 30, 2011.

Before contracts are moved through the signature process they must pass review by the Department of Workforce Development and Department of Revenue. If any agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contracts will be held until these issues are resolved. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

ATTACHMENT 1

List of SERVICE STANDARDS (2009-2011)-Revisions to Service Standards are in bold.

Service Standards are located on the DCS Website:  
<http://www.in.gov/dcs/3456.htm>

<b>ADOPTION</b>
Child Preparation
Family Preparation
Pre/Post-Placement and Post Adoption Services
<del>Step-Parent Adoption Studies and Custody Studies</del> <b>(Please note that this Service Standard has been deleted effective July 1, 2008 per HEA 1001)</b>
<b>CHAFEE IL</b>
Chafee Foster Care Independence Program
Chafee IL Services-Mentoring/Lifelong Connections
<b>FAMILY CENTERED SERVICES</b>
Home-Based Family Centered Casework Services
Home-Based Family Centered Therapy Services
Home-Based Intensive Family Preservation Services
Home-Based Intensive Family Reunification Services
Homemaker/Parent Aid
<b>FOSTER PARENT SERVICES</b>
Foster / Adoptive / Kinship Caregiver Training
Foster Family Support Services
Foster Home Studies / Updates / Re-licensing Studies
<b>OTHER SERVICES</b>
CHINS Parent Support Services
Counseling-Individual / Family
Diagnostic and Evaluation Services
Functional Family Therapy
Parent Education
Parenting / Family Functioning Assessment
Substance Abuse Assessment, Treatment, & Monitoring
<b>OTHER SERVICES</b>
Visitation Facilitation-Parent/Child/Sibling
Sex Offender Treatment; Victims of Sex Abuse Treatment
<b>PREVENTION SERVICES</b>
Community Partners for Child Safety