County of Los Angeles
Department of Children and Family Services
and Probation Department

Foster Care Placement Services
Request for Statement of Qualifications

RESPONSES TO PROSPECTIVE CONTRACTORS’ QUESTIONS/COMMENTS RECEIVED AS OF FEBRUARY 23, 2018, AND AT THE PROSPECTIVE CONTRACTORS’ CONFERENCE ON FEBRUARY 28, 2018

March 2018
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1. **QUESTION:** Can you tell me if current providers need to submit as well?

**RESPONSE:** Yes. All current contractors interested in providing any of the services listed under the Foster Care Placement Services Request for Statement of Qualifications (RFSQ), effective January 1, 2018, are to submit Statement of Qualifications in response to the RFSQ.

2. **QUESTION:** Must all current and new group homes apply for this bid, in addition to the CCR requirements for modifying their Program Statement and Plan of Operation? Please let me know.

**RESPONSE:** This solicitation is open to all licensed STRTP providers and providers who are in the process of transitioning into an STRTP. Prospective Contractors and Interested Parties that can demonstrate their ability to meet all minimum requirements outlined in the RFSQ are invited to submit Statement of Qualifications.

3. **QUESTION:** Is this the one that our agency would be doing for our existing FFA? Ok so then it's the one that our agency needs to reply to in order to renew our contract.

**RESPONSE:** This solicitation is NOT a renewal of the existing contract. The current FFA contract will expire on December 31, 2018. Your agency has to participate in this RFSQ process by submitting the Statement of Qualifications in order to obtain a new FFA contract that is targeted to be effective on January 1, 2019.

4. **QUESTION:** In the RFSQ #CMS-17-0016/0017 there is a request for Solicitation Requirements Review-due January 30th. What exactly is this or would require a provider to complete and is it mandatory? Thank you in advance for your assistance.

**RESPONSE:** Solicitation Requirement Review provides a person or entity an opportunity to inform either that the application of the minimum requirements, review criteria, and/or business requirements unfairly disadvantage the prospective Contractor; or, due to unclear instructions, the process may result in the County not receiving the best possible responses from the prospective Contractors. Any entity may seek a Solicitation Requirement Review by submitting Appendix C, Transmittal Form to Request a Solicitation Requirement Review to the department as described in Section 3.4 Solicitation Requirements Review. Solicitation Requirement Review is not mandatory for prospective Contractor.
5. QUESTION: If we are attempting to qualify for more than one program, are we required to submit a complete original SOQ and two copies for EACH program?

RESPONSE: No, you are not required to submit a complete original Statement of Qualifications (SOQ) and two copies for EACH program; however, you must complete Form 1, “Prospective Contractor Organization Questionnaire/Affidavit” and identify all program(s) for which your agency is submitting the SOQ.

6. QUESTION: Is there a penalty for submitting an SOQ on May 18, 2018, and not earlier? Is there a chance that all available funding will be exhausted, for example, before the May 18 deadline?

RESPONSE: No, there is no penalty for submitting an SOQ on May 18, 2018, as long as it is submitted before 5:00 PM Pacific Standard Time. As stated in RFSQ paragraph 3.8.4 “SOQs received after the submission deadline will be returned unopened.” The funding will not be exhausted before the May 18, 2018 deadline.

7. QUESTION: Our organization changed its name. We have submitted an updated Statement of Information with our new name to the California Secretary of State, but have not yet received a certified copy. If we do not receive a certified copy prior to the submission deadline, will DCFS accept documentation that shows that our organization is now doing business as XXX, in lieu of this requirement?

RESPONSE: Please submit documents verifying submission of California Secretary of State Statement of Information (SOI) with the Statement of Qualifications documents, and submit the certified copy prior to contract execution. However, acceptance of any proof of documents will be based on State website current processing dates which can be found at http://www.sos.ca.gov/business-programs/business-entities/processing-times/

8. QUESTION: “C12. A brief description for each program.” Can you please provide further information with regard to this requirement? Specifically, what information would you like included? Is there a page limit we should keep in mind? And how, if at all, should this differ from the program statement that is required under Section 3.8, Paragraph 3.8.1., Page 41-42?

RESPONSE: This form is no longer required and is deleted through this Addendum to the RFSQ.

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The above language refers to current Plan of Operation and Program Statement. Are we still eligible to submit a SOQ if the program we are attempting to qualify is not yet licensed/operating?

RESPONSE: Yes, an agency can submit an SOQ; however, agency is not guaranteed a contract award until all requirements are met.

10. QUESTION: For those agencies which recently have undergone a merger or acquisition, it’s our understanding from today’s conference that it is sufficient to submit documentation that clarifies where we are in the process of obtaining merger/acquisition documents. Can you confirm?

RESPONSE: The non-profit organizations who have recently undergone or are currently in the process of a merger or acquisition, need to demonstrate compliance with RFSQ Section 2.4, Prospective Contractor’s Minimum Qualifications, subsections 2.4.1.3, 2.4.1.4, 2.4.4, and Section 4.1, Review Process and must submit the documentation that clarifies where they are in that process for County’s review.

11. QUESTION: There is a deadline for these RFSQ documents, but is there a deadline to submit and have approved the Program Statement and Plan of Operation documents on the website?

RESPONSE: The deadline to submit the Plan of Operation and Program Statement through the website is Friday, May 18, 2018, 5:00 PM Pacific Standard Time. There is no deadline on obtaining the Plan of Operation and Program Statement approval. However, no contract will be executed until the Prospective Contractor’s program has been approved by the County. Per RFSQ, Section 4.4, Master Contract Award, “Prospective Contractors who are notified by the County that they appear to have the minimum qualifications and experience (i.e., they are qualified) may still not be recommended for a Mater Contract, if other requirements necessary for award have not been met.”

12. QUESTION: C9, p.40 Copy of IRS Form 941, EDD Form DE-9

What are those forms and where to find them?

RESPONSE: IRS Form 941 is Employer’s Quarterly Federal Tax Return

EDD Form DE-9 is Quarterly Contribution Return and Report of Wages

If you need a copy of a past IRS Form 941, you can request a copy through the Internal Revenue Service System at http://www.irs.gov. Search Charities and Non-profits, then search Form 941.
For EDD Form DE-9, Prospective Contractor will need to log into e-Services for Business at http://www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm.

13. QUESTION: If an organization have to name their facility a different name from their overall nonprofit name, or can we use the nonprofit name as the name on the SOQ?

RESPONSE: Please reference Appendix A, Form 1 Questions 1-3.

14. QUESTION: Are the Required Forms going to be made available in Word/Excel to be able to complete or fillable PDF?

RESPONSE: Yes, the County has made the fillable Required Forms available and they are attached to the Addendum.

15. QUESTION: Form 25 County’s Administration, Is the County providing this information? County’s Program Director and Manager?

RESPONSE: Yes. COUNTY will provide this information.

16. QUESTION: Do we need to submit separate SOQ’s for STRTP, FFA and FFA Emergency placements or is it one per agency with separate program statements?

RESPONSE: No, you are not required to submit separate SOQs; however, you must complete Form 1, “Prospective Contractor Organization Questionnaire/Affidavit” and identify all program(s) for which your agency is submitting the SOQ.

17. QUESTION: If FFA license pending, still put this on SOQ?

RESPONSE: Yes, submit what you have; however, per RFSQ, Section 4.4, Master Contract Award, “Prospective Contractors who are notified by the County that they appear to have the minimum qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Contract, if other requirements necessary for award have not been met.”

18. QUESTION: Statement of Information must match STRTP License and Rate Letter.

What would you submit if you have not received your STRTP License either because it has not gotten approved or is pending with licensing?

RESPONSE: Agency should submit documentation, that clarifies where they are in the process of obtaining State approval and their STRTP license. All the required documentation must be submitted prior to the contract award. Please refer to the RFSQ Section 4.4 Master Contract Award.
19. **QUESTION:** Statement of Information: If you have moved your GH office and submitted a new Statement of Info to reflect the new address, do you also have to change the address on your 501 C 3 if the address remains as your mailing address, so it matches your new Statement of Information?

**RESPONSE:** All the addresses should match. Please refer to RFSQ, Section 3.7.5, Required Documents, C5.
1. QUESTION: FFA SOW, 8.2.1.1, pg 10
Contractor shall notify County of any approved or denied exemption to CDSS.

Does this apply to simplified exemptions (at times CDSS approves exemptions (simplified) without our request)?

RESPONSE: Yes, this requirement would also apply to “Simplified Criminal Record Exemptions”.

2. QUESTION: FFA SOW, 8.4.1, pg 11
Contractor shall prepare and submit the notification of subsequent arrest, and conviction to OHCMD along with any related information within 1 working day.

Arrest and conviction documentation may take more than one working day to obtain.

RESPONSE: The section as referenced is incomplete. Please reference FFA SOW Section 8.4.1 in its entirety. Additionally, this section is modified in the Addendum.

3. QUESTION: FFA SOW, 10.2, pg 12
Contractor will train resource families to immediately contact protection hotline when suspect of child abuses or endangerment.

Can the FFA worker call the protection hotline on behalf of the family?

RESPONSE: Any person who suspects child abuse should call the Child Protection Hotline (CPH). If the Resource Parents learn about the abuse, as mandated reporters, they must call the Child Protection Hotline. Any person having first-hand information will be able to provide the most accurate information regarding the alleged child abuse. However, if the Resource Parent is in doubt, he or she may consult directly with the CPH first before making the report.

4. QUESTION: FFA SOW, 10.5.1.2, pg 14
Contract shall submit missing person’s report by the next day to County worker.

Missing person’s report is not available by the next day after an incident.

RESPONSE: This section is modified in the Addendum.

Please see Exhibit A-5, which indicates the County Worker must be notified immediately. The Contractor must additionally follow the SIR Guidelines, as described in Exhibit A-5.
QUESTION 5: FFA SOW, 10.5.2, pg 14
Resource Parent must call the CSW when a child AWOLs.

Can the FFA worker notify the CSW after a child AWOLs on behalf of the parent?

RESPONSE: As the primary caregiver to the child, the Resource Parent is responsible for reporting a child running away or child abduction as stated in Section 10.5.2. The FFA worker may provide support to the Resource Parents to complete all necessary steps as described in the subsequent sections 10.5.2.1, 10.5.2.2, 10.5.3, 10.5.4, 10.5.5 and follow up with the County Worker to provide all information required, as described.

QUESTION 6: FFA SOW, 10.8, pg 17
Contractor shall provide a monthly report regarding the # of child abuse/neglect referrals during the previous month.

Doesn’t DCFS have this information already? Why submit such information?

RESPONSE: FFA SOW 10.8 is deleted in the Addendum.

QUESTION 7: FFA SOW, 15.3.5.2, pg 25
Resource parent schedule at minimum 1 hr per day for youth to work on literacy or math program opportunity.

What if the youth refuses? Is documented efforts enough?

RESPONSE: Modifications have been made to this section. The changes are reflected in the Addendum.

QUESTION 8: FFA SOW, 15.4.1, pg 32
Child 16 yrs and older, contractor to initiate family finding and engagement practices.

What does that mean? Look like?

RESPONSE: There is a variety of practices available on Family Finding and Engagement (FFE). Each provider will have to seek out training opportunities to engage in this practice in collaboration with the County. To learn more about FFE, you may visit the following website: http://calswec.berkeley.edu/toolkits/family-finding-and-engagement-ffe-toolkit/home
9. QUESTION: FFA SOW, 15.5.4, pg 35
Contractor shall provide post services following reunification, guardianship, adoption to sustain permanency.

Once child exits the FFA there is no reimbursement provided. Therefore, such services are unfunded.

RESPONSE: Modifications have been made to this section. The changes are reflected in the Addendum.

10. QUESTION: FFA SOW, 16.4.2, pg 38
Subsequent to approval, a contractor shall submit the intent to use notification to their assigned OHCMD monitor.

Why can’t we submit the intent to use notification as currently doing which is prior to approval (not doing so will be a waste of time and money for all)?

RESPONSE: Based on information recently made available by CDSS, this section is updated in the Addendum.

11. QUESTION: FFA SOW, 16.4.3, pg 38
After the resource home is approved the contractor shall be notified of such decision within 5-10 days of County received of the intent to use notification.

Having to wait 5-10 days will only add to the shortage of available beds.

RESPONSE: Modifications have been made to this section. The changes are reflected in the Addendum. However, the 5-10 day period will not be modified.

12. QUESTION: FFA SOW, 16.7.2, pg 39
Contract shall ensure a license health care professional periodical reviews, corrects, updates training for resource families to administer emergency medical assistance and injections.

This is an unfunded service and request.

RESPONSE: This section applies to any FFA that has been approved by the Community Care Licensing Division (CCLD) to provide services to children with Special Health Care needs. Please refer to HSC 1507.25 and Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88487.16 and ILS and the Health Domain in the Level of Care Rate Determination Matrix tool, which can be found at:

Additional funding sources are being explored to assist with this requirement.
13. **QUESTION:** FFA SOW, 18.15, pg 55
Contractor shall prepare and submit Exhibit A-10 to a child’s CSW within 30 days from placement termination.

Can an agency use a supplement form that captures all information in Exhibit A-10? Exhibit A footer indicates to be sent to OHCMD however contract indicates to be sent to CSW.

**RESPONSE:** Section 18.15 and Exhibit A-10 has been modified to be aligned with the SOW. These changes shall be made available through the Addendum.

14. **QUESTION:** FFA SOW, 19.1.3, pg 56
All required signatures including children, CFT, Contractor’s treatment team, placement worker, and resource family shall be obtained for initial NSP.

Is it a requirement to obtain signatures from all members of the CFT? If so, it’s impossible, plus Exhibit A-11 does not have a section for CFT signature.

**RESPONSE:** This section is modified in the Addendum.

15. **QUESTION:** FFA SOW, 19.1.4.1, pg 57
All required signatures including children, CFT, Contractor’s treatment team, placement worker, and resource family shall be obtained for update NSP.

It will be impossible to obtain signatures for all members of the CFT team. There is no section for CFT under Exhibit A-11.

**RESPONSE:** This section is modified in the Addendum.

16. **QUESTION:** FFA SOW, 19.1.3 and 19.1.4.1
Obtaining signatures within 5 days of development (initial and update)

5 days is not feasible to obtain signatures from CSW. Please revert the language to 10 days.

**RESPONSE:** This section is modified in the Addendum. Please refer to Title 22, Div 6, Chap 8.8, Art 1-8, Section 88068.2 and Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Sections 88268.21 (e) for NSP completion due dates.

17. **QUESTION:** Exhibit A-5
SIR’s to be submitted within 24 hours.

This language should go back to the next business day.
RESPONSE: DCFS has considered this suggestion and determined that the language will remain the same. However, reporting procedures may be updated in the near future through protocols established outside of this contract.

18. QUESTION: Can you please clarify the difference in Required Document C6 versus Required Documents C14 and C15?

RESPONSE: C6 refers to copies of the CCLD license for each facility covered by this Contract. C14 refers to the CCLD approval letter for the Agency’s Resource Family Approval (RFA) Implementation Plan and C15 has been removed from the Required Document.

19. QUESTION: We request DCFS reconsider the language under Section 10.0 regarding Program Reporting Requirements. During Q&A you stated that Resource Parents (RPs) as mandated reporters must report suspected child abuse themselves directly to 1) CCLD, 2) DCFS Child Protection Hotline, 3) DCFS Program Manager and PAS Officer (for Probation kids). You said it would not be sufficient for them to contact the FFA SW who could do the reporting to these other parties. However, these 3 sources are not able to accommodate quickly or adequately RPs who do not speak English or Spanish well. So for RPs such as Asian immigrants, it would be better to allow them to contact their FFA to report instead of forcing them to contact agencies who they cannot communicate with.

RESPONSE: Please see response to FFA question # 3 above and FFA SOW 10.2. Also, see Title 22, Chapter 8.8 Foster Family Agencies, Article 9, Subchapter 1, Section 88361 (d)(2). The Child Protection Hotline will provide the support necessary to accommodate the Resource Parents primary language. The FFA Social Worker may provide additional support to the Resource Parent by making a three-way call to each agency accordingly.

20. QUESTION: If a sub office is approved by CCL after 5-18-18, how do we make sure it is included in the contract?

RESPONSE: Contractor would be allowed to add a sub office prior to the Contract award and throughout the term of the contract.

21. QUESTION: Can we apply for San Diego Site to provide FFA services?

RESPONSE: Yes, however, please note that a contract award does not guarantee placements from LA County.

22. QUESTION: The rate letter is only provided bi-annually. We will not receive a new letter prior to May. Do we provide previous rate letter with old rates?
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RESPONSE: You may provide the most current rate letter with a copy of ACL 17-75 with the new rates or a copy of the rates list. However, the new rate letter must be provided to DCFS Contracts Administration Division upon receipt.


23. QUESTION: If our Program Statement is already in ePSSS, does it need to be re-uploaded?

RESPONSE: No, unless any additional revisions were requested by CCLD, then only the revised sections must be uploaded.

24. QUESTION: The ILC V3 Draft Section 88301 (r)(5) defines “Resource Family Approval Program” or “Program” means the single process for approving families for foster care, LG, and adoption. Contract Section (12.0) State License (13.2) states Contractor should obtain adoption license or MOU with an agency who has an adoption license to provide services including adoption home studies (when initially approved) for their foster homes.

We were advised we need MOU for adoption services such as adoption placement papers, adoption finalization, etc. But per RFA the assessment is good for adoption and all that is needed is RFA annual update. Please clarify what MOU should include. We have our RFA approval letter from the State.

RESPONSE: If an FFA’s RFA Implementation Plan has received CDSS approval then an MOU with another agency will not be necessary. However, If the Prospective Contractor has CCLD RFA Implementation Plan Letter via a Memorandum of Understanding (MOU) for RFA Services from another FFA with an Adoption License, CONTRACTOR shall also obtain a complete copy of the executed MOU.

25. QUESTION: Agencies have already submitted Plan of Operation and Program Statement to DCFS via ePSSS that have been approved by State. We haven’t heard back from the department yet. Should we be resubmitting our Program Statement and Plan of Operation with changes based on LA County Contract? Will DCFS be looking at the Program Statement and Plan of Operation they already received?

RESPONSE: For FFAs that have uploaded their CDSS approved Plan of Operation & Program Statement (PO & PS) the review process for LA County approval will begin soon. Any revisions requested by LA County will have to be completed prior to contract execution.

26. QUESTION: Providers are concerned about $25 allowance a week for 16 year old youth and older. Please reconsider this amount as numerous children have
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extensive history of drug and alcohol abuse. In addition, long history of trauma that leads to other destructive behaviors.

RESPONSE: DCFS has reconsidered this amount and the $25 allowance per week for 16-17 year-old youth has been reduced to $18 per week and the amount for 18-20 year-old youth remains $25 per week.

27. QUESTION: 10.8 Outcome Data Reporting, Is there a special form or system for reporting?

RESPONSE: This section is being eliminated. Please see response to Question #6.

28. QUESTION: 14.0 CFT, what is the process of notifications and scheduling for CFTs?

RESPONSE: Please refer to Welfare and Institutions Code section 16501(a)(4) and the CDSS All County Letter (ACL) No. 16-84, as indicated in FFA SOW section SOW 14.2.

WIC 16501(a)(4) can be found at: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&lawCode=WIC

and

ACL 16-84 can be found at: http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf

29. QUESTION: 15.1.1 Is there a process or resource for Contractors to request a multi-disciplinary review of a child’s medication or prior psychiatric reviews?

RESPONSE: Any psychiatric needs may be identified through the CFT process. However, the agency shall explore resources through its own established Mental Health (MH) Resources or through an established MOU with another agency providing such services in accordance to Core Services as described in ILS Section 88278.1 (a)(1) and (b)(1).

30. QUESTION: 15.5.1.2, Does the County have an identified contact for reporting on adoptions?

RESPONSE: Yes, the assigned County Worker to the placed child shall notify the FFA.
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FOSTER FAMILY AGENCY – EMERGENCY SHELTER CARE

1. QUESTION: Do we need separate Program Statement for emergency shelter care program?

RESPONSE: Not a program statement, but an addendum to the program statement, which must be uploaded via DCFS electronic Program Statement Submission System (e-PSSS) website at https://myapps.dcfslacounty.gov/epsss.html.
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SHORT-TERM RESIDENTIAL THERAPEUTIC PROGRAM

1. QUESTION: How will contracts with DCFS and Probation synchronize with State approval of STRTPs, since there is a delay with the State?

RESPONSE: LA County Reviews of STRTP Plan of Operations & Program Statements are being reviewed in collaboration with Probation and DMH.

Prospective contractors must meet the minimum qualifications as outlined in the RFSQ Section 2.4 Prospective Contractor’s Minimum Qualifications, Sub-Sections 2.4.1.3 and 2.4.1.4, and submit documentation, that clarifies where they are in the process of the State approval of their STRTP for County’s review. All the required documentation must be submitted prior to the contract award, including State approval of their STRTP (STRTP license and rate). Please refer to the RFSQ Section 4.4 Mast Contract Award.

2. QUESTION: We are an adolescent substance abuse Tx facility – historically licensed by CDSS, but funded by Dept. of PH/DHCS and now Drug Medi-Cal. We never obtained a CDSS rate. How do we obtain this? How long does it take?

RESPONSE: Please refer to the RFSQ Section 2.4, Prospective Contractor Minimum Qualifications. Please also refer to the California Department of Social Services (CDSS) website on how to become an STRTP at the following link: http://www.cdss.ca.gov/inforesources/Continuum-of-Care-Reform/Short-Term-Residential-Therapeutic-Program

An STRTP license must be obtained in order to obtain an STRTP rate.


RESPONSE: You may contact Korliss Robinson at (626) 569-6802 with the DCFS Out-of-Home Care Management Division (OHCMD).

4. QUESTION: NMDs: Will AB 12 requirements be applicable for NMDs 18-21?

RESPONSE: Yes, AB 12 requirements will be applicable to those youth ages 18-21 who have acquired Non Minor Dependent (NMD) status.

5. QUESTION: Scope of Work, p.38, 18.3

Is CANS assessment required? Are providers to add this assessment to their intake process?
6. QUESTION: Can non-minor youth be housed with minors in the STRTP?

RESPONSE: Yes, non-minor dependents may be housed with minors; however, in a separate bedroom unless an exception is granted by CCLD. Please refer to Title 22, Division 6, Chapter 7.5, Section 87087 (b)(6), which states, “if two children have been sharing a bedroom and one of them turns 18 they may continue to share the bedroom as long as they remain compatible and the licensing agency has granted an exception pursuant to Section 80024.”

7. QUESTION: NMD up to 21 in STRTP. Is this now the law?

RESPONSE: Yes.

8. QUESTION: I have recently incorporated and submitted an application for 501c3 status with the intention of opening an STRTP. Am I able to submit RFSQ documentation with a pending 501c3 status? This of course means we haven’t submitted paperwork to CDSS because we do not yet have 501c3 status. If at all possible, we’d like to avoid having to wait until the next round of applications. We do have our Plan of Operation and Program Statement already complete.

RESPONSE: Yes, agency can still submit Statement of Qualifications (SOQ) for the RFSQ. Please review the RFSQ Section 2.4 Prospective Contractor’s Minimum Qualifications, Sub-Sections 2.4.1.3 and 2.4.1.4, Section 4.4 Master Contract Award, and submit documentation that clarifies where you are in that process for County’s review. All the required documentation must be submitted prior to the contract award on January 1, 2019.
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INTENSIVE SERVICES FOSTER CARE FOSTER FAMILY AGENCY FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIORAL NEEDS

AND

INTENSIVE SERVICES FOSTER CARE FOSTER FAMILY AGENCY FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS

1. QUESTION: We hold a FFA license for each of our three sites. Is a separate license required if attempting to qualify for Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavioral Needs and/or Intensive Services Foster Care Foster Family Agency for Children with Special Health Care Needs?

RESPONSE: No.

2. QUESTION: We hold a standard, approved rate from the CDSS Foster Care Rates Bureau. Will we need to have a separate approved rate in advance, if attempting to qualify for Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavioral Needs and/or Intensive Services Foster Care Foster Family Agency for Children with Special Health Care Needs?

RESPONSE: Yes. ISFC rates are developed by the State. Please refer to ACL 1711 for rate structure.

3. QUESTION: Our organization has a current Plan of Operation and Program Statement for its FFA program. If we are attempting to qualify for Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavioral Needs and/or Intensive Services Foster Care Foster Family Agency for Children with Special Health Care Needs, does this suffice? Or do we need to prepare and submit a separate Plan of Operation and Program Statement for each of the ISFC programs we want to attempt to qualify for?

RESPONSE: No, it does not suffice. Agency will need to submit a Plan of Operation and Program Statement for each program (ISFC-SEBN & ISFC-SHCN) which can be uploaded via the electronic Program Statement Submission System (ePSSS).

4. QUESTION: Our organization would like to attempt to qualify for Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavioral Needs and for Intensive Services Foster Care Foster Family Agency for Children with Special Health Care Needs. It’s our understanding, however, that we cannot apply for licensure until DCFS approves our Plan of
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Operation and Program Statement for these programs. Is that correct? If so, to ensure we remain on track to meet RFSQ/contract timelines regarding proof of application for licensure, can you please advise how long we need to allow for DCFS to review and approve a newly submitted Plan of Operation and Program Statement?

RESPONSE: For existing license FFA, the County need to review and approve the Plan of Operation and Program Statement. The approval procedure varies contingent to the release of ISFC Interim Licensing Standard.

New agencies without FFA licensure will not qualify under this RFSQ to provide ISFC services. Please refer to RFSQ Section 2.4, Subsection 2.4.4.1 for additional requirements for ISFC program.

In addition, ISFC FFA must also have Resource Family Approval (RFA) approved by the State.

5. QUESTION: Our organization would like to attempt to qualify for Intensive Services Foster Care Foster Family Agency for Children with Serious Emotional and Behavioral Needs and for Intensive Services Foster Care Foster Family Agency for Children with Special Health Care Needs. We understand that the deadline for submission is May 18, 2018. Do we need to submit a separate Plan of Operation and Program Statement for each ISFC program we are attempting to qualify for via the DCFS portal by this date? Or do we need to submit just addenda to our FFA Plan of Operation and Program Statement, regarding these additional programs, via the DCFS portal by this date?

RESPONSE: The Addendum(a) to your FFA Plan of Operation and Program Statement for ISFC-SEBN and/or ISFC-SHCN (one required for each) must be submitted by May 18, 2018, 5:00 PM Pacific Standard Time. The following two links will provide you with the required guidelines: http://www.cdss.ca.gov/inforesources/Continuum-of-Care-Reform

The addendum can be uploaded into ePSSS under the “Other” Section as a single Word or PDF document. Providers can access the ePSSS system at the following link: https://myapps.dcfs.lacounty.gov/epsss.html

6. QUESTION: Our organization would like to attempt to qualify for the ISFC components. We don’t already have a Plan of Operation and Program Statement approved by the State for these components. Do we need to submit our Plan of Operation and Program Statement for these components to DCFS first, before submitting to the State?

RESPONSE: No, FFA agency needs to submit Plan of Operation and Program Statement to the State for approval prior to submitting to DCFS.
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7. QUESTION: RFSQ 2.4.4.1, pg.16
   “Must have three (3) years’ experience providing FFA services with LA County.”

   We have over 3 years’ experience in FFA with other counties, does this qualify us to apply for ISFC contract?

   RESPONSE: The Section has been revised in the RSFQ to remove the reference to LA County and to expand the three years’ experience to include other Counties.

8. QUESTION: CCL only provided instructions on how to complete program statement addendum this month for ISFC; if the rate letter is not provided by May 18th, how do we submit?

   RESPONSE: Please refer to RFSQ, Section 2.4.1.4.1 Prospective Contractor’s Minimum Qualifications.

INTENSIVE SERVICES FOSTER CARE FOSTER FAMILY AGENCY FOR CHILDREN WITH SERIOUS EMOTIONAL AND BEHAVIORAL NEEDS

1. QUESTION: ISFC FFA for Children with Serious Emotional & Behavioral Needs Section 2.2.4, page 13 and section 2.2.5.3, page 14: Who has the primary responsibility for family finding, the contractor or the placing agency?

   RESPONSE: The CONTRACTOR has the primary responsibility for family finding.

2. QUESTION: ISFC FFA for Children with Serious Emotional & Behavioral Needs Part D-1.1.1, page 21: Is there a reason why the information in that section is not being automatically provided during intake and/or placement in order to better serve the ISFC child? What information will be provided to Contractor at intake?

   RESPONSE: Any relevant information that is available is provided at the time of placement/intake as with any other placement.

3. QUESTION: ISFC-SEBN SOW 3.3.6, p.17
   It refers to IHSC and “in lieu of services” and IHSC hours

   In AB404 and the new WIC statute the requirement on an IHSC, number of hours and “in lieu of” is not part of ISFC. Will the contract be changed to take out these references, since they are not part of the ISFC program?

   RESPONSE: Yes, the ISFC-SEBN SOW has been revised to remove this section.

4. QUESTION: Page 4, SOW
QUESTIONS AND ANSWERS

Definition of Clinical Supervisor

Can license clinical supervisor by a LMFT?

RESPONSE: Yes, a License Marriage and Family Therapist can be a Clinical Supervisor for ISFC-SEBN.

5. QUESTION: RFSQ 2.4.4.1, pg. 16
   “Prospective contractors… must have 3 years of experience within the last 5 years providing FFA services…”
   If a prospective contractor has no experience as a FFA, but more than 3 years as a RCL12 group home (transitioning to STRTP) working with seriously emotionally disturbed youth, could we possibly meet this requirement?

RESPONSE: No.

6. QUESTION: ISFC emotional and behavioral needs: If we do not have a contract yet with LA DMH can we still apply? (We have started the process).

RESPONSE: Yes. Please refer to RFSQ Section 2.4.4.2, 2.4.4.3 and 4.4 Master Contract Award.

INTENSIVE SERVICES FOSTER CARE FOSTER FAMILY AGENCY FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS

1. QUESTION: ISFC FFA for Children with Special Health Care Needs: Section 4.6.1, page 19: Will exceptions be given if the contractor is having difficulties hiring social workers with “at least one year of experience working with medically fragile children”?

RESPONSE: Requests for exceptions will be reviewed by the Program Manager on a case-by-case basis.

2. QUESTION: ISFC FFA for Children with Special Health Care Needs: Section 1.4.1, page 26: States requirements of Contractor is child does not meet the Program Statement Criteria, what is being asked if child cannot be placed due to no placement option? Please clarify.

RESPONSE: CONTRACTOR should immediately notify the Children’s Social Worker/Probation Placement Officer and the County ISFC Program Manager and submit a written statement within three business days to the County ISFC Program Manager if the child does not meet the Program Statement criteria.