



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602



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December 13, 2019

Dear Prospective Contractors and Interested Parties:

ADDENDUM NUMBER ONE
TO REQUEST FOR STATEMENT OF QUALIFICATIONS NUMBER CMS 17-0003 FOR
TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) AND
TRANSITIONAL HOUSING PLACEMENT PROGRAM
FOR NON-MINOR DEPENDENTS (THPP-NMD) SERVICES

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the THPP and THPP-NMD Services Request for Statement of Qualifications (RFSQ) Number CMS 17-0003. Addendum Number One amends the RFSQ as provided below. Changes apply only to the referenced parts, sections, and/or subsections that are amended or deleted; all other sections remain in full effect.

A proposer's failure to incorporate the requirements of this Addendum Number One may result in their statement of qualifications (SOQ) not being considered, as determined at the sole discretion of the County. Revised or new text are underlined while deleted text are ~~struck-through~~ in this Addendum Number One.

The following changes are made to the RFSQ and are incorporated in Attachment F, Revised THPP & THPP/NMD RFSQ, of this Addendum Number One.

1. RFSQ, Part A, Subsection 3.1, Part L is amended to read as follows:

PART L – THPP/THPP-NMD PLAN OF OPERATION GUIDELINES: Contains guidelines for the development of the required Plan of Operation (POO) for the February 25, 2020 SOQ submission deadline; and the January 11, 2021 through January 25, 2021 and the January 10, 2022 through January 24, 2022 subsequent submission periods.

2. RFSQ, Part A, Subsection 4.1, Initial Period for RFSQ Release and SOQ Submission is amended to read as follows:

4.1 Initial Period for RFSQ Release and SOQ Submission:

Agencies who are successful in completing the licensure process with the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD)

by the February 25, 2020 SOQ submission deadline may submit an SOQ based on the timetable below:

- Release RFSQ: on or about **December 13, 2019**
- Submission Deadline for Request for Solicitation Requirements Review: **December 30, 2019, 12:00 PM**
- Proposers' Conference: **January 8, 2020, 1:00 PM**
- Written Questions due: **January 8, 2020, at the Proposers' Conference**
- Response to Solicitation Requirements Review Released: on or about **January 9, 2020**
- Questions and Answers Released: on or about **January 29, 2020**
- Deadline for SOQ Submission: **February 25, 2020, 12:00 PM**
- Anticipated Contract Start Date: on or about **September 1, 2020**

3. RFSQ, Part A, Subsection 4.2, Subsequent Periods for SOQ Submission is amended by revising the first paragraph and the subsequent submission periods as follows:

4.2 Subsequent Periods for SOQ Submission:

Agencies who are successful in completing the licensure process with the CDSS CCLD after the February 25, 2020 SOQ submission deadline may be eligible to submit an SOQ on the Subsequent SOQ Submission Dates as follows:

January 11, 2021 through January 25, 2021
January 10, 2022 through January 24, 2022

4. RFSQ, Part A, Subsection 4.2, Subsequent Periods for SOQ Submission is amended by adding Subsection 4.2.2, which reads as follows:

4.2.2 For agencies that do not have a THPP-NMD license by the February 25, 2020 SOQ submission date, refer to the Plan of Operation Submission Guidelines in Part M, Appendix D of this RFSQ.

Subsection 4.2.2 applies only to agencies that do not have a THPP-NMD license by the February 25, 2020 SOQ submission date.

5. RFSQ, Part A, Subsection 5.1 is amended by changing the date of the Proposers' Conference from **May 11, 2018** to **January 8, 2020** and the location to

Rancho Los Amigos National Rehabilitation Center
Auditorium
7601 E. Imperial Hwy.
Downey, CA 90242

6. RFSQ, Part A, Subsection 5.2 is amended by replacing the date of the Proposers' Conference from **May 11, 2018** to **January 8, 2020**.

7. RFSQ, Part A, Subsection 5.4 is amended by changing RFSQ Number from "CMS 17-003" with "CMS 17-0003."
8. RFSQ, Part A, Section 8.0, Contract Period and Recommendation of Award is amended by changing the date the Contract is scheduled to commence from "on or about January 1, 2019" to "on or about September 1, 2020."
9. RFSQ, Part A, Section 9.0, Payment Structure, Subsection 9.2 is amended to read as follows:
 - 9.2 In the event the ~~Title IV-E Waiver~~ fund allocated to the THPP program is depleted, the County is not financially liable to the Contractor for the increased rate portion of the THPP Participant placement fees.
10. RFSQ, Part A, Section 9.0, Payment Structure, Subsection 9.3 is amended to read as follows:
 - 9.3 **THPP-NMD** – County shall pay Contractor for each Placed Child the monthly THPP-NMD Rates established by the CDSS Foster Care Funding and Rates Bureau. Currently, the monthly rate per THPP-NMD Participant is ~~\$2,874~~**\$3,474** (Remote Site), ~~\$2,874~~**\$3,474** (Single Site) and ~~\$2,284~~**\$2,764** (Host Family). Payment to Contractors shall be pro-rated for partial month THPP-NMD payments.
11. RFSQ, Part B, Subsection 2.1 is amended to read as follows:
 - 2.1 The request for a Solicitation Requirements Review is received by the Department by the end of the 10th business day from the release date of Addendum Number One, or by **12:00 PM on December 30, 2019**, whichever is later.
12. RFSQ, Part C, Subsection 2.1.1 is amended by adding the following as the first bullet.
 - SOQs and Plans of Operation shall be typed single sided using a 12-point Arial font.
13. RFSQ, Part C, Subsection 2.4.1.4, Service Delivery Sites (Form 2) is amended to read as follows:
 - 2.4.1.4 Service Delivery Sites (Form 2a or Form 2b)

Proposer shall submit Form 2a for THPP Service Delivery Sites or Form 2b for THPP-NMD Service Delivery Sites. For both forms, the Proposer's office locations and each facility site location that the Proposer will be using for this SOQ shall be listed. The legal corporation name for the agency's administrative office shall be written on the forms.
14. RFSQ, Part C, Subsection 2.4.3.2, Contractor's Administration (Attachment I) is amended to read as follows:

Proposer must complete, date and sign this form and place it as the ~~first form following the Table of Contents~~second form in Section C of the SOQ.

15. RFSQ, Part C, Subsection 3.1 is amended to read as follows:

3.1 The closing date and time for SOQ submission is **12:00 PM on February 25, 2020**. It is the sole responsibility of the Proposer to ensure that its SOQ is received before the submission deadline. Proposer shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail or other courier service. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All SOQs must be submitted and date stamped in Room 400 by the submission deadline of **12:00 PM on February 25, 2020**. SOQs not received in Room 400, and date stamped by **12:00 PM on February 25, 2020**, will not be accepted. Ensure that you allow time to find parking and to sign in at the Reception Desk on the first floor. ~~Being in the Building or at the Reception Desk at the submission deadline will result in the submission not being accepted.~~

16. RFSQ, Part D, Required Forms/Submission Packet, Table of Forms is amended by replacing "Form 2" with "Form 2a" and Form "2b" as shown below:

Form 1	Proposer's Organization Questionnaire/Affidavit
Form 2a	THPP Service Delivery Sites
Form 2b	THPP-NMD Service Delivery Sites

17. RFSQ, Part D, Required Forms/Submission Packet, Form 2 is amended by replacing it with Form 2a and Form 2b in Attachment 1 of this Addendum).

18. RFSQ, Part G, THPP Sample Contract, Cover Page, Contract Start Date is amended to read as follows:

SEPTEMBER 1, 2020

19. RFSQ, Part G, THPP Sample Contract, Table of Contents, Part II: Standard Terms and Conditions is amended to add:

63.0 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES

64.0 COMPLIANCE WITH COUNTY POLICY OF EQUITY

20. RFSQ, Part G, THPP Sample Contract, Table of Contents, Exhibit B: Attachments, Attachment M is amended to read as follows:

Attachment M DCFS/Probation THPP and ~~THPP+FC~~ THPP-NMD Contract Investigation/
Monitoring/Audit Remedies and Procedures

21. RFSQ, Part G, THPP Sample Contract, Table of Contents, Exhibit B: Attachments is amended to add:

Attachment U Compliance with Fair Chance Employment Hiring Practices Certification

22. RFSQ, Part G, THPP Sample Contract, Recitals Page, Date of Execution is amended to read as follows:

This Contract is made and entered into this ____ day of _____, 2020, by and between

23. RFSQ, Part G, THPP Sample Contract, Part I: Unique Terms and Conditions, Section 1.0, Applicable Documents, Subsection 1.2 is amended to read as follows:

- 1.2 Exhibits A, A-I, A-II, A-III, and B, Attachments A, B, C-1, C-2, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, and U set forth below, are attached to and incorporated by reference in this Contract.

24. RFSQ, Part G, THPP Sample Contract, Part I: Unique Terms and Conditions, Section 3.0, Funding for the Contract, Subsection 3.1 is amended to read as follows:

- 3.1 Transitional Housing Placement Program Services is funded by Aid to Families with Dependent Children-Foster Care (AFDC-FC) ~~under the Title IV-E Waiver~~. CONTRACTOR must maintain eligibility for payment from AFDC-FC funding source.

25. RFSQ, Part G, THPP Sample Contract, Part I: Unique Terms and Conditions, Section 5.0, Contract Sum, Subsection 5.1 is amended to read as follows:

- 5.1 COUNTY and CONTRACTOR agree that in the event the ~~Title IV-E Waiver~~ fund allocated to the THPP program is depleted, the COUNTY is not financially liable to the CONTRACTOR for the increased rate portion of the THPP participant's placement fees. As mentioned in Part I, Section 8.0, Subsection 8.3, the rate per THPP participant consists of the base rate of \$2,100, and the increased rate of \$1,362 or a total of \$3,462 per participant as listed in Exhibit C.

26. RFSQ, Part G, THPP Sample Contract, Part I: Unique Terms and Conditions, Section 8.0, Invoices and Payments, Subsection 8.3 is amended to read as follows:

- 8.3 The monthly rate per THPP Participant is \$3,462, which consists of the base rate of \$2,100, and an increased rate of \$1,362. The base rate and the increased rate are funded by AFDC-FC, ~~under Title IV-E Waiver~~. In the event that the ~~Title IV-E Waiver~~ fund is depleted during a State's Fiscal Year, COUNTY will have the option of "rolling-back" to the THPP base rate amount of \$2,100, and the CONTRACTOR will be paid with this base rate only, on the remaining periods of that particular Fiscal Year.

27. RFSQ, Part G, THPP Sample Contract, Part II: Standard Terms and Conditions is amended to add Section 63.0, Compliance with Fair Chance Employment Practices, which reads as follows:

63.0 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this paragraph of the Contract may constitute a

material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

28. RFSQ, Part G, THPP Sample Contract, Part II: Standard Terms and Conditions is amended to add Section 64.0, Compliance with the County Policy of Equity, which reads as follows:

64.0 COMPLIANCE WITH THE COUNTY POLICY OF EQUITY

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

29. RFSQ, Part H, THPP Statement of Work, Table of Contents, Exhibits is amended to replace A-2 as follows:

A-2 SOC 152 Agency Placement Agreement

30. RFSQ, Part H, THPP Statement of Work, Table of Contents, Exhibits, A-39 is deleted as follows:

A-39 — SOC 152

31. RFSQ, Part H, THPP Statement of Work, Subsection 2.1 is amended to read as follows:

2.1 Children's Social Worker (CSW) will provide the CONTRACTOR an SOC 152 Agency Placement Agreement (Exhibit A-2) and will continue to provide case management services supervision.

32. RFSQ, Part H, THPP Statement of Work, Subsection 8.2.6 is amended to read as follows:

8.2.6 DCFS CSW at the time of placement will provide CONTRACTOR with an SOC 152 Agency Placement Agreement (Exhibit A-2), the Participant's Medi-Cal card or Medi-Cal verification letter, Medical and Education Records, or the Health and Education Passport Binder.

33. RFSQ, Part H, THPP Statement of Work, Exhibit A-1 is replaced with the form in Attachment 2 of this Addendum.

34. RFSQ, Part H, THPP Statement of Work, Exhibit A-2 is replaced with the form in Attachment 3 of this Addendum.
35. RFSQ, Part H, THPP Statement of Work, Exhibit A-39 is deleted.
36. RFSQ, Part I, THPP-NMD Sample Contract, Table of Contents, Part II: Standard Terms and Conditions is amended to add:

63.0 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES

64.0 COMPLIANCE WITH COUNTY POLICY OF EQUITY

37. RFSQ, Part I, THPP-NMD Sample Contract, Table of Contents, Exhibit B: Attachments is amended to add:

Attachment U Compliance with Fair Chance Employment Hiring Practices Certification

38. RFSQ, Part I, THPP-NMD Sample Contract, Recitals Page, Date of Execution is amended to read as follows:

This Contract is made and entered into this ____ day of _____, 2020, by and between

39. RFSQ, Part I, THPP-NMD Sample Contract, Part I: Unique Terms and Conditions, Section 1.0, Applicable Documents, Subsection 1.2 is amended to read as follows:

- 1.2 Exhibits A, C, D, E, F, G, and B, Attachments A, B, C-1, C-2, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, and U, set forth below, are attached to and incorporated by reference in this Contract.

40. RFSQ, Part I, THPP-NMD Sample Contract, Part II: Standard Terms and Conditions is amended to add Section 63.0, Compliance with Fair Chance Employment Practices, which reads as follows:

63.0 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

41. RFSQ, Part I, THPP-NMD Sample Contract, Part II: Standard Terms and Conditions is amended to add Section 64.0, Compliance with the County Policy of Equity, which reads as follows:

64.0 COMPLIANCE WITH THE COUNTY POLICY OF EQUITY

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

42. RFSQ, Part J, THPP-NMD Statement of Work is replaced in its entirety with a revised Statement of Work in Attachment A of this Addendum.
43. RFSQ, Part K, Exhibits/Attachments to Sample Contracts, Attachment M, THPP and/or THPP-NMD Contract Investigation/Monitoring/Audit Remedies and Procedures is replaced in its entirety with Attachment B of this Addendum.
44. Attachment C, Compliance with Fair Chance Employment Hiring Practices Certification, is incorporated as Part K, Attachment U of the RFSQ.
45. RFSQ, Part L, THPP/THPP-NMD Plan of Operation guidelines, first paragraph is amended to read as follows:

Prospective providers must submit a Plan of Operation, with a copy of their Transitional Housing Placement Program (THPP) or Transitional Housing Placement Program for Non-Minor Dependents (THPP-NMD) license. All prospective providers must have a license from the Community Care Licensing Division of the California Department of Social Services to provide the services indicated in the Plan of Operation. The cover of the Plan of Operation should clearly indicate which program it is for. The cover of the Plan of Operation must include the name, phone number, and e-mail address of the agency representative that can answer any questions pertaining to the Plan of Operation. Moreover, prospective providers must incorporate the following items into developing its Plan of Operation:

46. RFSQ, Part L, THPP/THPP-NMD Plan of Operation Guidelines, sixth (last) bullet is amended to read as follows:

- The Plan of Operation shall, at a minimum, include:

47. RFSQ, Part L, THPP/THPP-NMD Plan of Operation Guidelines, B is amended to read as follows:

B. How the services will assist in preparing a youth for transitioning from foster care.

48. RFSQ, Part L, THPP/THPP-NMD Plan of Operation Guidelines, K is amended to read as follows:

K. A statement whether or not the licensee will handle the client's money, personal property, finances (refundable and non-refundable), and/or valuables.

49. Attachment D, Questions and Answers, is incorporated as Part M, Appendix C of the RFSQ. The Questions and Answers are based on the questions submitted by prospective contractors by the May 11, 2018 due date.

50. Attachment E, Plan of Operation Submission Guidelines, is incorporated as Part M, Appendix D of the RFSQ.

Final comments regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed by January 8, 2020, 12:00 PM, as follows:

Attn: THPP/THPP-NMD RFSQ Administrator
Contracts Administration Division
Department of Children and Family Services
425 Shatto Place, Room 400
Los Angeles, CA 90020
E-mail Address: tadeoj@dcfs.lacounty.gov

All other terms and conditions of the RFSQ remain unchanged.

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Torres-Ibarra", is written over a light blue horizontal line.

Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

LTI:KAF
FC:jt

Attachments

SERVICE DELIVERY SITES **TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)**

THPP (AGENCY)

AGENCY NAME	AGENCY ADDRESS	AGENCY CONTACT PERSON	TELEPHONE AND FAX NUMBERS
			P: ()
			F: ()

THPP SERVICE SITE(S) (FACILITY)

FACILITY Name	FACILITY Address	FACILITY Contact Person	Phone (P)
			Fax (F)
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()

(Please make additional copies of this form if necessary)

SERVICE DELIVERY SITES
TRANSITIONAL HOUSING PLACEMENT PROGRAM FOR NON-MINOR DEPENDENTS (THPP-NMD)

THPP-NMD (AGENCY)

AGENCY NAME	AGENCY ADDRESS	AGENCY CONTACT PERSON	TELEPHONE AND FAX NUMBERS
			P: ()
			F: ()

THPP-NMD SERVICE SITE(S) (FACILITY)

FACILITY Name	FACILITY Address	FACILITY Contact Person	Phone (P)
			Fax (F)
			P: ()
			F: ()
			P: ()
			F: ()
			P: ()
			F: ()

(Please make additional copies of this form if necessary)

TRANSITIONAL INDEPENDENT LIVING PLAN & AGREEMENT

Youth: _____ Date of Birth: _____ Age: _____ Ethnicity: _____

Address: _____

Phone Number: _____ Text OK?: ☐ Email Address: _____

Instructions To Youth: The purpose of this agreement is to capture the goals you are agreeing to achieve over the next 6 months. It is a good organizing tool to help you stay focused and keep track of your progress toward accomplishing each goal. Your Social Worker/Probation Officer and caregiver will also have copies of this agreement and will help you achieve your goals.

Instructions to Caregiver: You are agreeing to assist the youth in the development of their ILP goals and to support the youth in completing the activities.

Instructions to Social Worker/Probation Officer: You are agreeing to assist the youth and the caregiver in completing this form, and develop Planned Services that will assist the youth in meeting his/her goals. Document the Planned Services and Delivered Services in CWS/CMS. Probation officers: use manual documentation procedures.

Service goals and activities to be addressed in the plan:

Goals are individualized based on your assessment and may include examples such as:

- develop a life-long connection to a supportive adult
- graduate from high school
- obtain a part-time job
- invest savings from part-time job
- develop community connections
- obtain a scholarship to attend college
- develop competency in the life skill of _____

Activities are individualized to help meet a specific goal. Example – if high school graduation is a goal, the youth directed activity might be to attend classes regularly with no tardies for the next 6 months.

For youth participating in ILP services, activities are reportable as ILP Delivered Services in CWS/CMS. The social worker shall select from one or more of the following ILP Service Types that an individualized completed activity fits in:

- | | |
|--------------------------------------|---|
| • Received ILP Needs Assessment | • ILP Room and Board Financial Assistance |
| • ILP Mentoring | • ILP Transitional Housing, THP, THP Plus |
| • ILP Education | • ILP Home Management |
| • ILP Education Post Secondary | • ILP Time Management |
| • ILP Education Financial Assistance | • ILP Parenting Skills |
| • ILP Career/Job Guidance | • ILP Interpersonal/Social Skills |
| • ILP Employment/Vocational Training | • ILP Financial Assistance Other |
| • ILP Money Management | • ILP Transportation |
| • ILP Consumer Skills | • ILP Other (Stipends/Incentives) |
| • ILP Health Care | |

- ☐ I understand that if I am employed as part of this plan, my earned income will be disregarded, as the purpose of my employment is to gain knowledge of needed work skills, habits and responsibilities to maintain employment. (WIC 11008.15)
- ☐ I understand that I can retain cash savings up to \$10,000 under this plan in an insured savings account and any withdrawal requires the written approval of my social worker/probation officer and must be used for purposes directly related to my transitional goals. (WIC 11155.5)
- ☐ I understand that I will receive assistance to obtain my personal documents and information about financial aid for postsecondary education/training. (WIC 16001.9)

ATTACHMENT 2

State of California – Health and Human Services Agency

California Department of Social Services

Youth: _____ Date of Birth: _____ Age: _____

Case Worker Name: _____ Case Worker Phone: _____

Case Worker Email Address: _____

TILP 6-month timeline: _____ to _____.

Date Independent Living Needs Assessment completed: _____.

☐ Based on the assessment of my level of functioning, the following transitional goals and activities meet my current needs.

☐ I will participate in Independent Living Program (ILP) services to help meet my goals.

Goal	Activity	Responsible Parties	Planned Completion Date	Progress Date
Goal #1:				<input type="checkbox"/> Met Goal Date: _____ <input type="checkbox"/> Satisfactory Progress. <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal #2:				<input type="checkbox"/> Met Goal Date: _____ <input type="checkbox"/> Satisfactory Progress. <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal #3:				<input type="checkbox"/> Met Goal Date: _____ <input type="checkbox"/> Satisfactory Progress. <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal #4:				<input type="checkbox"/> Met Goal Date: _____ <input type="checkbox"/> Satisfactory Progress. <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.

Comments:

ATTACHMENT 2

State of California – Health and Human Services Agency

California Department of Social Services

Youth: _____ Date of Birth: _____ Age: _____
Case Worker Name: _____ Case Worker Phone: _____
Case Worker Email Address: _____

This Agreement will be updated on: _____ Update #: _____

Signing this agreement means we will all work to complete the steps necessary to help the youth reach his/her goals.

Youth's Signature

Date

Caregiver's Signature

Date

Social Worker/Probation Officer Signature

Date

Voter Registration Info:

Secretary of State Voter Registration

www.sos.ca.gov/elections/voter-registration

Secretary of State Voter Information Contact

www.sos.ca.gov/elections/contact/email-elections-division

Secretary of State Voter Hotline

(800) 345-VOTE(8683)

Copies to: Youth

Caregiver

Case File

ILP

**PLACEMENT AGENCY -- THP PLUS FOSTER CARE PROVIDER AGREEMENT
NONMINOR DEPENDENT PLACED BY AGENCY IN THP PLUS FOSTER CARE PROVIDER**

NAME OF YOUNG ADULT	THP PLUS FC PROVIDER NAME
BIRTH DATE OF YOUNG ADULT	DATE PLACED WITH THP PLUS FC PROVIDER
CASE NUMBER	DATE FIRST ENTERED FOSTER CARE AS YOUNG ADULT

The Placement Agency will pay \$ _____ per month in return for the above-named young adult's care and supervision as defined in Welfare and Institutions Code 11403.2 and other applicable law and regulations. First payment to be made within 45 days after placement with subsequent payments to be made monthly.

PLACEMENT AGENCY AGREES TO	THP PLUS FOSTER CARE PROVIDER AGREES TO
<ol style="list-style-type: none"> 1. The placing agency will obtain from the young adult all appropriate releases of information relevant to this placement in order to provide the THP PLUS Foster Care provider with knowledge of the background and needs of this young adult. This may include, based on the young adult's consent, a social work assessment, medical reports, educational assessment psychiatric/psychological evaluations, identification of special needs, and the young adult's TILP. This shall be made available to the provider within 14 days from date of placement. 2. Inform the provider, before placement, of this young adult's behaviors and proclivities that might be harmful to others. 3. Work with the provider in the development and progress of a transition plan. The county placing agency will notify and invite the provider to participate in any young adult and family team meetings to discuss the young adult's transition plan. 4. Work with provider staff toward successful completion of the young adult's needs and services plan, a positive placement outcome and timely permanency for the young adult. 5. Work together with the provider to develop and maintain positive relationships with the young adult's siblings, and other family members. 6. Maintain monthly contact with the young adult. 7. Continue paying for the young adult's care as long as the young adult remains in placement or in the temporary absence of the young adult, when the placing agency asks the provider to retain an open placement. 8. Provide the young adult with his or her Medi-Cal card or proof of other medical coverage. 9. Inform the provider of the county clothing allowance policy and provide the funding consistent with those policies. 11. Verify and remit/reconcile any underpayments within 45 days of provider notification of such underpayments. 12. Notify the provider within 12 months of suspected overpayments, in accordance with applicable laws and regulations. 13. Provide arrangements for educational travel to the young adult's secondary school of origin, as appropriate. 14. Provide a contact telephone number for emergencies and after business hours: Emergency # _____ 	<ol style="list-style-type: none"> 1. Provide this young adult with a transitional housing site that has been certified to care for the young adult's needs in accordance with applicable laws and regulations. 2. Conform to applicable approval standards regulations and all laws governing foster care. 3. Notify the placing agency within 24 hours of the provider having knowledge (unless there is a separate written agreement with the placing agency) by phone followed in writing of significant changes in the young adult's health, behavior or location as well as significant issues including suspected physical or psychological abuse, death, injury, unusual incidents, unusual absence of a young adult, placement issues, changes to work or school participation and all items required by approval standard regulations. 4. Work together with the placing agency to encourage the maintenance of permanent connections with the young adult's family members, and other significant adults, as indicated in the transition plan, and/or young adult and family teams whenever possible. 5. Use constructive alternative methods of harm reduction; not use corporal punishment; deprivation of meals, monetary allowances, threat of discharge or any degrading or humiliating punishment. 6. Respect and keep confidential information given about this young adult. 7. Work with the placing agency to develop and submit to them a transition plan that develops an understanding of the responsibilities, objectives and requirements of the agency in regard to the care of this young adult, including the information listed on the reverse side of this form, within 30 days of placement of the young adult. The transition plan shall be updated at least every six months. 8. Written progress reports on the transition plan progress shall be provided at least every six months or more frequently by mutual agreement. 9. Give placing agency 7 day notice of intent to discharge or move this young adult. Notify the placing agency of any intended move of this young adult between certified sites prior to the move. The provider has the authority to move a young adult in the case of imminent risk to the young adult or others in the household. The provider shall notify the placing agency within 24 hours of such move. 10. Provider social worker shall visit this young adult in private in their site at the frequency specified in the provider's plan of operation. 11. Provide state and federal agencies access to records as provided by state and federal law. 12. Follow any requirements associated with the county's clothing allowance policy and procedures. 13. Remit any overpayment in full to the county welfare department upon receipt of a notice of action or following the completion of due process. 14. Inform county upon discovery of any apparent overpayment. 15. Immediately notify the placing agency of any changes to the young adult's secondary educational travel plans (if appropriate).

Initial transition plan summary shall include:

- A. Medical and Dental needs
- B. Psychological/psychiatric issues identified
- C. Staffing review summaries
- D. Educational /employment assessment
- E. Peer adjustment
- F. Relationship to adults identified as potential permanent connection
- G. Involvement in recreation programs
- H. Behavior Problems impacting house rules
- I. Educational and employment objectives (goals established for next 3 months)
- J. Long-range goals including anticipated length of placement
- K. Tasks planned to reach educational and employment objectives and goals as defined in the young adult's TILP and who will be performing these tasks, including agency service activity
- L. Identification of unmet needs
- M. Involvement of young adult in the transition program

Periodic update of transition plan shall include:

- A. Current status of young adult's physical and psychological health as well as access to medical and dental exams
- B. Reassessment of young adult's adjustment to the placements, transitional program, peers and school/work
- C. Progress toward short-term objectives and long-range goals as defined in the young adult's TILP including tasks which have been performed to reach these objectives and goals
- D. Reassessment of unmet needs and efforts made to meet these needs
- E. Modification of transition plan, tasks to be performed and anticipated length of placement
- F. Involvement of young adult in transition program
- G. Plan to exit foster care to sustainable housing and incremental steps made towards independence.

By this signature I attest that I have read this agreement and agree to fulfill these requirements and I am authorized on behalf of my agency to sign this. The terms of this agreement shall remain in force until changed by mutual consent, in writing, of both parties.

YOUNG ADULTS'S PLACEMENT WORKER NAME		PHONE ()	
PRINT: COUNTY AND NAME OF AGENCY	SIGNATURE:	TITLE	DATE
THP+FC PROVIDER'S/REPRESENTATIVE'S NAME		PHONE ()	
PRINT: NAME OF AGENCY	SIGNATURE:	TITLE	DATE
AGENCY ADDRESS			

ATTACHMENT A

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AND PROBATION DEPARTMENT**

EXHIBIT A

STATEMENT OF WORK

**TRANSITIONAL HOUSING PLACEMENT PROGRAM
FOR NON-MINOR DEPENDENTS (THPP-NMD)**

**TRANSITIONAL HOUSING PLACEMENT PROGRAM
FOR NON-MINOR DEPENDENTS (THPP-NMD)**

STATEMENT OF WORK

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- A-9** Participant Unit/Furniture Inventory
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- A-11a** Intentionally Left Blank
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- A-37** Foster Youth Reproductive Health and Pregnancy
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- A-39** Shared Core Practice Model Handbook

PART A – PREAMBLE

The County of Los Angeles (COUNTY) seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the COUNTY's contracting partners share the COUNTY and community's commitment to provide health and human services that support the achievement of the COUNTY's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The COUNTY'S mission is to establish superior services through inter-Departmental and cross-sector collaboration that measurably improves the quality of life for COUNTY residents. The COUNTY's vision is a value driven culture, characterized by extraordinary employee commitment to enrich lives through effective and caring service, and empower people through knowledge and information. The mission and vision are anchored in the COUNTY's shared values of: 1) Integrity, 2) Inclusivity, 3) Compassion, and 4) Customer Orientation.

These shared values are encompassed in the COUNTY's Strategic Plan's three Goals: I) Make Investments That Transform Lives, II) Foster Vibrant and Resilient Communities, and III) Realize Tomorrow's Government Today. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between COUNTY departments/agencies and community and contracting partners.

PART B – PROJECT FOUNDATION

1.0 BACKGROUND

Since 2003, the Department of Children and Family Services (DCFS) has identified three outcome goals that will achieve positive outcomes for children and families. These goals are: 1) improved safety, 2) improved permanence, 3) and a reduced reliance on out-of-home care. On March 2, 2010, DCFS adopted a fourth outcome goal, self-sufficiency, in response to unique needs and circumstances of transition-age youth.

Transitional Housing Placement Program for Non-Minor Dependents (THPP-NMD) was preceded by the Transitional Housing Placement Program (THPP) for foster youth. THPP was created by AB 1198 (Chapter 799, Statutes of 1993) and amended by AB 427 (Chapter 125, Statutes of 2001). THPP-NMD and THPP have similar goals, and a primary purpose of realizing this fourth outcome on behalf of transition-age youth.

1.1 AB 12

On September 30, 2010, "The California Fostering Connections to Success Act" Assembly Bill 12 (AB 12) was signed into law. AB 12 allows California to provide Extended Foster Care (EFC) for young adults up to age 21 who meet the federal participation conditions for continued eligibility after age 18, including those served under State Title IV-E agreement and supervised by Probation. Young adults who remain in EFC are referred to as Non-Minor Dependents (NMDs). NMDs must meet at least one of the five (5) participation conditions (Attachment III) below:

1. Complete a secondary education or a program leading to an equivalent credential; OR
2. Enrolled in an institution which provides postsecondary or vocational education; OR
3. Participating in a program or activity designed to promote, or remove barriers to employment; OR
4. Employed for at least 80 hours per month; OR
5. Unable to do one of the above requirements because of a medical condition. (The medical condition is supported by regularly updated information in the case plan of the NMD).

AB 12 added two (2) new housing placement options for NMDs. The first option is Transitional Housing Placement-Plus Foster Care (hereinafter referred to as "THPP-NMD," since it was later renamed "Transitional Housing Placement Program for Non-Minor Dependents" by SB 612, as explained below). THPP-NMD is offered by a licensed transitional housing placement provider to provide safe housing for NMDs and assistance with developing the skills needed for transitioning to independent living.

The second housing placement option for NMDs is Supervised Independent Living Placement (SILP). SILP is a flexible placement that requires a readiness assessment of the NMD and a site inspection of the residence. A SILP housing setting may include an apartment, shared living situations, room and board arrangements, or college dorms.

SILP placements for eligible NMDs must be approved by the COUNTY before NMDs can reside in these settings.

1.2 AB 212

AB12 was later amended by AB 212, effective January 1, 2012. AB 212 described how probation wards and former probation wards supervised in foster care, are NMDs and all placements described in AB 12, including a SILP or THPP-NMD setting, are available to them until their 21st birthday. In addition, AB 212 addressed the termination of probation status under W&IC Section 602.

1.3 SB 612

Pursuant to SB 612, the term Transitional Housing Program-Plus-Foster Care (THP+FC) was renamed to Transitional Housing Placement Program for Non-Minor Dependents (THPP-NMD), effective January 1, 2018, as noted above. SB 612 also revised the educational requirements for social workers and case managers, expanded room-sharing options for NMDs, allowed NMDs to co-lease units, and allowed host family homes to serve as housing options for NMDs if the homes are certified by both the Foster Family Agencies (FFA) and the THPP-NMD.

1.4 COUNTY PRIORITIES

DCFS and the Los Angeles County Probation Department (Probation) have established the following priorities for in the THPP-NMD Participants: (1) Safety and (2) Well-Being/Self-Sufficiency.

1. **Safety:** Safety is defined as protection for THPP-NMD Participants who are at risk of or may experience physical, sexual or emotional abuse, or physical or emotional neglect. The Performance Measure Summary and Service Tasks addressing this priority in a THPP-NMD setting are found in this Statement of Work (SOW), Part C, Section 1.0.
2. **Well-Being/Self-Sufficiency:** The priorities in this SOW refer to educational, life skills preparation, and independent living as well as a number of other items especially relevant to a THPP-NMD setting. The Performance Outcome Summary and Service Tasks addressing this priority in a THPP-NMD setting are found in this SOW, Part C, Section 2.0. DCFS and Probation envision that THPP-NMD Participants exiting THPP-NMD will attain a level of independence and self-sufficiency to be able to exit foster care altogether and live in an independent setting of their own or remain in foster care and transition to a SILP.

1.5 SHARED CORE PRACTICE MODEL

CONTRACTOR shall provide services and support that are reflective of the framework, vision, values, and guiding principles of Shared Core Practice Model (SCPM), (Exhibit A-39).

CONTRACTOR shall have clear guidelines regarding how the agency will implement and utilize SCPM, including, but not limited to, training of staff, service delivery and evaluation of effectiveness of SCPM.

CONTRACTOR shall follow any COUNTY established protocols relative to the implementation of SCPM.

2.0 COUNTY'S GENERAL RESPONSIBILITIES

- 2.1 Children's Social Worker (CSW)/Deputy Probation Officer (DPO) will continue to provide case management services supervision.
- 2.2 Monthly visits to the THPP-NMD Participant by the CSW/DPO shall be ongoing throughout the THPP-NMD Participant's tenure in the THPP-NMD.
- 2.3 Court reports submitted to the Juvenile Court shall be completed with input from the THPP-NMD Participant and the CONTRACTOR.

3.0 COUNTY PROGRAM MANAGER REQUIREMENTS

The COUNTY shall provide a County Program Manager (CPM) to coordinate the delivery of services of this Contract with the CONTRACTOR's Program Administrator, as defined in Subsection 6.1.1 below.

- 3.1 The CPM or designee, including other relevant DCFS and/or Probation supervisors or managers, is responsible for, but not limited to, providing programmatic support to CONTRACTOR, and monitoring CONTRACTOR's day-to-day activities by providing technical assistance to ensure that CONTRACTOR satisfies the Contract requirements.
 - 3.1.1 The CPM or designee is not authorized to make any changes to any of the terms and conditions of this Contract and is not authorized to further obligate COUNTY in any respect whatsoever.
- 3.2 Upon execution of this Contract, the COUNTY will designate which CPM or designee, including other relevant DCFS and/or Probation supervisors or managers, shall be authorized to receive documents, approve placements, address problems/concerns, etc.
- 3.3 The COUNTY is solely responsible for referring all eligible THPP-NMD Participants to CONTRACTOR.

4.0 CONTRACTOR EXPECTATIONS/RESPONSIBILITIES

- 4.1 CONTRACTOR's administrative and sub-administrative offices shall be open each business day for a minimum of four (4) consecutive hours per day, Monday through Friday, 8:00AM to 5:00PM.

- 4.1.1 All locations shall have fixed office hours posted in a visible location to allow THPP-NMD Participants an opportunity to walk in and receive services.
- 4.1.2 CONTRACTOR shall make every effort to provide weekend and/or evening hours to accommodate the schedules of the THPP-NMD Participants who work and/or attend school during normal business hours.
- 4.1.3 When locations are closed for meetings, holidays, etc., CONTRACTOR shall have the reopening time, an alternate telephone number, and who the THPP-NMD Participant can contact for assistance posted in a visible location.
- 4.2 Program Administrator shall be present in each administrative or sub-administrative office a minimum of 20 business hours each week.
- 4.3 CONTRACTOR shall have a designee in each administrative or sub-administrative office, when the Program Administrator is absent.
 - 4.3.1 Designees, who do not meet the qualifications for Program Administrator, shall have immediate access to and be able to contact the Program Administrator within two (2) hours **and** shall have:
 - a) Knowledge about the THPP-NMD operations,
 - b) Training in programs provided by the THPP-NMD, and
 - c) Authority to correct health and safety deficiencies
- 4.4 CONTRACTOR shall provide to COUNTY and THPP-NMD Participants a contact telephone number for use after normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m., on weekends and COUNTY holidays).
- 4.5 CONTRACTOR shall respond within two (2) hours of being contacted by COUNTY.
- 4.6 CONTRACTOR shall give priority placement preference to applicants referred by Los Angeles County, **and** notify CPM before accepting THPP-NMD Participants from other counties.
- 4.7 CONTRACTOR shall not request the CSW/DPO to perform any duties that are the CONTRACTOR's responsibility.
- 4.8 CONTRACTOR shall follow any COUNTY established protocols relative to the implementation of AB 12, SB 612, SCPM, and Continuum of Care Reform (CCR).
- 4.9 CONTRACTOR shall include the principles of the Child Welfare League of America (CWLA) Standards of Excellence for Transition, Independent Living and Self-Sufficiency Services (<http://www.cwla.org/our-work/cwla-standards-of->

[excellence/standards-of-excellence-for-child-welfare-services/](#)) and Positive Youth Development (<https://youth.gov/youth-topics/positive-youth-development>) in their program models.

4.9.1 *“The CWLA Standards for Transition, Independent Living, and Self-Sufficiency Services focus on planning and providing independent-living services by voluntary and public child welfare agencies. The agency’s approach to working with young people must integrate a comprehensive long-term plan that includes the activities necessary to prepare an adolescent for eventual self-sufficiency. These standards provide the framework for the successful planning, delivery, coordination, and development of family, community, and agency resources toward this goal.”*

4.9.2 THPP-NMD Participants are encouraged to visit with parents, siblings, extended family and friends to promote emotional growth and development. Family contact may be nurturing and promote positive self-esteem development in the THPP-NMD Participants. Ideally, ongoing contact will help THPP-NMD Participant to become self-sufficient and confident young adults who ultimately transition entirely from the foster care system. Family support, mentors, and friends play a large part in assisting the THPP-NMD Participants to become a thriving and vital member of society.

4.10 CONTRACTOR shall ensure that THPP-NMD Participants are given the greatest amount of independence possible, based on the THPP-NMD Participant’s developmental needs and readiness for independence.

COUNTY Youth Development Services (YDS) Division

4.11 CONTRACTOR shall provide information about the COUNTY YDS Division and the services that are offered, including the Independent Living Program’s (ILP) website: www.ILPOnline.org, how to connect with his/her ILP Transition Coordinator, resources, Teen Clubs, and employment referrals, to assist the THPP-NMD Participant with increasing his/her self-sufficiency level.

4.12 CONTRACTOR shall encourage the THPP-NMD Participant to register for email notifications from YDS.

Transitional Independent Living Plan (TILP), (Exhibit A-1)

4.13 CONTRACTOR shall provide the necessary care, supervision, and services as necessary to facilitate the THPP-NMD Participant’s achievement of the goals in the TILP.

4.14 CONTRACTOR shall document services provided for each TILP goal and indicate plan to help the THPP-NMD Participant achieve stated goals if they are not obtained by completion date.

- 4.15 CONTRACTOR shall provide information about the THPP-NMD Participant's progress with TILP goals to the assigned CSW/DPO no more than 30 days before the current TILP's expiration date.

SOC 161 AB 12/EFC Participation Goals (Exhibit A-2a)

- 4.16 CONTRACTOR shall provide supportive services, as described under Subsection 8.5 below, to assist THPP-NMD Participant in maintaining and ultimately achieving his/her primary and secondary AB12/EFC participation goals.
- 4.17 CONTRACTOR shall not require THPP-NMD Participant to participate in additional employment or educational training above the minimum requirements stated herein. if they are not the primary AB 12/EFC participation goals.
- 4.18 CONTRACTOR shall continuously monitor THPP-NMD Participant's AB12/EFC progress and notify CSW/DPO and CPM whenever there is a concern regarding the THPP-NMD Participant's lack of progress towards his/her AB12/EFC participation goal(s). However, the COUNTY will make the ultimate determination regarding a THPP-NMD Participant's AB12/EFC eligibility and ability to remain in the THPP-NMD.
- 4.19 CONTRACTOR shall document services provided for each THPP-NMD Participant's goal and indicate plan to help THPP-NMD Participant achieve stated goals if they are not obtained by the State of California (SOC) form 161 expiration date. (SOC 161 is a document specifying EFC goals and the expiration date is six months from the date the document was signed.)
- 4.20 CONTRACTOR shall provide this information to the assigned CSW/DPO no more than 30 calendar days before the current SOC 161 expires.

5.0 HOUSING OPTIONS FOR THPP-NMD PARTICIPANTS

5.1 Community Care Licensing (CCL) License and Site Visits

- 5.1.1 CONTRACTOR is required to have a valid CCL THPP-NMD license at all times.
- 5.1.1.1 CONTRACTOR shall be solely responsible for any application processing or annual fees required for obtaining and maintaining a valid THPP-NMD license.
- 5.1.2 CONTRACTOR shall notify CPM whenever CCL conducts a site visit and provide reason(s) and outcome(s) of each visit.

5.2 Housing Models

CONTRACTORS shall use one or more of the following housing models for THPP-NMD to support the individual self-sufficiency needs and skills of each THPP-NMD Participant:

5.2.1 Host Family Site: A placement where the THPP-NMD Participant lives with a caring adult who has been selected and approved by the CONTRACTOR. The THPP-NMD Participant receives provider-based supportive services, and it is expected the host family will provide basic board and care for the THPP-NMD Participant.

5.2.2 Single Site: A placement where a THPP-NMD Participant lives in an apartment, single family dwelling, or condominium rented or leased by the CONTRACTOR, in which one or more adult employees of the CONTRACTOR reside on-site and provide supervision.

5.2.3 Remote Site: A single housing unit where the THPP-NMD Participant lives independently and CONTRACTOR staff does not live in the same building. This may include apartments, single family dwellings, or condominiums rented or leased by the CONTRACTOR in various locations, not necessarily near each other.

5.2.4 Unit Site: May include apartments, single family dwellings, or condominiums rented or leased by the CONTRACTOR in various locations, not necessarily near each other.

5.3 Co-Leasing of Units

CONTRACTOR shall follow Co-Leasing Guidelines (Exhibit A-5) and obtain approval from CSW/DPO **and** CPM before a THPP-NMD Participant may co-lease a Unit with CONTRACTOR.

5.4 Unit-Sharing with Non-THPP-NMD Participants

CONTRACTOR shall follow Unit-Sharing Guidelines (Exhibit A-6) and obtain approval from CSW/DPO **and** CPM before a THPP-NMD Participant may share a Unit with a non-THPP-NMD Participant.

5.5 Unit Certification Process

CONTRACTOR shall be responsible for securing and maintaining all lease/rental agreements, including any and all payments for each Unit used for THPP-NMD Participants. Lease/rental agreements shall not be in the THPP-NMD Participant's name unless CONTRACTOR receives advanced approval from the CSW/DPO and CPM (refer to Exhibit A-5).

5.6 Certificates of Compliance or Approval

- 5.6.1 CONTRACTOR shall ensure that selected Units are in compliance with all CCL regulations before signing rental/lease agreements.
- 5.6.2 CONTRACTOR shall complete and sign a Certificate of Compliance (or Certificate of Approval for FFA Host Family homes) for each THPP-NMD Unit.
 - 5.6.2.1 CONTRACTOR shall submit all Certificates of Compliance/Approval to CPM annually or upon recertification, and when accepting a THPP-NMD Participant into the THPP-NMD Unit.
 - 5.6.2.2 Certificates of Compliance/Approval are non-transferrable and shall be void upon a change of location or when Unit is no longer being used for THPP-NMD.
 - 5.6.2.2.1 CONTRACTOR shall decertify any Unit no longer being used for THPP-NMD.
- 5.6.3 CONTRACTOR shall notify CCL and CPM, in writing within seven (7) business days, when a THPP-NMD Unit is approved for use, **and** when the Unit is no longer being used for THPP-NMD Participants.
- 5.6.4 CONTRACTOR shall provide CCL and CPM with a list of all current addresses and telephone numbers of all THPP-NMD and staff residential Units.
 - 5.6.4.1 CONTRACTOR shall provide the list upon CONTRACT execution and quarterly thereafter (Jan 15th, April 15th, Jul 15th and Oct 15th), or whenever a change is made.

5.7 Fire Clearances

- 5.7.1 CONTRACTOR shall secure and maintain for each THPP-NMD Unit any fire clearance required and approved by the local fire authority having jurisdiction.
- 5.7.2 A fire clearance is required for the placement of a non-ambulatory individual. A non-ambulatory individual may include a THPP-NMD Participant and/or the child(ren) of the THPP-NMD Participant.
- 5.7.3 CONTRACTOR shall provide copies of fire clearances to CPM no more than seven (7) business days prior to placement of any THPP-NMD Participant.

5.8 Housing Unit Requirements

- 5.8.1 CONTRACTORS shall make every effort to utilize Units where THPP-NMD Participants may continue to live following transition from foster care and allow THPP-NMD Participants to keep their Unit furnishings following transition from the CONTRACTOR'S program.
- 5.8.2 CONTRACTOR shall provide Units to accommodate THPP-NMD Participants who are pregnant and/or parenting, identify as LGBTQ (Lesbian, Gay, Bisexual, Transgender and Questioning), have physical disabilities, and/or managed mental health concerns.
- 5.8.3 CONTRACTOR shall place THPP-NMD Participants according to his/her self-expressed gender identity.
- 5.8.4 CONTRACTOR shall ensure that when THPP-NMD Participants share a bedroom with minors, it documents that the bedroom sharing arrangements ensure the health and safety of the minor and the THPP-NMD Participant, and that the roommates are compatible.
- 5.8.5 When considering compatibility, CONTRACTOR shall consult with each THPP-NMD Participant in its care, in an age and developmentally appropriate manner, regarding the THPP-NMD Participant's sexual orientation and gender identity, and what information the THPP-NMD Participant wishes to disclose and to whom.
- 5.8.6 CONTRACTOR shall not disclose information about the THPP-NMD Participant's sexual orientation and/or gender identity against the THPP-NMD Participant's wishes, unless compelled to do so by law or court order.
- 5.8.7 CONTRACTOR shall agree to the following requirements:
 - 5.8.7.1 No more than six (6) individuals, including NMDs and minor children, shall share a Unit. THPP-NMD Participants can include the children of a THPP-NMD.
 - 5.8.7.2 Each THPP-NMD Participant that shares a Unit shall have sufficient designated food storage space for perishable and non-perishable food to ensure accurate monitoring of each Participant's shopping habits and adherence to his/her budget.
 - 5.8.7.3 THPP-NMD Participant may share a Unit with a THPP Participant if they are same self-expressed gender identity siblings, or shared rooms prior to the THPP-NMD Participant turning 18, and remain compatible to share a Unit.

- 5.8.7.4 THPP-NMD Participants of the opposite self-expressed gender identity, including siblings, shall not share a Unit. This excludes THPP-NMD Participant's minor child(ren).
- 5.8.7.5 THPP-NMD Participant shall not share a Unit with any other individual not enrolled in THPP-NMD, except a minor child(ren) of the THPP-NMD Participant and/or another person who has been approved by the CONTRACTOR, CSW/DPO **and** CPM (refer to Exhibit A-6).
- 5.8.7.6 THPP-NMD Participants placed with their minor child(ren) shall have the Unit equipped with safety features, including, but not limited to, childproof cabinets, drawer locks, door locks, and electrical outlet covers.
- 5.8.7.7 No area commonly used for other purposes shall be used as a bedroom, e.g., halls, stairways, unfinished attics or basements, living rooms, dining rooms, garages, detached buildings, or passageways to another room.
- 5.8.7.8 No bedroom shall be used as a general passageway to another room.
- 5.8.7.9 No more than two (2) THPP-NMD Participants, excluding minor children placed with NMDs, shall occupy a bedroom.
- 5.8.7.10 Bedrooms shall have drawer space for the THPP-NMD Participant's belongings and closet space to accommodate his/her clothing and personal belongings.

5.9 Unit Maintenance and Safety

CONTRACTOR shall conduct site inspections at least twice per month to ensure units are safe, clean and appropriately maintained.

CONTRACTOR is responsible for securing temporary housing for THPP-NMD Participants due to infestation of insects, bugs, rodents, etc.

5.9.1 Maintenance

- 5.9.1.1 Units shall be repainted as needed and in accordance with local tenant housing laws.
- 5.9.1.2 Carpet shall be replaced as needed and in accordance with local tenant housing laws.

5.9.2 Safety

CONTRACTOR shall ensure that each Unit has the following:

5.9.2.1 A working carbon monoxide and smoke detector in the hallway, and a working smoke detector in each bedroom.

5.9.2.1.1 CONTRACTOR shall provide training to THPP-NMD Participants upon placement in the Unit and at least annual training regarding the purpose of the carbon monoxide and smoke detectors, consequences for disabling them, how to test them, and how to change its batteries (if applicable) twice per year during March and November.

5.9.2.2 One or more operable fire extinguishers that are serviced/replaced as required.

5.9.2.3 CONTRACTOR shall maintain legible receipts and/or certification to confirm when extinguishers expire or need servicing.

5.9.2.3.1 CONTRACTOR shall provide initial and at least annual training to THPP-NMD Participants on the use of the fire extinguisher, and what to do if it needs to be replaced or re-serviced.

5.9.2.4 An operable emergency radio.

5.9.2.4.1 CONTRACTOR shall provide initial and at least annual training on how to use, maintain, and store the emergency radio.

5.9.2.5 Emergency ladders in each bedroom for units that are located above the ground (first) floor.

5.9.2.6 A current emergency plan specific to the Unit location shall be given to each THPP-NMD Participant upon placement.

5.10 Furniture Required for Units

5.10.1 Each THPP-NMD Unit shall be appropriately furnished and shall include items that are commonly found in family homes. The minimum furnishing requirements are included on Exhibit A-9, THPP-NMD Participant Unit/Furniture Inventory.

5.10.2 Upon transition from foster care, each THPP-NMD Participant shall keep his/her Unit furnishings agreed upon at orientation as indicated on Exhibit A-9.

- 5.10.3 CONTRACTOR shall ensure provided furniture is in good and safe condition.
- 5.10.4 CONTRACTOR will replace/repair furniture that poses a safety hazard for THPP-NMD Participant and/or THPP-NMD Participant's child(ren) within 3 business days of discovery and replace/repair non-hazardous furniture within ten (10) business days of discovery.
- 5.10.5 If THPP-NMD Participant caused damage to the furniture, then CONTRACTOR will present a claim to the THPP-NMD Participant to pay for the replacement or repair of furniture through THPP-NMD Participant's funds, and submit copies to the THPP-NMD Participant's DPO/CSW. If it is determined that the THPP-NMD Participant's behavior is the direct cause for the damage, the THPP-NMD Participant pays.
- 5.10.6 CONTRACTOR shall ensure that damaged major appliances (including but not limited to refrigerators, stoves, ovens, and heating/air conditioning units) are replaced or repaired within 48 hours of discovery of the damage.
- 5.10.7 At the time of placement, the CONTRACTOR shall provide the THP-NMD unit with a new set of dishware for a minimum of four people.
- 5.10.8 CONTRACTOR shall provide the THP-NMD unit with a new set glassware, permanent plastic cups, eating utensils, knives, pots and pans, dish towels, dishcloths, and oven mitten(s) at the time of placement
- 5.10.9 CONTRACTOR shall work with the participant to use participant funds to pay for the replacement of damaged and/or missing kitchen supplies, to ensure the unit has a new set of dishes for a minimum of four to six people, including glassware, plastic cups, eating utensils, knives, pots and pans, dish towels, dishcloths, and over mittens. The goal is that each unit has the minimum required number of items to support life skills accountability (e.g. "put dirty silverware and dishes in the sink, not the trash").
- 5.10.10 CONTRACTOR shall replace kitchen supplies within five (5) business days of discovery for damage due to ordinary wear and tear. CONTRACTOR shall request that a maximum of \$50.00 per month be collected from the THPP-NMD Participant in order to pay for the replacement of missing and/or damaged kitchen supplies NOT a result of ordinary wear and tear.
- 5.10.11 CONTRACTOR shall ensure each THPP-NMD Participant and his/her child(ren) has a clean bed upon placement in the Unit.

- 5.10.11.1 CONTRACTOR shall ensure each THPP-NMD Participant and his/her children have his/her own bed/crib/bassinet and shall not share a bed/crib/bassinet.
- 5.10.11.2 If the bed is too short or not wide enough for the THPP-NMD Participant or his/her child, the CONTRACTOR shall immediately replace the bed and mattress and ensure it is an appropriate size for the THPP-NMD Participant and his/her children.
- 5.10.11.3 Bunk beds, cots, rollaway beds, or futons shall not be used by THPP-NMD Participants or their child(ren) for beds.
- 5.10.11.4 CONTRACTOR may allow THPP-NMD Participant to bring his/her own bed and bedding if it is safe and in good condition.
- 5.10.12 CONTRACTOR upon placement shall provide each THPP-NMD Participant new linens, such as a mattress pad, flat sheet, fitted sheet, pillow, pillowcase, blanket comforter/quilt or a bed-in-a-bag, and a comfortable mattress and box spring in good condition.
- 5.10.13 CONTRACTOR shall not provide used or second-hand linens for use by THPP-NMD Participants or their child(ren).
- 5.10.14 CONTRACTOR shall provide a large capacity refrigerator if three or more THPP-NMD Participants share a unit. The capacity of the refrigerator shall be a minimum of 20 cubic feet, or one that receives prior approval from the CPM.
- 5.10.15 CONTRACTOR shall provide each THPP-NMD Participant with a towel rack, soap bar dish and space for toothbrush, and mirror.
- 5.10.16 CONTRACTOR shall conduct an inventory of THPP-NMD Participant's items for THPP-NMD Participants transitioning from another THPP to determine if new and/or additional items are needed for the THPP-NMD Unit.
- 5.10.17 CONTRACTOR shall ensure that units have appropriate window treatments that provide privacy.
 - 5.10.17.1 If THPP-NMD Participant caused damage to window treatments, CONTRACTOR shall repair or replace the window treatments to ensure privacy and will present claim (copies given to DPO/CSW) to THPP-NMD Participant to use THPP-NMD Participant's funds to pay for the repair or replacement.

5.11 Unit Locations

5.11.1 THPP-NMD Unit(s) shall be within one mile of the following: public transportation, grocery store, medical care, and laundry and dry-cleaning services. CONTRACTOR shall make provisions for THPP-NMD Participants with any Americans with Disabilities Act (ADA) issues.

5.11.2 CONTRACTOR shall ensure that various employers or employment opportunities shall be in close proximity to all THPP-NMD Units when using public transportation.

5.11.3 CONTRACTOR shall secure THPP-NMD Units that are in close proximity to, and no more than one (1) hour each way via public transportation, schools, including post-secondary institutions.

5.11.4 CONTRACTOR shall make every effort to secure property locations for THPP-NMD Participants where parking for THPP-NMD Participants is free, readily available and accessible.

6.0 **STAFFING REQUIREMENTS & RECORDING-KEEPING**

6.1 CONTRACTOR shall maintain the following staffing ratios at all times, and ensure that its staff meets the qualifications, including any additional California Department of Social Services (CDSS)/CCL regulations, for each position s/he holds. To request an exception to these requirements, including staff hired before January 1, 2018 (or January 1, 1995 for FFA staff), please consult with CCL. COUNTY will accept official exception approvals from CCL.

6.1.1 Program Administrator (Director/Manager)

CONTRACTOR shall employ at least one (1) Program Administrator

6.1.1.1 Program Administrator shall be present in the THPP-NMD facility a minimum of 20 hours per week during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

6.1.1.1.1 Program Administrators assigned to more than one THPP-NMD location, shall not serve in any other position.

6.1.1.1.2 Program Administrators, who also serve as the Social Work Supervisor, shall not carry a caseload.

6.1.1.1.3 When the Program Administrator is absent from the THPP-NMD location(s), there shall be coverage by the administrator's designee as stated in Subsection 4.3.

6.1.1.2 Program Administrator is responsible for, but not limited to, operation of the THPP-NMD, appointing and dismissing staff, organizing and administering a program of staff development for all staff.

6.1.1.3 Program Administrator Qualifications

Have a Master's Degree or higher from an accredited or state-approved graduate school, or equivalent education and experience, as determined by DCFS. The following degrees will be considered as meeting the qualifications:

- 1) Marriage, family and child counseling
- 2) Child psychology
- 3) Child development
- 4) Counseling psychology
- 5) Social psychology
- 6) Clinical psychology
- 7) Educational psychology
- 8) Education, with an emphasis in counseling
- 9) Social work or social welfare
- 10) Any area that includes the counseling or psychotherapy content required for licensure as Licensed Professional Clinical Counselor, as specified in Sections 4999.32 and 4999.33 of the Business and Professions Code.
- 11) A subject area that is functionally equivalent to those listed above, as set forth by CCL.

AND

Have a minimum of two (2) years of experience in a public or private child welfare social services setting or specific experience working with transition age youth who are 16 to 24 years of age, inclusive.

CONTRACTOR staff who were hired as Program Administrators prior to January 1, 2018, shall not be required to meet the above requirements in order to remain employed as Program Administrators.

6.1.2 Social Work Supervisor

CONTRACTOR shall employ one (1) full-time Social Work Supervisor for every eight (8) social workers (case managers) or fraction thereof.

6.1.2.1 A Social Work Supervisor may function as a social worker when supervising fewer than eight (8) Social Workers and shall be

allowed to carry three (3) cases in place of supervising one social worker.

6.1.2.1.1 CONTRACTOR's Social Work Supervisor shall not serve as the lead Social Worker (case manager), or Program Administrator, if he/she also carries a caseload

6.1.2.2 CONTRACTOR shall ensure that Social Work Supervisors who carry a caseload, shall not be located more than two hours travel time by automobile from the THPP-NMD Participant(s) on his/her caseload.

6.1.2.3 Social Work Supervisor is responsible for, but not limited to, providing supervision to Social Workers (case managers), including reviewing case documentation for timeliness, content and accuracy; reviewing and approving all reports and documents prepared by Social Workers (case manager) before they are submitted to CSW/DPO, THPP-NMD Participant and CPM; confirming Social Worker (case manager) is contacting and meeting with THPP-NMD Participants as required, and documenting outcome of the contacts and meetings; ensuring the Social Worker (case manager) is providing or coordinating life skills; and fulfilling the Social Worker (case manager) duties when also functioning in that capacity.

6.1.2.4 Social Work Supervisor Qualifications

Master's Degree from an accredited or State approved graduate school, as defined in Section 94302 of the Education Code, or a graduate program approved by the California Private Post-Secondary and Vocational Education Bureau in one or more of the following areas:

- 1) Social work or social welfare
- 2) Marriage, family and child counseling
- 3) Child psychology, child development
- 4) Counseling psychology, social psychology
- 5) Clinical psychology or Educational psychology, consistent with the scope of practice as described in Section 4986.10 of the Business and Professions Code
- 6) Education with a counseling emphasis, or Equivalent Master's Degree in human services or behavioral science degree acceptable to CDSS

AND

- At least three semester units or 100 days of internship, field practice or experience in a public or private social service agency setting at the Master's Degree level
- At least nine semester units of coursework related to children and families
- At least three semester units in working with minority populations; or six months of experience working with minority populations; or six months in-service training in working with minority populations within the first year of employment as a condition of employment
- At least three semester units in child welfare, or two years' experience in a public or private child welfare social services setting

AND

- Three years of full-time social work or casework employment in the field of family or child welfare services.

6.1.3 Social Worker (Case Manager)

CONTRACTOR shall employ one (1) Social Worker (case manager) for every 12 THPP-NMD Participants. If CONTRACTOR's Social Worker (case manager) has a shared caseload, CONTRACTOR shall designate a lead Social Worker (case manager) for each shared caseload.

- 6.1.3.1 CONTRACTOR shall ensure that Social Workers (case managers) are located no more than two (2) hours travel time by automobile from the THPP-NMD Participant(s) on their caseload.
- 6.1.3.2 CONTRACTOR shall have a Social Worker (case manager) on call 24 hours per day.
- 6.1.3.3 CONTRACTOR's shall ensure that all staff who share a caseload meet the qualifications for Social Worker (case manager).
- 6.1.3.4 Social Worker (case manager) is responsible for, but not limited to, evaluation and assessment of the eligible NMD for participation in the THPP-NMD; supervision of the placement of the THPP-NMD Participant in the THPP-NMD Unit; development and updating of the THPP-NMD Participants needs and services plan; and provision of support services to THPP-NMD Participants.

6.1.3.5 Social Worker (case manager) shall meet with each THPP-NMD Participant for at least 60 minutes per month to provide case management services.

6.1.3.6 Social Worker (Case Manager) Qualifications

At minimum, a baccalaureate degree in any of the following areas:

- 1) Marriage, family and child counseling
- 2) Child psychology
- 3) Child development
- 4) Counseling psychology
- 5) Social psychology
- 6) Clinical psychology
- 7) Educational psychology
- 8) Education, with an emphasis in counseling
- 9) Social work or social welfare
- 10) Any area that includes the counseling or psychotherapy content required for licensure as Licensed Professional Clinical Counselor, as specified in Sections 4999.32 and 4999.33 of the Business and Professions Code.
- 11) A subject area that is functionally equivalent to those listed above, as set forth by CCL.

OR

Have at minimum a baccalaureate degree **and** at least two (2) years' experience in a public or private child welfare social services setting or specific experience working with transition age youth who are 16 to 24 years of age, inclusive.

6.1.3.7 CONTRACTOR staff who were hired as Social Worker (case managers) prior to January 1, 2018, shall not be required to meet the above requirements in order to remain employed as Social Workers (case managers).

6.1.3.8 CONTRACTOR may apply to CCLD to request an exception to the requirements stated above based on completion of equivalent education and experience.

6.1.3.8.1 COUNTY will honor approved exceptions from CCLD.

6.1.4 Single Site Supervisor

6.1.4.1 CONTRACTOR shall employ one (1) Single Site Supervisor (SSS) for each location that is licensed for a Single Site housing model.

6.1.4.2 SSS shall be available to THPP-NMD Participants 24 hours a day, seven (7) days per week, and on-site for the minimum number of hours required by CCL regulations.

6.1.4.3 SSS Qualifications

- 1) High school diploma, GED or equivalent
- 2) Valid driver's license and insurance
- 3) CPR and First Aid Training (must obtain prior to interacting with THPP-NMD Participants)

AND

- a) 21 years of age or older
- b) One year of full-time experience*, or its equivalent, working with the target population or age group

OR

- c) Six months of full-time experience*, or its equivalent, working with the target population or age group; **and**
- d) Completion with a passing grade, from an accredited or approved college or university, of 15 college semester or equivalent quarter units in behavioral science, nine units of which must be in courses relating to children with behavioral problems which may be the result of abuse, neglect or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work or Social Welfare

*Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of the target population.

6.1.4.4 In the event CDSS issues new qualifications for THPP-NMD SSS staff, CONTRACTOR's SSS staff shall meet those qualifications as they will supersede the COUNTY's qualifications.

6.1.5 Host Family Staff

6.1.5.1 CONTRACTOR shall employ at least one (1) host family staff for each host family housing site.

6.1.5.2 CONTRACTOR shall ensure that its FFA Host Family staff has the ability to distinguish between roles and expectations if

he/she is providing host family services for the FFA and THPP-NMD.

6.1.5.3 Host Family Qualifications

6.1.5.3.1 Possess all the minimum qualifications required for the SSS position

6.1.5.3.2 Have the qualifications, education and experience to teach THPP-NMD Participant independent living skills that will assist the THPP-NMD Participant with becoming self-sufficient.

6.1.5.3.3 Meet the host family requirements and trainings per Title 22, Division 6, Chapter 8.8 Foster Family Agencies.

6.1.5.4 In the event CDSS issues new qualifications for THPP-NMD Host Family staff, CONTRACTOR's Host Family staff shall meet those qualifications as they will supersede the COUNTY's qualifications.

6.1.6 Volunteers

6.1.6.1 CONTRACTOR shall ensure its volunteers possess all the minimum qualifications required as appropriate for their assigned duties.

6.1.6.2 Volunteers are required to report incidents of abuse/neglect in accordance with, Title 22, Division 6, Section 86161.

6.1.7 Employee (Paid, Volunteer and Intern) Certification and Training

6.1.7.1 CONTRACTOR agrees to certify, train, and monitor THPP-NMD staff, interns, and volunteers who will provide direct services/support to THPP-NMD Participants in compliance with Title 22, Division 6, Section 80065 (excluding subparts (c) and (e)) and Section 86005.

6.1.7.2 CONTRACTOR shall ensure that all THPP-NMD staff are trained in CPR and First Aid and shall maintain an age appropriate certification in CPR from persons qualified to provide such training.

6.1.7.2.1 CONTRACTOR shall maintain proof of successful completion (and renewal) of CPR and First Aid Training and valid Certification in personnel records.

- 6.1.7.3 CONTRACTOR shall ensure that all THPP-NMD staff having direct contact with THPP-NMD Participants receives on an annual basis at least 20 hours training (in addition to CPR and First Aid) in topics related to the target populations.
- 6.1.7.4 Only THPP-NMD staff, interns and volunteers that have been approved and certified by CONTRACTOR shall have direct contact with THPP-NMD Participants.
- 6.1.7.5 CONTRACTOR is solely responsible for confirming that its THPP-NMD staff meet the licensing qualifications for their respective positions, and for maintaining all source documents.

6.2 Employee/Volunteer Training Certification

- 6.2.1 Training for all THPP-NMD staff, interns and volunteer personnel (including host family foster parents) shall address the NMD's right to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment based on actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability or HIV status.
- 6.2.2 CONTRACTOR shall ensure that, prior to or within 90 days of employment, all staff shall receive a minimum of one-hour training in the following areas:
 - a) Child abuse identification and reporting,
 - b) Characteristics of persons 16-21 years of age placed in long-term foster care,
 - c) AB 12/Extended Foster Care,
 - d) Involving Law Enforcement,
 - e) Cultural Competency and Sensitivity,
 - f) Shared Core Practice Model,
 - g) Trauma-Informed Care,
 - h) Commercial Sexual Exploitation of Children (CSEC),
 - i) LGBTQ (Lesbian, Gay, Bi-Sexual, Transgender and Questioning) Youth, and
 - j) Medical Marijuana
- 6.2.3 Additional training topics may include: cultural diversity, gender identity, gender expression, sexual orientation, adolescent/young adult development, identification and prevention of sexual exploitation including support services for victims, identification and prevention of substance abuse including support services for the THPP-NMD Participants with substance abuse issues, crisis intervention, and current issues the COUNTY determines and communicates to the CONTRACTORS.

6.2.4 CONTRACTOR shall submit on its agency letterhead that it certifies that all staff have completed the required trainings, as outlined in this SOW, within one year of commencing employment with CONTRACTOR. COUNTY will accept prior training of CONTRACTOR employees if the training occurred within the 12 months immediately preceding the commencement of employment with the contractor, and involved training from a program serving a population similar to the population served by this SOW.

6.2.4.1 CONTRACTOR shall maintain documentation that staff have completed the required training.

6.2.5 CONTRACTOR shall confirm each employee/volunteer meets the qualifications stated herein; including education and experience, for his/her specific position(s) and has received the necessary training and background clearances by providing CPM a signed statement on agency letterhead. The statement shall include the name of the employee, his/her position(s), and a certification that s/he meets the qualifications for each position, has cleared a background clearance, has received required training(s) and indicate the date(s) each action occurred.

6.2.6 CONTRACTOR shall certify employees by submitting to the CPM on agency letterhead verification of fingerprinting clearances, Child Abuse Index clearance, and training (Subsection 6.2.2, a, b, c & d), prior to the staff commencing work with the THP-NMD Participant, for each employee, intern or volunteer who has contact with THPP-NMD Participants, with the exception of volunteers pursuant to Title 22 Section 80019(b)(5).

6.3 Certified Report for THPP-NMD Staff, Interns, Volunteers

6.3.1 CONTRACTOR shall complete the LIC 500 (Exhibit A-23) upon execution of CONTRACT, and when new staff are hired and submit a copy to CPM by the last day of each applicable month.

6.3.2 CONTRACTOR shall maintain a copy of each report for five (5) years in its personnel files.

6.3.3 CONTRACTOR shall notify CPM in writing when an employee is on vacation, suspended, or no longer employed by CONTRACTOR, or is on an extended leave (more than one month). The notification must be within three (3) business days and shall include the employee's name, position, leave date and expected return date.

6.3.4 CONTRACTOR shall indicate its plan to provide coverage for the employee's position.

- 6.3.5 Employee providing coverage (excluding volunteer) must meet the licensing requirements for the position and shall not occupy more than two of the positions required for THPP-NMD.
- 6.3.6 CONTRACTOR shall notify CPM in writing within three (3) business days when an employee on extended leave has returned to work and confirm that employee will continue in his/her previous position.
- 6.3.7 In the event, employee assumes a different position, CONTRACTOR shall provide within three (3) business days, the verification that employee meets the educational and experiential requirements for the new position.
- 6.3.8 In the event a change of staff occurs, CONTRACTOR shall notify CPM in writing; and CONTRACTOR within three (3) business days shall submit employee's certifications to CPM upon change in position or hiring, and prior to new staff having direct contact with any THPP-NMD Participant.

6.4 CONTRACTOR'S Personnel Files

- 6.4.1 CONTRACTOR shall maintain and retain records on each Certified employee/volunteer described herein and as required by CDSS/CCL in accordance with, but not limited to, Title 22, Division 6, Chapter 1, Section 80066 and Chapter 7, Section 86066.
- 6.4.2 COUNTY may require CONTRACTOR to maintain and retain additional records, as COUNTY deems necessary.
- 6.4.3 For each employee/volunteer, CONTRACTOR shall maintain verification of fingerprinting clearances, Child Abuse Index clearance, and CONTRACTOR employee certification for all employee/volunteers that have direct contact with any THPP-NMD Participant.
- 6.4.4 CONTRACTOR shall maintain documentation that individuals have previously completed the required training, education and experience requirements in staff's personnel file including a copy of all training, resumes, degrees, certifications and credentials verifying previous employment and educational background.
- 6.4.5 CONTRACTOR shall maintain documentation that individuals have previously completed the required training.
- 6.4.6 Copies of annual training records and performance evaluations shall be available upon demand by CPM.
- 6.4.7 CONTRACTOR shall maintain current, accurate and legible time records for all paid staff, interns, and volunteers.

6.5 Grievances and Criminal Complaints

6.5.1 CONTRACTOR shall immediately notify the CPM of a grievance or criminal complaint filed against any employee or volunteer or allegation of child endangerment made within the scope of their employment with the CONTRACTOR.

6.5.2 CONTRACTOR shall prohibit employee/staff from further contact with all THPP-NMD Participants until the CPM has conducted an investigation into the allegation(s), complaints or grievances.

7.0 **TARGET POPULATIONS**

THPP-NMD Participants in THPP-NMD are NMD who meet the criteria as listed below and have been deemed eligible by the COUNTY to participate in the THPP-NMD program.

The COUNTY shall refer to CONTRACTOR, eligible THPP-NMD Participants who would benefit from living in an independent living environment with training to assist them in adjusting to independent living upon transition from foster care.

7.1 Population to be served – Only those NMD who meet the following criteria are eligible to participate in the COUNTY THPP-NMD Program.

7.1.1 NMD who meet one or more of the following participation conditions:

- a. Completing high school or an equivalent program
- b. Enrolled in college or vocational education
- c. Participating in a program designed to promote or remove barriers to employment
- d. Employed for at least 80 hours per month or
- e. Is incapable of enrollment in school or employment due to a documented medical condition

AND

1. Current court dependents
2. Eligible for participation in ILP
3. Are age 18 through 20 (up to, but not including, 21)

7.2 THPP-NMD Participants may remain in the program up to the day before his/her 21st birthday as long as he/she meets the eligibility criteria described above.

7.3 CONTRACTOR shall give placement preference (in no particular order) to the following NMDs who are:

1. Being released from camp
 2. Currently homeless or without a stable placement
 3. Re-entering care
 4. Scheduled to leave Emergency Shelter Care (ESC)
 5. Desiring to exit the YWCA Greater Los Angeles Workforce Development Program
 6. Transitioning from a Short-Term Residential Treatment Placement (STRTP)
 7. Pregnant and/or parenting
 8. Managing their mental health concerns (with or without medication)
 9. 19 years of age and older
- 7.4 CONTRACTOR shall designate at least 20 percent of its units for pregnant and parenting applicants or custodial Participants who become pregnant (or parents) while in THPP-NMD.
- 7.5 CONTRACTOR may not deny an applicant based solely on age or the number of months s/he has remaining for EFC eligibility.
- 7.6 CONTRACTOR may not discriminate against THPP-NMD applicants or Participants based on race, gender, pregnancy, parental status, sexual orientation, mental or physical disability, residency status, or being victims of sexual exploitation.
- 7.7 CONTRACTOR may not deny any applicant, except as specified in Subsection 7.7.1 below, who has completed a sexual offender program or who has prior sexual abuse allegations based solely on the prior offense or allegation(s).
- 7.7.1 CONTRACTOR shall not place a THPP-NMD applicant who has prior sexual abuse allegations where a minor child resides in a Unit.
- 7.8 NMD who are on active duty in the military or incarcerated are not eligible for AB 12/EFC and will not be considered for placement in THPP-NMD.

8.0 SCOPE OF WORK

8.1 REFERRAL AND PLACEMENT PROCESS

- 8.1.1 The COUNTY reserves the right to change the referral and screening process, including what documents are needed to determine eligibility, based on changes of circumstances within DCFS and Probation's THPP-NMD program administration, and the needs of the THPP-NMD Participant.
- 8.1.2 CONTRACTOR shall not accept any THPP-NMD applicant for placement without prior written authorization from the CPM. CPM shall have the sole

discretion to determine if written authorization is needed prior to NMD being accepted for placement. If CONTRACTOR accepts a placement and/or places an applicant in THPP-NMD without prior written authorization from the CPM, the COUNTY may terminate this Contract.

- 8.1.3 NMDs may participate in the THPP-NMD with the permission of the CSW/DPO.
- 8.1.4 The CSW/DPO shall submit referral packet, inclusive of THPP-NMD Application (Exhibit A-33) and the required documents listed on the application, directly to the CONTRACTOR for screening.
- 8.1.5 CONTRACTOR may request additional documents to make an appropriate assessment.
- 8.1.6 CONTRACTOR may not ask NMD or CSW/DPO to provide any confidential documents related to a prior allegation (i.e. investigate narrative, minute orders, case notes, etc.)
- 8.1.7 CONTRACTOR shall schedule interviews with THPP-NMD applicants within seven (7) business days of receiving completed application and documents.
- 8.1.8 CONTRACTOR shall interview all applicants referred to its agency, unless CONTRACTOR does not have an immediate (30 business days or less) opening, applicant does not meet THPP-NMD eligibility requirements, or applicant is not appropriate for THPP-NMD.
- 8.1.9 CONTRACTOR shall document the status of each applicant on the Referral Log (Exhibit A-35).
- 8.1.10 CONTRACTOR shall only keep a "waitlist" of applicants that it can provide placement for within 30 business days or less of receiving complete THPP-NMD application packet.
- 8.1.11 CONTRACTOR has the option to conduct a pre-placement orientation and site visit with the THPP-NMD applicant and CSW/DPO (if available). If the applicant and CSW/DPO agree to consider placement with the CONTRACTOR, the CONTRACTOR will schedule a site visit, if requested by applicant or CSW/DPO, for the applicant and the CSW/DPO prior to placement. The orientation and site visit may occur simultaneously.
- 8.1.12 CONTRACTOR shall conduct a Pre-Placement Appraisal (PPA) for all NMD that includes, but is not limited to the following:
 - a) Confirmation that the NMD does not pose a threat to minor children in the THPP-NMD Unit (if applicable)

- b) Overall health and history, including any dietary limitations, currently prescribed medications and major illnesses, accidents, hospitalizations, or surgery
- c) Physical and developmental disabilities
- d) Mental health issues and diagnosis
- e) Social factors, including likes, dislikes, interests and activities
- f) The ability of the THPP-NMD to meet the needs of the NMD

8.1.12.1 CONTRACTOR shall provide to CPM an itemized (a-f), individualized and comprehensive written Pre-Placement Appraisal on agency letterhead that summarizes the assessment of the areas described above.

8.1.12.2 CONTRACTOR may conduct Pre-Placement Appraisal while interviewing applicant for participation in THPP-NMD. PPA shall be signed by the person who completed the assessment.

8.2 Placement

CONTRACTOR shall place all accepted applicants within 30 business days of receiving completed application packet and documents.

8.2.1 If the applicant decides not to accept placement with CONTRACTOR, or if CONTRACTOR cannot provide placement for THPP-NMD applicant, CONTRACTOR shall notify CPM (via phone call or email) within one (1) business day of decision and refer the THPP-NMD Participant back to CPM.

8.2.2 No more than seven (7) business days prior to the proposed placement date, CONTRACTOR shall confirm the suitability of the placement in writing to the CPM by submitting the PPA, THPP-NMD Referral and Screening Form (RSF, Exhibit A-34), a completed Placement Information and Authorization Form (PIAF, Exhibit A-4) along with a current Certificate of Compliance/Approval, current CCL Facility Evaluation Report or THPP-NMD license, verification of liability insurance and a fire clearance if the THPP-NMD Participant and/or his/her children are non-ambulatory.

8.2.3 Signed PIAF is only valid for the location listed on the form. If the CONTRACTOR decides to place THPP-NMD Participant in a different location, CONTRACTOR shall submit another PIAF, Certificate of Compliance/Approval, verification of liability insurance and fire clearance, if applicable for new location.

8.2.4 CONTRACTOR shall initial and return PIAF to CPM or designee within 48 business hours of THPP-NMD Participants placement in its THPP-NMD.

- 8.2.4.1 CONTRACTOR shall notify CPM or designee, if THPP-NMD Participant is not placed within seven (7) business days of date the PIAF was signed by CPM or designee.
- 8.2.5 Upon placement, and annually, CONTRACTOR shall provide THPP-NMD Participant with information on what to do if he/she believes he/she has been abused or mistreated (by staff, other THPP-NMD Participants, etc.), and who to contact (CSW/DPO, law enforcement, CCL, attorneys, CPHL, etc.) and the telephone numbers for the contact person(s).
- 8.2.6 CSW/DPO or Probation's Placement Administrative Services (PAS) Program will provide the CONTRACTOR a SOC 152 – Agency Placement Agreement (Exhibit A-2), SOC 161- Six-Month Certification of Extended Foster Care Participation (Exhibit A-2a), and SOC 162 - Mutual Agreement for Extended Foster Care (Exhibit A-2b) or SOC 163 - Voluntary Re-Entry Agreement for Extended Foster Care (Exhibit A-2c) for each THPP-NMD Participant placed with CONTRACTOR.
- 8.2.7 DCFS CSW at the time of placement will provide CONTRACTOR with the THPP-NMD Participant's Medi-Cal card or Medi-Cal verification letter, Medical and Education Records or the Health and Education Passport Binder.
 - 8.2.7.1 Probation PAS will provide same documents when Delinquency Court modifies juvenile jurisdiction from W&IC 602 to 450 – Transition Jurisdiction. If former probation THPP-NMD Participant is re-entering foster care, PAS will provide summary of the THPP-NMD Participant's status and provide to CONTRACTOR documents post-placement.

8.3 Orientation Procedures

- 8.3.1 CONTRACTOR shall design a written orientation plan and submit it to the CPM for approval prior to accepting a THPP-NMD placement under this Contract.
- 8.3.2 The orientation plan shall indicate CONTRACTOR'S specific procedures and requirements for all THPP-NMD Participants.
- 8.3.3 The plan shall include, but not be limited to, the CONTRACTOR's policies incorporating applicable provisions of Welfare and Institutions Code §16522.1, such as vehicles, work expectations, preparation of meals, fines, budgeting, THPP-NMD Participant's monthly allowance, lending or borrowing money, unauthorized purchases, the grievance/complaint procedures, curfew, personal safety, visitation rights, dating, disciplinary measures, grounds for termination, participation in the ILP program, and disaster/emergency plan.

- 8.3.4 A copy of the written orientation plan shall be available upon demand by CPM.
- 8.3.5 At the time of initial placement, the CONTRACTOR shall provide each THPP-NMD Participant, in the presence of the CSW/DPO (if available), a full orientation based on its written orientation plan.
- 8.3.6 A written copy of the procedures, rules and regulations shall also be provided to the THPP-NMD Participant and CSW/DPO.
- 8.3.7 THPP-NMD Participant shall complete, sign and date the Mandatory Orientation Checklist (Exhibit A-8) at time of initial placement. CSW/DPO shall sign and date the Mandatory Orientation checklist verifying that copies of policy/procedures were received by and explained to the THPP-NMD Participant by CONTRACTOR. CONTRACTOR shall file the original Mandatory Orientation Checklist in the THPP-NMD Participant's THPP-NMD Record Folder and provide a copy to the THPP-NMD Participant.
- 8.3.8 CONTRACTOR shall give each THPP-NMD Participant, the CPM and YDS Ombudsman's contact information, the Advocacy Review Form (Exhibit A-22), and Personal Rights (Exhibit A-10) along with CONTRACTOR's Grievance/Complaint Procedures at the orientation.

8.4 Supervision and Monitoring of THPP-NMD Participants

CONTRACTOR shall file all paperwork and record all services and contacts on behalf of the THPP-NMD Participant in the THPP-NMD Participant Record Folder (TPRF) as referenced in Subsection 10.2.1.

- 8.4.1 CONTRACTOR, upon initial placement of THPP-NMD Participants, shall contact THPP-NMD Participants daily (in person or via text, email, social media, or telephone) to facilitate THPP-NMD Participant's smooth transition into placement while in CONTRACTOR'S program.

- 8.4.1.1 As THPP-NMD Participant demonstrates stability and progress in program, and CONTRACTOR consults with CSW/DPO and THPP-NMD Participant, this daily contact schedule may be decreased with written authorization from CSW/DPO, to no less than twice per week while in CONTRACTOR'S program. However, if at any time the THPP-NMD Participant requests more frequent contact, the CONTRACTOR shall oblige.

- 8.4.1.1.1 CONTRACTOR shall maintain legible and accurate documentation of each contact.

- 8.4.1.1.2 CONTRACTOR shall have a written THPP-NMD Participant contact plan that outlines the procedures when NMD does not respond to contact attempts.

8.4.1.1.2.1 CONTRACTOR's plan shall include an in-person Unit visit if the THPP-NMD Participant has not responded for 48 consecutive hours.

8.4.2 CONTRACTOR shall have face to face contact with THPP-NMD Participants at least weekly. This is in addition to the daily contact that is required in Subsection 8.4.1.

8.4.3 CONTRACTOR may request written authorization from CSW/DPO to decrease this requirement to no less than twice per month for Participants who have demonstrated a higher level of independence. The reduction in weekly face to face contact does not preclude the Participant from completing at least 240 minutes of life skills training per month as required in Subsection 8.6.4.3 or meeting with Social Worker (case manager) at least 60 minutes per month.

8.4.3.1 CONTRACTOR may request written authorization from CSW/DPO to decrease this requirement to no less than twice per month for THPP-NMD Participants who have demonstrated a higher level of independence. The reduction in weekly face to face contact does not preclude the THPP-NMD Participant from completing at least 240 minutes of life skills training per month as required in Subsection 8.6.4.3.

8.4.4 Upon placement, and yearly thereafter, CONTRACTOR shall inquire about and discuss with CSW/DPO any visitation restrictions including court orders, and document conversation in TPRF.

8.4.5 CONTRACTOR shall notify the COUNTY within 24 hours whenever a THPP-NMD Participant is moved on an emergency basis from one site/home to another, or THPP-NMD Participant leaves (i.e. AWOL – 72 hours or more) the CONTRACTOR's program.

8.4.5.1 CONTRACTOR shall contact the DCFS Child Protection Hotline at (800) 540-4000 for THPP-NMD Participants placed by DCFS.

8.4.5.2 CONTRACTOR shall email Placement Administrative Services (PAS) at placementexitnotification@probation.lacounty.gov, and notify the assigned Transition Jurisdiction Services (TJS) case carrying DPO for THPP-NMD Participants placed by the Probation Department. If the DPO cannot be reached, CONTRACTOR shall notify the TJS Supervisor at (909) 347-9128.

8.4.6 In cases where the CONTRACTOR has not had contact with the THPP-NMD Participant for three (3) consecutive days, and is aware the THPP-

NMD Participant has not been in their THPP-NMD unit for that amount of time, CONTRACTOR must notify the assigned CSW/PAS no later than the third day to request a hold or Stop Payment (STOP).

- 8.4.7 CONTRACTOR shall notify CPM whenever a NMD is sleeping in the unit less than 51 percent of the time, and shall not allow a NMD to be absent from the unit for more than 14 days in a month.
- 8.4.8 CONTRACTOR shall discuss the importance of and encourage all THPP-NMD Participants to receive annual medical and dental examinations.
- 8.4.9 CONTRACTOR shall ensure that a NMD parent, whose child(ren) is/are placed in the THPP-NMD, provides care and supervision for his/her child(ren) which includes having access to appropriate medical (and dental, if applicable) care, immunizations and routine examinations.
- 8.4.10 CONTRACTOR'S Social Worker (case manager) or Social Work Supervisor shall maintain at least monthly communication with the CSW/DPO and provide information regarding THPP-NMD Participant's progress/deficiencies, and SOC 161 & TILP goal attainment.
- 8.4.11 CONTRACTOR shall be available and comply with all requests from CSW/DPO to meet in person/face to face.
- 8.4.12 CONTRACTOR shall conduct unannounced site checks when there are concerns regarding the THPP-NMD Participant's safety and well-being.
 - 8.4.12.1 For co-leasing or unit-sharing THPP-NMD Participants, CONTRACTOR shall follow procedures in Exhibits A-5 and A-6.
- 8.4.13 CONTRACTOR shall respect the THPP-NMD Participants' right to privacy and, unless it is an emergency, shall knock and/or ring the door bell, and allow THPP-NMD Participant an opportunity to answer the door, and announce themselves, before entering any occupied THPP-NMD Unit.
 - 8.4.13.1 For co-leasing or unit-sharing THPP-NMD Participants, CONTRACTOR shall follow procedures in Exhibit A-5 and Exhibit A-6
- 8.4.14 CONTRACTOR shall develop, implement, and maintain written expectations, alternatives, and consequences for THPP-NMD Participants as outlined in Title 22, Division 6 Section 86172.1. The expectations, alternatives, and consequences shall also include procedures for when THPP-NMD Participants do not attend life skills training sessions as described in Subsection 8.6.4.3 or misuse their allowance.
- 8.4.15 The CONTRACTOR shall not subject THPP-NMD Participants to physical or unusual punishment, humiliation, emotional or mental abuse.

8.4.16 CONTRACTOR shall consider all alternatives before relocating a THPP-NMD Participant from one Unit to another. In instances where relocation is necessary, CONTRACTOR shall:

8.4.17 CONTRACTOR shall consider reasonable requests from CSW/DPO to relocate Participants.

8.4.17.1 Consider requests from CSW/DPO to relocate THPP-NMD Participant.

8.4.17.1.1 If CONTRACTOR and CSW/DPO disagree about relocating THPP-NMD Participant, CONTRACTOR shall request assistance from CPM to resolve disagreement.

8.4.17.2 Discuss relocation options with THPP-NMD Participant and CSW/DPO and obtain written permission from CSW/DPO to relocate THPP-NMD Participant.

8.4.17.3 Provide verification of CSW/DPO's agreement to relocate, and a Certificate of Compliance for the new unit to the CPM.

8.4.17.4 If the THPP-NMD Participant is at risk or a risk to others or in imminent danger, the CONTRACTOR may relocate the THPP-NMD immediately.

8.4.18 If CONTRACTOR and CSW/DPO agree that relocation is necessary, but Participant refuses, CONTRACTOR shall document THPP-NMD Participant's refusal in TPRF. If CPM agrees that the situation cannot be resolved, CONTRACTOR shall provide a seven-day written notice to the CSW/DPO and CPM requesting removal of the THPP-NMD Participant. If the THPP-NMD Participant refuses to vacate the Unit, CONTRACTOR may initiate discharge process.

8.5 Required Supplies, Costs and Services

8.5.1 Personal Items at Placement

At time of placement, CONTRACTOR shall provide each THPP-NMD Participant with new full-size/standard size (not travel or promotional/trial size) items listed on the THPP-NMD Participant Unit/Furniture Inventory (Exhibit A-9). The original Participant Unit/Furniture Inventory shall be placed in the THPP-NMD Participant's Record Folder.

8.5.1.1 CONTRACTOR shall provide appropriate personal hygiene/grooming and first aid items for infants placed with THPP-NMD Participants.

- 8.5.1.2 CONTRACTOR shall consider the cultural/ethnic, health, medical, including allergies, and other needs of each THPP-NMD Participant when providing personal care items.

8.5.2 Clothing

- 8.5.2.1 CONTRACTOR shall ensure (including contacting CSW/DPO for assistance) that upon placement of a THPP-NMD Participant, the THPP-NMD Participant and his/her child(ren), if applicable, has or shall be provided with, at minimum, the age appropriate items listed on the Participant Clothing Inventory (Exhibit A-11).

8.5.3 Food

- 8.5.3.1 Upon placement, CONTRACTOR shall supply THPP-NMD Participant a variety of nutritious food and beverages for at least seven (7) business days. CONTRACTOR may consult with Participant about food options.
- 8.5.3.2 CONTRACTOR is solely responsible for incurring the cost for providing initial placement food, and this expense may not be deducted from Participant's allowance.
 - 8.5.3.2.1 CONTRACTOR may provide grocery store gift card; however, THPP-NMD Participant must be given an opportunity to confirm the balance on the card.
- 8.5.3.3 Following placement, THPP-NMD Participant shall be solely responsible for purchasing his/her own food and beverages, using his/her monthly allowance.
- 8.5.3.4 In recurring instances, CONTRACTOR shall assist NMD with menu planning and grocery shopping, by providing a "hands-on" life skills session.
- 8.5.3.5 In situations where the THPP-NMD Participant does not have sufficient food and/or beverages, CONTRACTOR shall provide THPP-NMD Participant food and/or beverages to meet the regulations stated above, as outlined in the CONTRACTOR's COUNTY approved agency plan for monitoring food.
- 8.5.3.6 CONTRACTOR shall provide for nutritious meals, between-meal snacks, food as necessary, and special dietary needs documented in the Needs and Services Plan of a THPP-NMD Participant, unless the physician of the Participant advises otherwise.

- 8.5.3.7 CONTRACTOR shall allow a THPP-NMD Participant the opportunity to plan meals, grocery shop and store and prepare food.
- 8.5.3.8 CONTRACTOR shall allow a THPP-NMD Participant access to all meal preparation areas, appliances and utensils for meal preparation.
- 8.5.3.9 CONTRACTOR shall allow a THPP-NMD Participant the opportunity to participate in menu planning and meal preparation, but shall not require the THPP-NMD Participant to prepare meals for others except for his/her child(ren).

8.5.4 Responsibility for Utility Costs

- 8.5.4.1 CONTRACTOR shall be responsible for connecting, maintaining and payment of all related costs/bills for all utilities for each THPP-NMD Unit, including natural gas, electricity, water, trash, sewer maintenance, and any other utilities applicable to each Unit. The bills for the THPP-NMD Unit shall not be in the THPP-NMD Participant's name.
- 8.5.4.2 CONTRACTOR shall follow procedures in Exhibits A-5 and A-6 for co-leasing or unit-sharing THPP-NMD Participants.

8.5.5 Communications

- 8.5.5.1 CONTRACTOR shall supply and maintain a minimum of one (1) telephone, and one telephone landline, for each Unit and pay for telephone service, including unlimited nationwide long distance and voicemail (or answering machine).

8.5.5.1.1 Telephone service must be operable at all times.

8.5.5.1.2 COUNTY will review for approval any documented alternative plan (DAP) approved by CCL to allow CONTRACTOR to provide other telephone options, including voice over Internet protocol (VOIP) or cell phones in lieu of landlines.

8.5.5.1.2.1 To request approval CONTRACTOR shall submit DAP and other assurances as necessary to ensure the THPP-NMD Participant will have access to an operable telephone at all times, to CPM.

8.5.5.1.2.2 CONTRACTOR must obtain CPM approval prior to using the DAP.

8.5.5.2 Telephone line(s) must be equipped with voice mail or an answering machine so that the THPP-NMD Participant can receive messages.

8.5.5.3 CONTRACTOR shall restrict all telephone services, such as THPP-NMD Participant *69, 1-900 calling and receiving collect calls, where there are additional fees for usage.

8.5.5.4 CONTRACTOR shall provide Internet service in each THPP-NMD Unit.

8.5.5.4.1 Internet service shall be operable at all times.

8.5.5.5 If CONTRACTOR subscribes to an Internet service, it shall be readily available to the THPP-NMD Participant.

8.5.5.6 CONTRACTOR shall ensure that communications service is readily accessible to the THPP-NMD Participant in the THPP-NMD Unit.

8.5.5.7 CONTRACTOR shall allow the THPP-NMD Participant (at his/her cost) to have, Internet service, cable, a personal landline or cellular telephone service, or a personal computer for Internet access in the THPP-NMD Unit. (This provision does not absolve CONTRACTOR of responsibility for providing communications services in each THPP-NMD Unit.)

8.5.5.7.1 For co-leasing or unit-sharing THPP-NMD Participants, CONTRACTOR shall follow procedures in Exhibits A-5 and A-6.

8.5.6 Health Related Services/Emergency Medical Care

8.5.6.1 CONTRACTOR shall discuss the importance of and encourage THPP-NMD Participants to receive all necessary first aid, medical, dental, vision and mental health care, and related services.

8.5.6.1.1 CONTRACTOR shall encourage the THPP-NMD Participant to participate in individual counseling, as needed. The doctor shall be within one mile as referenced in Subsection 5.11.1, whenever possible, unless the THPP-NMD Participant chooses a provider in another location.

- 8.5.6.2 CONTRACTOR shall ensure that all parenting THPP-NMD Participants, including non-custodial parents who have visitation rights, of whom the CONTRACTOR has been informed in writing by the COUNTY, receive age appropriate First Aid and CPR training from persons qualified to provide such training.
- 8.5.6.3 CONTRACTOR shall maintain proof of successful completion of training and current certification shall be maintained in the personnel records and the TPRF.
- 8.5.6.4 CONTRACTOR shall assist a THPP-NMD Participant with developing the skills necessary for self-sufficiency in obtaining health services as specified in Title 22, Division 6, Section 86178, Responsibility for Providing Care and Supervision.
- 8.5.6.5 CONTRACTOR shall ensure a THPP-NMD Participant has access to first aid supplies appropriate to the needs of the THPP-NMD Participant.
- 8.5.6.5.1 Supplies shall include at least the following:
- a) Current edition of a first aid manual approved by the American Red Cross, the American Medical Association or a state or federal health agency
 - b) Sterile first aid dressings
 - c) Bandages or roller bandages
 - d) Adhesive tape
 - e) Scissors
 - f) Tweezers
 - g) Thermometers
 - h) Antiseptic Solution
- 8.5.6.5.2 CONTRACTOR shall train THPP-NMD Participant on how to monitor and replace used or expired items.
- 8.5.6.6 Upon the request of a THPP-NMD Participant with a health condition that requires prescription or nonprescription medication, CONTRACTOR's staff shall assist the THPP-NMD Participant with the self-administration of medication and injections if permitted by his/her physician.
- 8.5.6.7 CONTRACTOR shall ensure that the THPP-NMD Participant stores medication and injections in a manner that ensures the safety of other THPP-NMD Participants and children in the THPP-NMD Unit.

- 8.5.6.8 If a THPP-NMD Participant cannot determine his/her need for medication, THPP-NMD staff shall determine the need of the THPP-NMD Participant in accordance with medical instructions.
- 8.5.6.9 When transporting THPP-NMD Participants, CONTRACTOR shall ensure the THPP-NMD Participant and his/her children are secured in a safety restraint system in accordance with Vehicle Code Section 27315(e) and Section 27360(a).

8.5.7 Transportation

- 8.5.7.1 CONTRACTOR shall refer all THPP-NMD Participants to his/her ILP TC for participation in the MTA Free TAP card program for foster and probation youth. In the event this program is no longer available or has exceeded its allotment, CONTRACTOR shall work with THPP-NMD Participant to budget funds from his/her allowance for transportation.
- 8.5.7.2 If the CONTRACTOR provides transportation to a THPP-NMD Participant at the request of the NMD, the CONTRACTOR shall ensure that persons who transports THPP-NMD Participants use vehicles that are in safe operating condition.
 - 8.5.7.2.1 The CONTRACTOR and staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This applies when the vehicle is moving or at rest.
- 8.5.7.3 Unless other arrangements are specified in the Transitional Independent Living Plan for a THPP-NMD Participant, the CONTRACTOR shall permit the THPP-NMD Participant to arrange for his/her own transportation.
- 8.5.7.4 A THPP-NMD Participant may, but shall not be required to, provide transportation to others in accordance with current driving laws.

8.5.8 THPP-NMD Participant Money Management

8.5.8.1 Monthly Monetary Allowance

The COUNTY reserves the right to increase and/or decrease allowance amounts. In the event CDSS increases/decreases the THPP-NMD placement rate, the COUNTY will increase/decrease the monthly allowance rate by the same percentage of the placement rate increase/decrease for each

year there is an increase/decrease. The COUNTY increase/decrease will be effective January 1st of each year.

8.5.8.2 CONTRACTOR shall complete with THPP-NMD Participant a Monthly Allowance Receipt (Exhibit A-13) for each THPP-NMD Participant and file it in the TPRF.

8.5.8.2.1 Each THPP-NMD Participant must date and sign the Monthly Allowance Receipt each month acknowledging the amount received. A copy shall be given to CPM, THPP-NMD Participant and CSW/DPO by the last day of the following month.

8.5.8.3 CONTRACTOR shall issue THPP-NMD Participant's monthly allowance by the 2nd and 17th of each month.

8.5.8.3.1 In the event these days fall on a weekend or holiday, CONTRACTOR shall provide allowance on the prior business day.

8.5.8.3.2 CONTRACTOR shall issue each THPP-NMD Participant's allowance directly to THPP-NMD Participant. If CONTRACTOR uses pre-paid debit cards, the cards shall not have any fees charged to the THPP-NMD Participant or depreciate in value due to non-use. The THPP-NMD Participant shall be afforded the opportunity to confirm the amount on the card prior to signing the allowance receipt.

8.5.8.4 CONTRACTOR shall provide and issue a minimum monthly monetary allowance in the amount of **\$554.00** (for remote and single site models) or **\$441.00** (host family model) to each THPP-NMD Participant for (1) food, (2) laundry/dry-cleaning, (3) toiletries, (4) clothing, (5) cleaning supplies, (6) transportation, (7) recreation, (8) savings and (9) miscellaneous items. CONTRACTOR has the discretion to round-up, but may not round-down the allowance amount.

8.5.8.5 CONTRACTOR, as a life-skills training, may increase the minimum allowance amount provided to THPP-NMD Participant to include enough funds to pay rent to the CONTRACTOR. However, the rent may not exceed the amount of the additional allowance provided to the THPP-NMD Participant. This option is available to THPP-NMD Participants who are not co-leasing the unit with CONTRACTOR.

8.5.8.6 CONTRACTOR shall prorate the monthly monetary allowances for THPP-NMD Participants served less than a full month. The

pro rata payment will be calculated by multiplying the monthly allowance by a fraction, where the number of days the THPP-NMD Participant was served is the numerator and the number of days in the month is the denominator.

8.5.8.7 Each THPP-NMD Participant's allowance will begin to accumulate from date of entry. CONTRACTOR shall maintain sufficient documentation to support the formula used to allocate monthly allowance for each THPP-NMD Participant, such as recording dates of entry and exit.

8.5.8.8 CONTRACTOR shall not require THPP-NMD Participant to use his/her allowance to purchase or pay for items that CONTRACTOR is responsible to provide.

8.5.9 THPP-NMD Participant Savings Held by Contractor

8.5.9.1 CONTRACTOR shall automatically retain \$75 dollars per month from the Participant's allowance, and save the funds in an interest bearing savings account.

8.5.9.2 Unless there are extenuating circumstances, these funds will only be available upon THPP-NMD Participant's exit from THPP-NMD.

8.5.9.3 CONTRACTOR shall record the savings amount on the Monthly Savings Ledger (Exhibit A-14)

8.5.9.4 If THPP-NMD Participant decides to save money (in addition to the \$75) from his/her allowance (or another source excluding infant supplement), CONTRACTOR may save funds (and record all non-allowance deposits as "personal savings" on Savings Ledger) in an agency account where interest accrues monthly. However, CONTRACTOR shall encourage THPP-NMD Participant to save additional money in his/her personal savings account.

8.5.9.5 CONTRACTOR must provide a Monthly Savings Ledger (Exhibit A-14) for each THPP-NMD Participant to CPM, THPP-NMD Participant and CSW/DPO by the last day of the following month.

8.5.9.6 If CONTRACTOR's program offers savings in addition to what the THPP-NMD Participant decides to save from his/her allowance, these funds may be included on the Savings Ledger with a deposit/withdrawal notation of "agency savings."

8.5.9.7 Upon exiting the program, the CONTRACTOR shall provide to the THPP-NMD Participant all money retained on his/her behalf, including all actual interest earned, and provide an ending statement which details all interest earned.

8.5.9.7.1 CONTRACTOR shall make every effort to provide the THPP-NMD Participant all of his/her "personal" savings upon exit. If this is not possible, CONTRACTOR shall provide all "personal savings" and at least 25 percent of remaining savings within three (3) business days of THPP-NMD Participant's exit, and the remaining amount (minus any approved deductions) as soon as possible, and no more than 21 business days thereafter.

8.5.10 THPP-NMD Participant Monthly Budget

8.5.10.1 CONTRACTOR shall work with THPP-NMD Participant to develop and revise, as needed, a monthly budget that will help THPP-NMD Participant determine how much of his/her allowance, including savings, to allocate for each category as indicated on Exhibit A-15.

8.5.10.2 CONTRACTOR shall review and discuss this budget and the importance of saving money with THPP-NMD Participant at minimum once a month.

8.5.11 Participant Infant/Child Supplement Funds and Savings

Parenting THPP-NMD Participants, regardless of the age and dependency status of their child(ren), may be eligible for an early and monthly infant/child supplement payment (for each child).

8.5.11.1 Early Infant Supplement (EIS)

Pregnant THPP-NMD Participants in the 7th, 8th and 9th month of pregnancy, may receive \$415 each month to purchase items or services to help prepare for the birth of the baby. For example, diapers, formula, clothing, etc. EIS funds may also be used for birth preparation, parenting classes and maternity clothes.

8.5.11.1.1 EIS funds are issued directly to the THPP-NMD Participant; however, in the event the funds are issued to CONTRACTOR, agency shall provide all EIS funds to THPP-NMD, and may not require THPP-NMD to purchase furniture, equipment, supplies or linens that CONTRACTOR is responsible for providing (See Exhibit A-9).

8.5.11.2 Infant/Child Supplement Funds

8.5.11.2.1 CONTRACTOR shall inform THPP-NMD Participant of his/her right to retain 100 percent of the infant supplement, and advise him/her of the option to allow the CONTRACTOR to retain a “mutually agreed upon” portion (not to exceed 25 percent of the infant/child supplement payment received for each child) to cover allowable expenses related to his/her placement with CONTRACTOR.

8.5.11.2.2 CONTRACTOR, on a case by case basis, may request an exception to the 25 percent by submitting a request, inclusive of supporting documentation, to CPM for review.

8.5.11.2.3 Each month, the CONTRACTOR shall provide the THPP-NMD Participant with the infant/child supplement payment received for each child less any mutually agreed amount from the previous subsection, to help pay for basic needs, such as formula, food, medicine, clothing, and diapers, etc.

8.5.11.2.3.1 CONTRACTOR shall discuss this option with THPP-NMD Participant and CSW/DPO and thoroughly explain what additional services the THPP-NMD Participant can expect to receive as a result of their mutual agreement.

8.5.11.2.3.2 CONTRACTOR may not use Infant Supplement funds to supplant private agency dollars allocated to rent single or one-bedroom units for parenting THPP-NMD Participants, as the monthly THPP-NMD payment rate includes rent and other necessities for parenting THPP-NMD Participants.

8.5.11.2.3.3 CONTRACTOR may request to use Infant Supplement funds to pay for the rental of larger units to accommodate parenting THPP-NMD Participants with multiple children.

8.5.11.2.3.4 CONTRACTOR shall follow procedures in Exhibits A-5 & A-6 for co-leasing or unit-sharing NMDs.

8.5.11.2.4 CONTRACTOR, THPP-NMD Participant and CSW/DPO shall sign the Infant/Child Supplement Mutual Agreement Form (Exhibit A-16) indicating the mutually agreed upon additional services and retained percentage amount. Exhibit A-16 shall be effective for one year and must be renewed yearly or sooner if there is a change in agency staffing or THPP-NMD Participant parenting needs or status.

8.5.11.2.4.1 CONTRACTOR shall provide initial and renewed Infant/Child Supplement Mutual Agreement Forms along with list of additional services to THPP-NMD Participant, CSW/DPO and CPM.

8.5.11.3 Infant/Child Supplement Savings

8.5.11.3.1 CONTRACTOR shall document all savings from the infant/child supplement on the Infant/Child Supplement Savings Ledger (Exhibit A-16a) each month, and provide a copy to THPP-NMD Participant, CSW/DPO and CPM by the last day of the following month.

8.5.11.3.2 THPP-NMD Participant may access his/her Infant/Child Supplement Savings at his/her discretion.

8.5.11.3.3 Infant/Child Supplement Savings shall accrue interest

8.5.11.3.4 CONTRACTOR shall make every effort to provide 100 percent of Infant/Child Supplement Savings to THPP-NMD Participant at exit, and no later than three (3) business days of his/her exit.

8.5.12 Fines

Fines are either refundable, and returned to the Participant upon exiting THPP-NMD; or non-refundable, and paid to CONTRACTOR from Participant's personal funds, excluding money received from allowance. Payment of non-refundable fines must be agreed to by the Participant and approved by CPM.

8.5.12.1 All fines must be recorded on the Monthly Fines Log (Exhibit A-12) and shall be cumulative until all fines are paid.

8.5.12.1.1 Fines, both refundable and non-refundable, are limited to telephone costs above the basic telephone service costs, excessive internet and utility costs, missed life skills meetings, and destruction of property in the THPP-NMD Unit.

8.5.12.1.2 A large bill shall be deducted from the THPP-NMD allowance gradually and not all at once.

8.5.12.2 The Monthly Fines Log shall include a description of each finable offense, the amount of each fine and if the fine is refundable or non-refundable, the date of the offense, and the date, payment source, and amount of fine(s) collected.

8.5.12.3 CONTRACTOR shall submit the Monthly Fines Log to CPM whenever the THPP-NMD Participant has an unpaid balance. In instances where the fine balance is ongoing, the log should be cumulative and reflect payments and additional fines, as applicable

8.5.12.4 Upon final payment of outstanding fines, CONTRACTOR shall submit the Monthly Fines Log indicating a zero balance to THPP-NMD Participant, CSW/DPO and CPM.

8.5.12.5 CONTRACTOR may charge the Participant up to \$200 per month for refundable or non-refundable fines.

8.5.12.5.1 Refundable: CONTRACTOR may fine Participant \$25 for each 60 minute missed life skills training.

8.5.12.5.1.1 CONTRACTOR shall confer with and provide written notification of impending fines to any Participant, and the respective CSW, who consistently misses life skills training prior to fining the Participant

8.5.12.5.2 Non-refundable: CONTRACTOR may fine Participant actual amount for Participant's willful and intentional destruction/damage to property, misuse of communication services, and/or failure to conserve energy after receiving training and written notification from the CONTRACTOR.

8.5.12.5.2.1 Non-refundable fines cannot be paid from the Participant's allowance.

8.5.12.5.2.2 CONTRACTOR must have a discussion with the Participant and provide written notification to the Participant and CSW, including documentation of the baseline amounts for utilities and consequences of exceeding the baseline amounts, prior to fining the Participant.

8.5.12.5.2.3 CONTRACTOR may only fine Participants who have received life skills training on the importance of life skills meetings, energy conservation, and budgeting for telephone, internet and utility services at least two months prior to his/her incurring fines as specified in Subsection 8.5.12.1.1.

8.5.13 Recreation

8.5.13.1 CONTRACTOR shall allow THPP-NMD Participant to select and participate in activities of his or her choosing.

8.5.13.2 CONTRACTOR shall notify THPP-NMD Participant of any recreational activities arranged by its agency.

8.5.14 Housing

8.5.14.1 CONTRACTOR shall work diligently with THPP-NMD Participant and CSW/DPO and ensure that THPP-NMD Participants secure affordable housing (college housing, his/her own apartment, transition in place, or SILP) prior to exiting the THPP-NMD.

8.5.14.2 CONTRACTOR shall work diligently with CSW/DPO and THPP-NMD Participants to ensure that THPP-NMD Participants have the opportunity to transition to a Supervised Independent Living Placement (SILP) upon completion of THPP-NMD.

8.5.14.3 CONTRACTOR shall provide the opportunity for THPP-NMD Participants to transition in place and remain in their current units (or adjacent units) upon completion of THPP-NMD.

8.5.15 CONTRACTOR'S staff shall be prohibited from engaging in any form of sexual conduct or dating relationship with THPP-NMD Participants.

8.5.15.1 CONTRACTOR shall discuss with THPP-NMD staff, interns, and volunteers the CONTRACTOR's dating policy about dating THPP-NMD Participants.

8.5.16 Dating

Dating is allowed as long as it doesn't interfere with program compliance and the program rules and regulations.

8.5.16.1 CONTRACTOR shall discuss with Participants the potential challenges of dating program Participants and/or friends of program Participants.

8.5.17 Pregnancy and Parenting

8.5.17.1 CONTRACTOR shall not terminate THPP-NMD Participants solely based on being pregnant and/or parenting.

8.5.17.2 CONTRACTOR shall make all reasonable efforts to retain pregnant and/or parenting THPP-NMD Participants in the THPP-NMD.

8.5.17.3 CONTRACTOR shall make all reasonable efforts to retain pregnant and/or parenting Participants in the THPP-NMD, including allowing them to remain in their current unit or relocating them to a multi-bedroom unit.

8.5.17.4 Expectant and parenting THPP-NMD Participants shall be provided services that are specifically targeted at supporting, maintaining, and developing both the parent-child bond and the THPP-NMD Participant's ability to provide a permanent and safe home for their child(ren).

8.5.17.5 THPP-NMD Participants have the right to make their own decisions regarding family planning and child rearing options.

8.5.17.6 CONTRACTOR shall not impose personal opinions, values, or biases regarding family planning and child rearing options upon THPP-NMD Participants.

8.5.17.7 CONTRACTOR may use DCFS' Procedural Guide 0600-507.10, *Foster Youth Reproductive Health and Pregnancy* (Exhibit A-37) and *Casey Pregnant and Parenting Assessments* (Exhibit A-38) as guides when working with expectant and/or parenting THPP-NMD Participants.

8.5.17.8 CONTRACTOR shall ensure that the THPP-NMD Participant parent provides care and supervision for the child(ren).

- 8.5.17.8.1 CONTRACTOR shall assist the THPP-NMD Participant with obtaining basic needs for his/her child(ren), if the infant supplement is insufficient.
- 8.5.17.9 CONTRACTOR shall provide parenting training to all THPP-NMD Participants who are parents.
- 8.5.17.10 CONTRACTOR shall provide and install all safety items to childproof the units for all custodial parenting THPP-NMD Participants.
- 8.5.17.11 CONTRACTOR shall encourage, support and allow the non-custodial parent to visit (as appropriate) with his/her child(ren) in his/her THPP-NMD Unit without an adult being present (as appropriate) if doing so does not violate court visitation orders.
- 8.5.17.11.1 CONTRACTOR shall provide and install all safety items to childproof the units for all non-custodial parents who have visitation rights of whom the CONTRACTOR has been informed in writing by the COUNTY.
- 8.5.17.12 Prior to placement, CONTRACTOR shall make necessary specific provisions, including, but not limited to, alterations to the building and grounds as required to provide protection and assistance and maximize the Participant's potential for self-sufficiency when a THPP-NMD Participant and/or THPP-NMD Participant's child(ren) is disabled.
- 8.5.17.13 CONTRACTOR shall provide a new, safe and sturdy bassinet, crib, or toddler bed for the THPP-NMD Participant's child(ren).
- 8.5.17.13.1 Crib mattresses shall be new, clean, comfortable, and fit properly in the crib.
- 8.5.17.13.2 Tiered or stacked cribs and daybeds are not permitted.
- 8.5.17.13.3 Crib slats shall not pose the danger of an infant/child being trapped and an appropriate bed shall be provided for infants who can climb out of the crib.
- 8.5.17.13.4 Non-custodial parents shall be responsible for providing the bassinet, crib, or bed if overnight visits are requested.

8.6 THPP-NMD Participant Required Training

- 8.6.1 CONTRACTOR shall provide to THPP-NMD Participant life skills training throughout the term of placement in the areas described below. The trainings shall be interactive, modern and geared towards each THPP-NMD Participant's skill set, experience, learning style and interest. Training subjects shall be developed with levels (i.e. beginning, intermediate, advanced, etc.), and designed to meet the general and specific needs of transition aged-youth. Training sessions shall be offered in a group setting at least monthly and as often as possible.
- 8.6.2 CONTRACTOR shall offer its life skills training sessions at times that are convenient to at least 51 percent of the THPP-NMD Participants placed in its program, and at locations where the THPP-NMD Participant can get to and from it in one (1) hour or less round-trip, via public transportation. Ideally, the CONTRACTOR shall offer them in the morning, afternoon, evening, and on weekends, at least three (3) times per week.
- 8.6.3 CONTRACTOR shall maintain legible case notes that contain information about trainings provided to the THPP-NMD Participant, dates of trainings, training subjects and THPP-NMD Participant's progress in subject area.
- 8.6.4 CONTRACTOR shall develop a training designed to provide THPP-NMD Participant with "hands-on" experience in managing checking/savings accounts, budgeting time and money, and how to make timely payments of financial obligations.
 - 8.6.4.1 CONTRACTOR shall provide Training Curriculum to CPM for review no later than 30 business days after contract execution.
 - 8.6.4.2 CONTRACTOR shall provide each THPP-NMD Participant a copy of the monthly utility bills associated with his/her Unit, and use the copies as a training tool to enhance the THPP-NMD Participant's understanding of what will be expected of them upon transition from foster care, and to understand the importance and benefits of energy conservation.
 - 8.6.4.2.1 Under no circumstances are THPP-NMD Participants expected to pay for utilities, except for costs above the established baseline amounts as indicated in Subsection 8.5.12.
 - 8.6.4.2.2 In Single Site models and/or models where there is only one utility meter, CONTRACTOR may use the combined bill or other bills as part of this training.

8.6.4.3 CONTRACTOR shall provide and encourage THPP-NMD Participant to attend not less than a 60-minute training session on any four subjects described in this Section each month for a minimum of 240 minutes of training conducted each month. Contractor shall provide these sessions during a convenient time and location, which does not conflict with THPP-NMD Participant participating in other activities, such as employment, education, or job skill training.

8.6.4.3.1 THPP-NMD Participant's may make-up missed life skills the following month. CONTRACTOR shall clearly document this in THPP-NMD Participant's TPRF.

8.6.4.4 All aspects of any one subject need not be covered in a single training.

8.6.4.4.1 As THPP-NMD Participant demonstrates proficiency in life skills, and in consultation with THPP-NMD Participant and CSW/DPO, CONTRACTOR may reduce, the minimum minutes of training to no less than 120 minutes a month. The discussion with the THPP-NMD Participant and CSW/DPO must be documented in case file.

8.6.4.4.1.1 CONTRACTOR shall provide specific examples and documentation of THPP-NMD Participant's proficiency to CSW/DPO and CPM to support request. Additionally, all reports should clearly demonstrate THPP-NMD Participant's advanced progress in THPP-NMD program.

8.6.4.4.1.2 CONTRACTOR may reduce the THPP-NMD Participant's allowance up to \$25 per each life skills session missed during the month. All monies deducted are refundable and must be added to the THPP-NMD Participant's agency savings account.

8.6.4.5 All training shall be discussed in the applicable Progress Report (Exhibit A-20), and provided to THPP-NMD Participant, CPM and CSW/DPO by the last day of the following month.

8.6.5 Training sessions shall be rotated so that all subjects are covered in any 12-month period.

- 8.6.5.1 Training curricula/lesson plans must be in writing, must be standardized for all THPP-NMD Participants, and must be available for audit and inspection by the COUNTY upon request.
- 8.6.5.2 The training shall be developed in collaboration with the THPP-NMD Participant and may be provided in individual or group settings.
- 8.6.5.3 The training conducted may be verbal and shall be conducted by Social Work staff, and/or knowledgeable members in the community, such as but not limited to local legal aid organizations, Housing Authority, or financial institution staff, appropriate to the subject matter.
- 8.6.5.4 Life skills training does not fulfill the requirement for CONTRACTOR's Social Worker (case manager) to meet with Participant at least 60 minutes per month to provide case management services to Participant.
- 8.6.6 CONTRACTOR shall provide each THPP-NMD Participant written instructions/information for each training session, which shall also include "hands-on", practical training (i.e. opening a bank account), as appropriate.
- 8.6.7 CONTRACTOR shall offer additional monthly training/support for THPP-NMD Participants that are deficient in any areas identified by the CSW/DPO, CPM and/or THPP-NMD Participant.
- 8.6.8 Additional training shall be focused on the THPP-NMD Participant's identified areas of need. Documentation on the training received shall be filed in the TPRF.
- 8.6.9 CONTRACTOR shall discuss the advantages and disadvantages of various storage methods and work with THPP-NMD Participant to determine his/her preferred method of receiving and storing written training materials and information.
 - 8.6.9.1 CONTRACTOR shall offer the option of a 5-inch, 3-ring binder with tab dividers to categorize written training instructions/information, and provide binder to each THPP-NMD Participant who requests one.
- 8.6.10 CONTRACTOR must also keep records on who administered the training, credentials (if appropriate), length of training, date of training, and verification of attendance (attendance roster) and place this information in each TPRF.

8.6.11 CONTRACTOR has the discretion to include additional training topics as the training descriptions herein are not exhaustive.

8.6.12 Money Management/Financial Literacy Skills Training

8.6.12.1 Training shall include, but not be limited to, the following topics: (1) Credit: what it is, how to get it, how to keep it, how to get a credit report, etc.; (2) consumer information; (3) budgeting; (4) entertainment costs; (5) consumer fraud and scams; (6) pay-day loans, (7) income taxes, including information on the Earned Income Tax Credit (EITC); (8) financing items, loans and computing interest; (9) educational/vocational loans and grants; (10) life/health insurance and retirement funds and information about purchasing U.S. savings bonds; (11) property rental; (12) purchasing property; and (13) purchasing an automobile.

8.6.12.2 CONTRACTOR shall refer THPP-NMD Participants to the California Department of Consumer Affairs and other free/affordable resources to assist with identity theft, credit repair and/or other issues related to their credit history.

8.6.13 THPP-NMD Participant Banking

8.6.13.1 CONTRACTOR shall include the nature and types of financial institutions, including banks, credit unions, check cashing businesses, and discuss services, fees and the pros and cons of each institution.

8.6.13.2 CONTRACTOR shall cover checking and savings accounts, and assist the THPP-NMD Participant in establishing and managing a savings account(s) at a FDIC-insured institution of the THPP-NMD Participant's choice. If a THPP-NMD Participant requests it, CONTRACTOR shall also assist the THPP-NMD Participant in establishing a checking account at a FDIC-insured institution of the THPP-NMD Participant's choice.

8.6.13.3 CONTRACTOR shall assist THPP-NMD Participant in establishing a savings account, at a FDIC-insured institution of the THPP-NMD Participant's choice, for the sole purpose of saving for transition from foster care.

8.6.13.3.1 CONTRACTOR shall encourage THPP-NMD Participant to save at least thirty percent (30%) of his/her income in this account.

8.6.14 Maintenance of Personal Items

Training shall include how to launder and replace towels, sheets, blankets, and bedspreads; how to replace, launder, mend, and dry-clean clothing; and how to effectively manage and replace personal care items, such as toothbrush, soap, shampoo, and other items needed for grooming and personal hygiene.

8.6.15 Nutrition and Food Management, Storage, and Preparation

8.6.15.1 Training shall include at minimum, proper nutrition, a balanced diet, shopping for food, handling and preparing food for a nutritious and appetizing meal, and health and safety regulations for food storage and preparation, comparison shopping and using coupons.

8.6.15.2 If at any time a THPP-NMD Participant and/or his/her child(ren) requires a special diet, the CONTRACTOR shall assist THPP-NMD Participant by providing (or linking to) a training on preparing meals that meet the THPP-NMD Participant's or children's special dietary needs.

8.6.16 Unit Upkeep and Maintenance

8.6.16.1 Training shall include information as well as "hands-on" experience on how to properly maintain the THPP-NMD Participant's Unit in a safe and clean condition, addressing such tasks as sweeping, mopping, dusting, window cleaning, furniture maintenance, proper maintenance of bathroom and kitchen, and how to safely and effectively use various household cleaners and chemicals.

8.6.16.2 THPP-NMD Participant shall be required to perform all routine chores of maintaining their Unit and will be monitored for compliance by CONTRACTOR.

8.6.17 Emergency Preparedness

8.6.17.1 CONTRACTOR shall provide emergency preparedness training at least twice per year to prepare THPP-NMD Participant for natural disasters, local emergencies, protests, and mass shootings, terrorist's attacks, etc.

8.6.17.1.1 CONTRACTOR's training shall cover how to respond to situations that occur in or around the Unit, and in public spaces.

8.6.17.1.2 CONTRACTOR shall also provide this training within 10 business days of THPP-NMD Participant's placement in its THPP-NMD.

8.6.18 Legal Rights and Community Resources

THPP-NMD Participant shall be informed on their legal rights and responsibilities and the community resources that are available. Topics to be explored will include how to search for an apartment, the landlord/tenant relationship, privacy rights, college and dormitory living, fair housing laws, completing a rental application, legal contracts, health and life insurance and their costs and benefits, and community resources, including social services agencies and the services they provide, legal aid resources, child care, and other available community resources.

8.6.19 Education and Career Development

Contractor shall ensure that THPP-NMD Participants who qualify as NMD due to an education participation condition are provided necessary services, including information about scholarship opportunities that will facilitate enrollment in school full-time, as defined by the educational institution (HSD/GED), or at least half-time (postsecondary).

8.6.19.1 CONTRACTOR shall allow the THPP-NMD Participant access to existing information regarding available vocational and postsecondary educational options, including, but not limited to, the following:

- a) Admission criteria for universities, community colleges, trade or vocational schools, and financial aid information for these schools;
- b) Informational brochures on postsecondary or vocational schools/programs;
- c) Campus tours;
- d) Internet research on postsecondary or vocational schools/programs, sources of financial aid, independent living skills program offerings, and other local resources to assist THPP-NMD Participants;
- e) School sponsored events promoting postsecondary or vocational school/programs; and
- f) Financial aid information, including information about federal, state and school-specific aid, state and school-specific scholarships, grants and loans, as well as aid available specifically to current or former foster youth and contact information for the Student Aid Commission.

8.6.19.2 Upon request of the THPP-NMD Participant, CONTRACTOR shall assist the THPP-NMD Participant in obtaining the following information including, but not limited to:

- a) Requirements for trade, vocational or professional careers
- b) Informational brochures on employment-related programs
- c) Internet research on trade, vocational, or professional career options
- d) Community-sponsored events promoting volunteerism, internships, or employment
- e) Salary information for trade, vocational, or professional careers
- f) Requirements for participation in transitional housing programs for emancipated youth
- g) Requirements for SILP

8.6.19.3 Upon request of the THPP-NMD Participant, CONTRACTOR shall assist the THPP-NMD Participant with the following steps to attending college:

- a) Application for admission
- b) Contact with Foster Youth Success Initiative (FYSI) Liaison
- c) Financial Aid
- d) THPP-NMD Participation in Extended Opportunity Programs and Services (EOPS) and Disability Support Programs and Services (DSPS)
- e) Assessment
- f) College orientation and course planning
- g) Enrollment
- h) Payment of fees
- i) Access to miscellaneous higher education resources
- j) Information about academic support, such as Guardian or Renaissance Scholar programs available to foster youth attending college

8.6.19.4 CONTRACTOR shall review Title 22, Section 86179 for educational website links.

8.6.20 Employment

8.6.20.1 CONTRACTOR shall ensure that THPP-NMD Participants who qualify as NMD due to an employment participation condition have access to the necessary services that will facilitate the THPP-NMD Participant's employment at least 80 hours per month.

8.6.20.2 Contractor shall assist all THPP-NMD Participants who are unemployed or underemployed within seven (7) business days

of entry into the Program, or within seven (7) business days of unemployment to register with CalJobs.gov and maintain documentation in the case file.

- 8.6.20.3 CONTRACTOR shall offer, including providing linkages, THPP-NMD Participant opportunities to develop the skills and experiences to enable him/her to obtain and maintain employment. CONTRACTOR shall encourage THPP-NMD Participant to obtain part-time employment.
- 8.6.20.4 CONTRACTOR shall provide training, information and experiences related to all aspects of employment and assist each THPP-NMD Participant to register at the Workforce Investment Act Centers, One Stop Centers or CalJobs.gov or any department sponsored employment initiatives or programs.
- 8.6.20.5 Training shall include but not be limited to the following: job search methods; interview techniques; dressing for an interview; job retention strategies, time management, prioritizing responsibilities; information on various jobs, their descriptions and requirements; career assessments, and information on services available at the local One-Stop Career Center (One-Stop) and CalJobs.gov.
- 8.6.20.6 Hands-on training shall include, but not be limited to the following: completing a master application; writing/updating a resume; writing a cover letter, participating in mock interviews, and researching a career/vocation that interests THPP-NMD Participant, and visiting the local One-Stop or Work Source Center.
- 8.6.20.7 CONTRACTOR shall assist THPP-NMD Participant in finding part-time employment, volunteer opportunities, internships, or apprentice programs.
- 8.6.20.8 CONTRACTOR shall clearly document in TPRF all activities, programs and services sought, received and completed by THPP-NMD Participants who qualify as NMD due to participating in a program or activity designed to promote, or remove barriers to employment participation criteria.

8.6.21 Transportation, Vehicle Maintenance and Travel

Training shall include exploring private and public transportation systems and alternatives. Training topics shall include, but are not limited to: (1) obtaining bus tokens, passes, routing discounts; (2) obtaining a driver's license; (3) purchasing and maintaining new and used vehicles; (4) obtaining vehicle registration/tags and licenses; (5) purchasing vehicle

insurance; (6) selling a car; (7) using light rail, subway, and bus systems throughout Los Angeles County, and (8) how to travel domestically and internationally.

8.6.22 Medical and Dental Care Training

Training shall include how to receive adequate medical care, including understanding the difference between a routine, urgent, or emergency health condition, while participating in the THPP-NMD program and after transition. The training shall include, but not be limited to, the following topics:

8.6.22.1 Health Insurance

How to obtain, use and reactivate Medi-Cal, select health insurance plans offered through employment or public assistance, and obtain affordable health insurance after transition from care, including information about extended Medi-Cal benefits up to age 26.

8.6.22.2 Routine Medical Care

How to access medical care to meet THPP-NMD Participant's needs, including identifying a California Children's Health and Disability Prevention (CHDP) program provider/doctor or a doctor who provides CHDP equivalent exams and follow through.

8.6.22.3 Emergency Medical Care

Emergency medical treatment instructions are to be provided to each THPP-NMD Participant.

8.6.22.3.1 Additionally, THPP-NMD Participants with a child(ren) residing in the Unit shall receive training in First Aid and age appropriate CPR from persons qualified to provide such training. Proof of successful training and current certification shall be maintained in the TPRF.

8.6.22.3.2 For all life-threatening emergencies, the THPP-NMD Participants shall be instructed to call 911.

8.6.22.3.3 If the emergency is not life-threatening and occurs before or after regular business hours, DCFS-placed foster THPP-NMD Participant shall be informed to call the Child Protection Hotline (1-800-540-4000). Probation-placed THPP-NMD Participant shall be informed to call his/her Probation case manager during business hours.

8.6.22.4 Dental Care/Oral Hygiene Training

Training shall include proper dental and orthodontia care, oral hygiene, how to find a dentist or orthodontist, and how to contact a dentist or orthodontist for routine or emergency dental or orthodontia care.

8.6.22.5 Vision

Training shall include proper eye care, including when to contact an optometrist for routine or emergency care, and, helping the THPP-NMD Participant understand the difference between an optician, optometrist and ophthalmologist.

8.6.22.6 Mental Health

Training shall include understanding mental health concerns, available treatments (i.e. counseling, medication, etc.), how to find a mental health practitioner and how to contact a mental health provider for routine or emergency care. Also, understanding the role of psychotropic medications, including how to advocate for, reduce or change a prescription, the importance of taking them as prescribed and the proper way to stop taking them.

8.6.22.7 Drug and Alcohol Abuse Awareness and Prevention

Training shall include understanding and recognizing the signs of drug (i.e. illicit, prescription, sniffing, etc.) and alcohol abuse, how to prevent drug and alcohol abuse and how to seek treatment. Training shall also cover available treatment modalities, current drug trends and medical marijuana.

8.6.22.8 Safe Sex and Reproductive Health

Training shall cover abstinence, information about prevention and treatment of sexually transmitted infections (including current trends and outbreaks), conventional methods of protection during sexual intercourse, family planning, available resources and how to access services. CONTRACTOR may use DCFS' Procedural Guide 0600-507.10, *Foster Youth Reproductive Health and Pregnancy* and *Casey Pregnant and Parenting* assessments as guides.

8.6.22.9 Minor Health Problems Training

Training shall review how to address minor health problems. Training shall include, but not be limited to the following: (1) minor physical aches, pains, and illnesses, (2) colds, (3) fevers, and (4) pre-existing conditions not requiring a physician. This training shall not take the place of medical care and the THPP-NMD Participant shall be instructed to seek medical care when in doubt as to the health problem or illness.

8.6.23 Socialization Skills, Interpersonal Relationships and Self-Esteem

Training shall include, but not be limited to, socially acceptable behavior and strategies; social etiquette for interfacing with the landlord, school counselors, teachers, retailers, and the general public; conflict resolution, intimate partner violence (IPV), social issues, cultural awareness, and race and gender issues.

8.6.23.1 Training shall also include exploring methods to develop self-esteem and cultural awareness, including the development of THPP-NMD Participant's skills, talents and knowledge of his/her ancestry.

8.6.24 Permanent Adult Connection

CONTRACTOR shall assist THPP-NMD Participants in identifying permanent adult connections (PAC) and encourage ongoing contact between THPP-NMD Participant and his/her PAC. If the THPP-NMD Participant cannot identify a PAC, CONTRACTOR shall provide THPP-NMD Participant referrals to a mentoring program.

8.6.25 Goal Setting Training

CONTRACTOR shall introduce THPP-NMD Participant to the S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Time-based, or a similar) goal setting method. Training shall focus goal setting and developing objectives to achieve goals that are appropriate to the developmental level of the THPP-NMD Participant. The THPP-NMD Participant shall be encouraged to set educational, employment/career, health, housing, saving, personal, social, etc. goals.

8.6.26 Time Management

Training shall include providing concrete examples and teaching THPP-NMD Participant how to become more productive by managing and prioritizing tasks, so that he/she is using his/her time effectively and efficiently.

8.6.27 Housing

Training shall include, but not be limited to the following: (1) how to complete a rental application; (2) the importance of good credit; (3) how and when to contact the Los Angeles Housing Authority; (4) Section 8 and low-income housing; (5) areas with rent control; (6) how to be a good tenant; (7) tenant rights; (8) local and Federal programs and subsidies to purchase housing; (9) homeless assistance and programs; (10) transitional housing; (11) SILP; and (12) selecting roommates.

8.6.28 Therapeutic or Emotional Support Pets and Service Animals

Training shall include the types of pets or animals that are commonly used for support or service, and how to properly care for them. CONTRACTOR shall allow THPP-NMD Participant to have therapeutic or emotional support pets (TESP) and service animals (SA) in accordance with Americans with Disabilities (ADA) guidelines (Exhibit A-7).

8.6.28.1 CONTRACTOR shall develop guidelines that clearly explain its expectations regarding the treatment and caring for TESP or SA and the consequences for not properly caring for the TESP or SA.

9.0 REPORTING REQUIREMENTS

- 9.1 COUNTY reserves the right to change, modify, alter, revise, eliminate and create any and all reports at any time during the contract. Further, though some reports are not required on a monthly basis, COUNTY reserves the right to change, modify, alter, revise, eliminate and/or create new submission guidelines and due date conditions at any time during the contract.
- 9.2 CONTRACTOR may submit its internal documents to CPM for approval to use, if all the elements in the COUNTY reports and documents are included, and the page orientation (portrait or landscape), formatting and sequencing is similar to the COUNTY templates. However, CONTRACTORS must use Exhibits A-14, A-26, A-27, A-32 & A-35.
- 9.3 CONTRACTOR shall collate THPP-NMD Participant reports by THPP-NMD Participant and by County department. All reports and documents, except those pertaining to entry and exit, are due by the last day of the following month, *unless otherwise noted*.
- 9.4 CONTRACTOR shall plan accordingly to ensure that CPM receives reports and documents by their designated due date. The reports shall be mailed or delivered to the CPM, or may be submitted at the THPP-NMD Providers meeting, if there is a meeting during the same month the reports are due.
- 9.5 Periodically, CPM or designee may request a document via email or fax, and CONTRACTOR shall comply accordingly.
- 9.6 All submitted documents must have the appropriate signatures (i.e. THPP-NMD Participant, agency staff, etc.) and incomplete documents (e.g. missing pages, signatures and/or information) will not be accepted. Additionally, all reports and documents completed by agency staff shall be typed.
- 9.7 Each THPP-NMD Participant must have individual reports, including monthly allowance receipts, fines logs, and savings ledgers. Additionally, the savings

ledgers must reflect the deposit for the reporting month and the deposits and interest earned for each preceding month.

9.7.1 CONTRACTOR's assigned Social Worker (case manager) shall prepare and sign all THPP-NMD Participant documents and reports.

9.7.2 The Social Work Supervisor or Program Administrator **and** the THPP-NMD Participant shall sign all reports. The signatures shall be deemed certification that all information and description of services provided is true, accurate, and complete for the individual THPP-NMD Participant.

9.8 CONTRACTOR shall provide a copy of each THPP-NMD Participant report, and other documents to THPP-NMD Participant, and his/her CSW/DPO, by the last day of the following month.

9.9 CONTRACTOR shall maintain documentation in each TPRF or agency files to confirm that reports/documents have been submitted to CPM, THPP-NMD Participant and CSW/DPO as required.

9.10 Progress Reports for THPP-NMD Participants

9.10.1 Initial Report

CONTRACTOR shall complete an Initial Report (Exhibit A-20) for each THPP-NMD Participant in its care. The report shall cover THPP-NMD Participant's first full month in THPP-NMD, and must be submitted to the CPM, THPP-NMD Participant and CSW/DPO no later than 45 business days from initial placement.

9.10.2 Updated Report

CONTRACTOR shall complete an Updated Report (Exhibit A-20) for each THPP-NMD Participant in its care at the request of the CSW/DPO during any given month. The report shall be completed and submitted to the CPM, THPP-NMD Participant and CSW/DPO within five (5) business days of the request.

9.10.3 Quarterly Report

CONTRACTOR shall complete a Quarterly Report (Exhibit A-20) during each reporting month (January, April, July and October) on each THPP-NMD Participant whose been in its care at least 45 business days or more (excluding NMDs who are exiting from the program), and submit it to CPM, THPP-NMD Participant and his/her CSW/DPO by the last day of the following month.

The January report shall cover THPP-NMD Participant's progress from October 1 through December 31; the April report shall cover THPP-NMD

Participant's progress from January 1 through March 31; the July report shall cover THPP-NMD Participant's progress from April 1 through June 30; and the October report shall cover THPP-NMD Participant's progress from July 1 through September 30.

9.10.3.1 In the instances where the THPP-NMD Participant's court date falls 30 business days or less prior to the due date of the Quarterly Report, the CONTRACTOR will prepare and submit the Updated Report to the CPM and CSW/DPO. The Updated Report must be submitted to the CPM and CSW/DPO no less than 45 business days before the court date to allow time for the CSW/DPO to incorporate the information into the THPP-NMD Participant's Court Report.

9.10.3.2 CONTRACTOR is only required to submit THPP-NMD Participant's initial Quarterly Report to CPM.

9.10.3.3 CONTRACTOR is not required to complete Quarterly Reports for THPP-NMD Participants 20.5 or older.

9.10.4 Transition Report

9.10.4.1 For THPP-NMD Participant 20.5 and older, the CONTRACTOR shall complete and submit to CSW/DPO, THPP-NMD Participant, and CPM a Transition Report (Exhibit A-20) that describes the THPP-NMD Participant's progress towards transitioning, and efforts made by CONTRACTOR each month to assist the THPP-NMD Participant with transitioning from the THPP-NMD.

9.10.4.1.1 CONTRACTOR shall also convene a transition meeting with THPP-NMD Participant, CSW/DPO, CPM and other relevant parties when THPP-NMD Participant is between 20 and 20.4 years old.

9.10.4.1.2 CONTRACTOR is not required to complete a Transition Report on THPP-NMD Participants who are exiting the program during the same month.

9.10.4.1.3 CONTRACTOR shall submit the Transition Report by the 15th of the following month

9.10.5 Termination Report

CONTRACTOR shall notify CPM (by telephone or email) within 24 hours of a THPP-NMD Participant's discharge from its THPP-NMD.

9.10.5.1 Upon a THPP-NMD Participant's replacement, termination, or transition from its THPP-NMD, CONTRACTOR shall prepare

and submit, to CPM and CSW/DPO, a Termination Report (Exhibit A-20).

- 9.10.5.2 The termination report shall be strength-based, accurately reflecting THPP-NMD Participant's successful and challenging progress.
- 9.10.5.3 The report shall include, but not be limited to, a succinct and comprehensive summary of the THPP-NMD Participant's progress in the THPP-NMD program, the reason for the THPP-NMD Participant's termination, services provided by CONTRACTOR, trainings received, status of achieving initial and final AB 12 (SOC 161) and TILP goals, other accomplishments, and any other information required by COUNTY.
- 9.10.5.4 The termination report shall also include the length of time the THPP-NMD Participant was in the program, name and relationship of Permanent Adult Connection, final savings amount, copies of any certificates or diplomas earned by Participant and his/her exit destination.
- 9.10.5.5 CONTRACTOR shall attach copies of the THPP-NMD Participant's final Savings Ledger, Fines Log, all savings disbursement check(s) with THPP-NMD Participant's signature, and Exit Assessment to the Termination Report.
- 9.10.5.6 CONTRACTOR shall submit Termination Report and all accompanying documents within 21 business days of Participant's exit from program.

9.10.6 Needs and Services Plan

- 9.10.6.1 Program Administrator or social work personnel shall complete a Needs and Services Plan (NSP, Exhibit A-20), for a THPP-NMD Participant that is consistent with the TILP of the THPP-NMD Participant. The THPP-NMD Participant shall participate in the development of the NSP. The NSP shall contain the planned length of placement, including the discharge plan, current service needs, plans for providing services to meet the identified service needs and any other relevant information.
- 9.10.6.2 The initial NSP shall be completed within 30 business days of placement. The NSP shall be reviewed (with THPP-NMD Participant and CSW/DPO) at least every six months to determine the THPP-NMD Participant's need for continuing services and the need for modification of services. If it is determined that the TILP, and hence the NSP, requires

modification, CONTRACTOR shall contact the CSW/DPO to request a new TILP. CONTRACTOR shall obtain written approval from the CSW/DPO before implementing any modifications to the NSP.

- 9.10.6.3 The initial and modified NSPs shall be signed by the CONTRACTOR, THPP-NMD Participant and CSW/DPO. CONTRACTOR shall provide a signed copy of all initial and modified NSP's to CPM, THPP-NMD Participant and CSW/DPO.

9.10.7 Special Incident Reports

- 9.10.7.1 CONTRACTOR shall submit a Special Incident Report (SIR) (via iTrack) to the CPM, CSW/DPO, CCL, and law enforcement on an as-needed basis.
- 9.10.7.2 CONTRACTOR shall e-mail an alert on the same day an incident occurs, and submit the SIR no more than 24 business hours thereafter.
- 9.10.7.3 CONTRACTOR shall submit an addendum to SIR updating status of the non-minor dependent and agency's plan to assist the non-minor dependent with reported incidents. This addendum shall be completed as soon as possible and within seven (7) business days of the initial SIR.
- 9.10.7.4 The SIR should be succinct, objective and factual. SIRs are not case or therapy notes and should focus on: what happened, who was involved, how are the involved parties doing and what action the CONTRACTOR took. Addendums should focus on providing updates on any pending actions reported on the SIR.
- 9.10.7.5 The reportable incidents shall include, but are not limited to, the following:
 - a) Death of a THPP-NMD Participant.
 - b) Any suspected physical or emotional abuse of a THPP-NMD Participant.
 - c) Any injury to or illness of a THPP-NMD Participant that requires emergency medical treatment or hospitalization.
 - d) Any unusual incident that involves a THPP-NMD Participant and threatens the physical or emotional health or safety of the THPP-NMD Participant or anyone in the THPP-NMD Unit.
 - e) Any prolonged absence or failure to return to the THPP-NMD Unit lasting more than 72 hours that involves a THPP-

- NMD Participant and threatens the physical or emotional health or safety of the THPP-NMD Participant.
- f) Poisonings, which shall also be reported immediately to the local fire authority. In areas not having organized fire services, a report shall be made to the State Fire Marshal within 24 hours after the event occurs.
 - g) Fires or explosions which occur in or on the premises.
 - h) Significant changes in facility status or organization, e.g., change in Board of Directors, deaths of CONTRACTOR personnel, legal actions against CONTRACTOR, etc., and
 - i) Significant incidents that involve the community near the THPP-NMD administrative, sub-administrative or residential units, and may have serious impact on the residents.
 - j) Violations of any licensing regulation by the service provider.
 - k) Delinquent acts of violence/property damage by the Participant.
 - l) Threats of physical violence by the THPP-NMD Participant or others.

9.11 Agency Reports

9.11.1 Weekly Occupancy Report

CONTRACTOR shall email its occupancy numbers to thpp@dcfs.lacounty.gov and Probab12@probation.lacounty.gov, by close of business every Friday.

9.11.2 THPP-NMD Referral Log

CONTRACTOR shall complete and email a Referral Log (Exhibit A-35) indicating the number of referrals received and the status of said referrals.

9.11.2.1 The report shall be emailed in Excel to thpp@dcfs.lacounty.gov and probab12@probation.lacounty.gov on the 2nd and last Monday of each month.

9.11.3 Agency Monthly Report

CONTRACTOR shall complete and email an Agency Monthly Report (Exhibit A-27) for each month that there are Participants in its program.

9.11.3.1 The report shall be emailed in Excel to thpp@dcfs.lacounty.gov and probab12@probation.lacounty.gov.

9.11.4 Monthly Census Report

CONTRACTOR shall maintain and provide a Monthly Census Report (Exhibit A-32) indicating occupancy, and all units in its inventory for prior month.

The report shall be emailed in Excel to thpp@dcfs.lacounty.gov and probab12@probation.lacounty.gov, by the 5th of each month or the next business day if the 5th falls on a holiday or weekend.

9.11.5 Annual Report

CONTRACTOR shall complete an Annual Report (Exhibit A-26) describing services provided to the THPP-NMD Participants in its care during the prior calendar year.

9.11.5.1 The report shall be emailed in Excel to thpp@dcfs.lacounty.gov and probab12@probation.lacounty.gov by March 1st of each year.

10.0 THPP-NMD PARTICIPANT RECORD KEEPING AND MONITORING

10.1 CONTRACTOR shall monitor and document in TPRF Participant's progress while in THPP-NMD. Nothing in this SOW shall be construed to relieve the CONTRACTOR of maintaining supervision over each THPP-NMD Participant and monitoring their activities to guide them toward responsible adulthood. Some of the specific types of monitoring shall include, but not be limited to, the following:

10.2 Record Keeping

CONTRACTOR shall maintain legible verification of all efforts to obtain TILP and other documents from CSW/DPO and COUNTY supervisors and managers. In the event CSW/DPO is non-responsive, CONTRACTOR shall contact the supervisor of the CSW/DPO. If the supervisor is non-responsive, CONTRACTOR shall contact the supervisor's manager. CONTRACTOR may contact CPM for names and contact information of supervisors and managers, and for assistance, as necessary.

10.2.1 THPP-NMD Participant Record Folder (TPRF)

10.2.1.1 CONTRACTOR shall maintain an accurate, complete, and up-to-date TPRF on each THPP-NMD Participant as required by Title 22, Section 86170, and COUNTY requirements as described herein. These records shall be available for review by the COUNTY at all times.

- 10.2.1.2 The TPRF shall include, but not be limited to, all documents and reports, pertaining to the THPP-NMD Participant and his/her child(ren).
- 10.2.1.3 All records shall be in sufficient detail to permit the COUNTY to conduct an evaluation of the services provided
- 10.2.1.4 The TPRF shall be confidential, kept in a locked file, and made available only to selected CONTRACTOR staff that may require it for case planning.
- 10.2.1.5 CONTRACTOR shall exercise discretion when discussing information in a TPRF. The information released to non-treatment staff shall be limited and focused on the Participant's case planning and facilitation of their progress.
- 10.2.1.6 When a THPP-NMD Participant permanently leaves the THPP-NMD placement, CONTRACTOR shall give any original and photocopied records that belong to a THPP-NMD Participant to the THPP-NMD Participant or to the CSW/DPO.

10.3 Monitoring

10.3.1 Monitoring of Monthly Allowance

- 10.3.1.1 CONTRACTOR may require the THPP-NMD Participants to provide receipts for items purchased with their allowance, as a life skills training.
- 10.3.1.2 CONTRACTORS shall work with THPP-NMD Participant to develop a monthly budget and shall review and discuss this budget with Participant at least monthly.

10.3.2 Monitoring of Participant Clothing and Personal Items

CONTRACTOR shall assist Participant in safeguarding his/her personal items. In instances where Participant is AWOL, on vacation, or incarcerated, CONTRACTOR is responsible for safeguarding his/her personal items for up to 14 business days, and working with the CSW/DPO to get the personal items to the appropriate staff.

- 10.3.2.1 CONTRACTOR shall encourage (provide Clothing Inventory Form and offer to assist) Participant to monitor personal items at least quarterly, using the Clothing Inventory form to ensure s/he has adequate and seasonally appropriate clothing. CONTRACTOR shall document its efforts in the TPRF.

- 10.3.2.2 CONTRACTOR shall coach and train each THPP-NMD Participant to have at least three outfits suitable for employment before transitioning from the THPP-NMD program. CONTRACTOR shall assist THPP-NMD Participant if necessary, in budgeting and purchasing the three required outfits using his/her THPP-NMD monthly clothing allowance.
- 10.3.2.3 When a THPP-NMD Participant has his/her child(ren) placed with him/her, CONTRACTOR shall assist THPP-NMD Participant in monitoring his/her child(ren)'s clothing.
- 10.3.2.4 CONTRACTOR shall encourage (provide THPP-NMD Participant Unit/Furniture form and offer to assist) THPP-NMD Participant to monitor personal items at least quarterly, using the THPP-NMD Participant Unit/Furniture form, and use his/her allowance to purchase/replace personal care and hygiene items, laundry and cleaning supplies, first aid, and linen items such as towels, sheets, blankets, and bedspreads, when they are worn, torn, or frayed beyond repair.
- 10.3.2.5 When THPP-NMD Participant is placed with his/her child(ren), CONTRACTOR shall assist THPP-NMD Participant in monitoring personal care/hygiene and first aid items required for the care of the child.

10.3.3 Monitoring of THPP-NMD Participant's Food Management

- 10.3.3.1 CONTRACTOR shall provide a written plan to the CPM, within 30 business days of execution of this Contract, describing how the availability of food will be monitored for each THPP-NMD Participant, how each THPP-NMD Participant's (and child's, if applicable) dietary needs, including any special needs are met.
- 10.3.3.2 The CONTRACTOR's plan shall include remedies to supply food if the THPP-NMD Participant runs out of food during the month, the plan shall specify if CONTRACTOR will provide supplemental allowance and/or food and/or beverages to the THPP-NMD Participant and his/her child(ren).
 - 10.3.3.2.1 COUNTY will not approve plans that include referring the Participant to a food bank as an option.

10.3.4 Monitoring of Unit Furniture Condition

- 10.3.4.1 CONTRACTOR shall use the THPP-NMD Participant Unit/Furniture Inventory Form (Exhibit A-9) to monitor the condition of the furniture in each Unit on a quarterly basis as

well as when any THPP-NMD Participant enters or leaves the program and/or Unit.

10.3.4.2 The THPP-NMD Participant Unit/Furniture Inventory Form (Exhibit A-9), shall list each item of furniture in the Unit, the condition of each item based upon a physical and visual inspection, and a determination as to whether each item requires replacement or repair.

10.3.4.3 Copies of the THPP-NMD Participant Unit/Furniture Inventory Form (Exhibit A-9) shall be signed and dated by the CONTRACTOR and THPP-NMD Participant, and shall be filed in the TPRF following each quarterly review and/or entry/exit of a THPP-NMD Participant.

10.3.5 Monitoring of THPP-NMD Participant's Communications Costs

10.3.5.1 CONTRACTOR is responsible for supplying Internet service and maintaining telephone service with unlimited nationwide long distance. These services shall be in the name of the CONTRACTOR and not the THPP-NMD Participant.

10.3.5.2 CONTRACTOR's Internet service should have enough data and speed to allow the THPP-NMD Participant to complete educational and employment activities.

10.3.5.3 THPP-NMD Participant shall only be responsible for costs beyond the established baseline charges.

10.3.5.4 CONTRACTOR shall submit a written plan to the CPM, within 30 business days of Contract execution, describing how it will monitor THPP-NMD Participant's telephone and Internet usage, and payment of THPP-NMD Participant's communication costs.

10.3.5.5 If a THPP-NMD Participant's portion of the communications package is more than the maximum amount of \$200 per month, a payment plan shall be made for the THPP-NMD Participant to reimburse the CONTRACTOR.

10.3.5.6 THPP-NMD Participants shall receive a copy of the monthly bill identifying the charges s/he is responsible for prior to remitting payment.

10.3.5.6.1 CONTRACTOR shall also file a copy of the monthly bill in the THPP-NMD Participant's TPRF.

10.3.6 Monitoring of THPP-NMD Participant Chores Related to Unit Upkeep

- 10.3.6.1 CONTRACTOR shall address and document concerns regarding upkeep of the Unit, noted during routine unit checks with the THPP-NMD Participant during case management and develop a plan with the THPP-NMD Participant toward completion/compliance expectations.

10.3.7 Monitoring of THPP-NMD Participant's Medical Treatments, Medications and Therapy.

- 10.3.7.1 The CONTRACTOR shall assist THPP-NMD Participant with the monitoring of his/her medical treatments, medications, and therapy if requested by THPP-NMD Participant.
- 10.3.7.2 The CONTRACTOR shall maintain a Medical Record Folder for each THPP-NMD Participant who requests assistance with monitoring his/her medical/dental care, including medications, and therapy. The folder shall include, but is not limited to, Medication Dispensing Log (Exhibit A-18), copies of all THPP-NMD Participants' medical information, record(s) of medication(s) the THPP-NMD Participant has received, and THPP-NMD Participant's Medication Log (Exhibit A-17) for all medications prescribed.

10.3.8 Monitoring of THPP-NMD Participant's Educational Progress

- 10.3.8.1 CONTRACTOR shall offer and help THPP-NMD Participants who qualify as THPP-NMD Participant due to an education participation condition to receive the necessary services that will facilitate the THPP-NMD Participant's enrollment in school fulltime (HSD/GED), as defined by the educational institution, or at least halftime (postsecondary).
- 10.3.8.2 The following only applies to THPP-NMD Participants who are working towards obtaining their high school diploma or GED certificate.
 - 10.3.8.2.1 CONTRACTOR, with permission from the THPP-NMD Participant, shall contact each THPP-NMD Participant's school counselor at least monthly to discuss the THPP-NMD Participant's current high school credits and achievement level.
 - 10.3.8.2.2 CONTRACTOR, with permission from the THPP-NMD Participant, shall request assistance from THPP-NMD Participant's school teachers in providing

appropriate homework and education enrichment activities to assist the THPP-NMD Participant in completion of high school requirements and postsecondary education planning.

10.3.8.2.3CONTRACTOR, with permission from the THPP-NMD Participant, shall contact each THPP-NMD Participant's school to obtain school records, and place these records in the TPRF. Each THPP-NMD Participant's school credit record and CONTRACTOR's assessment of the credits shall be available for review by the COUNTY upon request.

10.3.8.2.4Educational activities encompass a variety of areas related to the individual needs of the THPP-NMD Participant and should build on the THPP-NMD Participant's strengths. Some activities may relate to completion of homework, leadership training, volunteering in the community, participating in school based organizations/unions/clubs, improvement in school achievement, improvement in school attendance/behavior, etc.

10.3.8.2.5CONTRACTOR shall also ensure that each THPP-NMD Participant is properly represented by CONTRACTOR's Social Worker, or another appropriate staff responsible for the THPP-NMD Participant, in school-parent meetings, open houses, etc. in accordance with the educational case plan developed by CSW/DPO.

10.3.8.2.6CONTRACTOR shall also ensure that services and supports are offered to meet the needs of the THPP-NMD Participant as defined in the THPP-NMD Participant case plan.

10.3.8.2.7CONTRACTOR shall encourage each THPP-NMD Participant to spend at least two hours each day including weekends, if necessary, to complete homework assigned by the THPP-NMD Participant's school.

10.3.8.2.8CONTRACTOR shall provide resources for tutoring and/or a mentor for each THPP-NMD Participant to promote to the extent feasible that the THPP-NMD Participant maintains at least a "C" grade point average while attending school.

10.3.8.2.9 CONTRACTOR shall provide the above assistance to THPP-NMD Participants who are experiencing academic challenges/difficulties and to THPP-NMD Participants who are attending postsecondary institutions, if THPP-NMD Participant requests assistance.

10.4 Discharge and Removal of a THPP-NMD Participant

For co-leasing THPP-NMD Participants, see Exhibit A-5.

Unless a THPP-NMD Participant is at risk, a risk to others, or in imminent danger, CONTRACTOR shall use due diligence to stabilize such situations that might lead to the discharge of a THPP-NMD Participant from the THPP-NMD program.

10.4.1 CONTRACTOR shall use progressive discipline, as indicated below, when considering the non-emergent discharge of a THPP-NMD Participant.

10.4.1.1 CONTRACTOR shall convene **case conferences** with THPP-NMD Participant, agency staff and CSW/DPO to discuss concerns regarding the THPP-NMD Participant's compliance with the program requirements and to inform THPP-NMD Participant that s/he is at risk of being discharged.

10.4.1.2 CONTRACTOR shall convene **staffing meetings** with agency staff and CPM or designee to discuss concerns regarding the THPP-NMD Participant's compliance with the program requirements and to discuss options to help THPP-NMD Participant remain in the program.

10.4.1.3 CONTRACTOR shall convene **stabilization meetings** with THPP-NMD Participant, agency staff, CSW/DPO and CPM or designee to discuss concerns regarding the THPP-NMD Participant's progress in the program and to develop a stabilization or transition plan for THPP-NMD Participant.

10.4.1.3.1 The stabilization plan is only effective for 30 business days and only covers the issue(s) discussed at the meeting.

10.4.1.3.1.1 On a case by case basis, the stabilization plan may be extended for an additional 14 business days.

10.4.1.3.2 CONTRACTOR shall convene another stabilization meeting to discuss new issues, or to develop a

transition plan if the stabilization plan has expired and Participant remains non-compliant.

10.4.2 CONTRACTOR shall verbally notify the CPM or designee and CSW/DPO immediately if CONTRACTOR believes an emergent discharge of a THPP-NMD Participant is necessary.

10.4.2.1 If a THPP-NMD Participant is removed under emergency circumstances, CONTRACTOR shall follow the procedures in Subsection 8.4.4 and inform the THPP-NMD Participant, CSW/DPO, CPM or designee, and CCL that the THPP-NMD Participant shall be or has been removed from the THPP-NMD.

10.4.3 CONTRACTOR shall document in the TPRF any verbal conversations with the THPP-NMD Participant's CSW/DPO, including the date, time, CSW/DPO name(s), and a detailed summary of the problem. If the situation can be resolved without an emergent discharge, the CONTRACTOR shall schedule a stabilization meeting.

10.4.4 The CONTRACTOR shall notify the CPM or designee, CSW/DPO and THPP-NMD Participant at least three (3) business days in advance to participate in the meeting. The COUNTY and CONTRACTOR shall agree on the outcome or resolution to the problem.

10.4.5 CONTRACTOR shall submit a written follow-up of the agreed upon outcome to the THPP-NMD Participant, CSW/DPO, and CPM or designee within seven (7) business days after resolution of the situation.

10.4.6 If the CONTRACTOR determines that situations that might lead to the discharge of a THPP-NMD Participant from the THPP-NMD program cannot be resolved or that the THPP-NMD Participant cannot be stabilized, CONTRACTOR shall contact CPM or designee explaining efforts made to stabilize THPP-NMD Participant to prevent loss of placement.

10.4.6.1 If CPM or designee agrees that such situations cannot be resolved, CONTRACTOR shall provide a seven (7) calendar day written notice to the THPP-NMD Participant, CSW/DPO, CCL, and CPM or designee requesting that the THPP-NMD Participant be removed from the THPP-NMD Program before the seven (7) calendar days have expired.

10.4.6.1.1 The notification shall state the reason for discharge, with specific facts about any circumstance or event that resulted in the pending discharge of the THPP-NMD Participant.

10.4.6.1.2 CONTRACTOR shall verbally inform THPP-NMD Participant of his/her right to file a grievance in accordance with CONTRACTORS Grievance Policy as specified in its THPP-NMD Plan of Operation. Additionally, CONTRACTOR shall attach a copy of the Grievance Policy, including any necessary forms to THPP-NMD Participant's copy of the seven (7) calendar day notice.

10.4.6.1.3 CONTRACTOR shall verbally inform THPP-NMD Participant of his/her right to file an Advocacy Review request, and provide THPP-NMD Participant with the Advocacy Review Form (Exhibit A-22).

10.4.6.2 If the CPM or designee disagrees with the CONTRACTOR to provide a seven (7) calendar day notice, a stabilization meeting shall be scheduled with the CPM or designee, THPP-NMD Participant, CSW/DPO and CONTRACTOR to ascertain if the placement can be maintained under specific conditions.

10.4.7 CONTRACTOR shall contact the appropriate agency listed below if CONTRACTOR determines that a removal must occur after normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) or on COUNTY holidays.

- a) For THPP-NMD Participants, CONTRACTOR may contact the Child Protection Hotline at (800) 540-4000.
- b) For THPP-NMD Participants who are referred under W&IC 450 – Transition Jurisdiction, CONTRACTOR should call nearest Psychiatric Emergency Team's Mental Evaluation Team police or Sheriff agency or 911, when a THPP NMD Participant is a danger to self or others.

10.4.8 CONTRACTOR shall also immediately notify the CPM or designee and CSW/DPO when THPP-NMD Participant needs to be removed after hours and/or on COUNTY observed holidays.

10.4.8.1 The CPM or designee will provide the CONTRACTOR a list of holidays observed by COUNTY upon execution of this Contract.

10.5 If a THPP-NMD Participant becomes incarcerated while placed in the program, CONTRACTOR shall notify CSW/DPO and CPM or designee immediately. Further, should THPP-NMD Participant remain incarcerated beyond the arraignment hearing, CONTRACTOR shall consult with CPM or designee regarding terminating THPP-NMD Participant from program.

11.0 THPP-NMD PARTICIPANT PERFORMANCE EVALUATION AND ASSESSMENT

11.1 Entry Assessment

Upon placement of a THPP-NMD Participant, CONTRACTOR shall ensure each THPP-NMD Participant completes an Entry Assessment (Exhibit A-29). CONTRACTOR shall file the completed Entry Assessment in the TPRF and attach a copy to the initial progress report.

11.2 Casey Life Skills Assessment

Contractor shall ensure that each THPP-NMD Participant takes the Casey Life Skills Assessment (Exhibit A-30), or other COUNTY approved assessment, within 45 business days of admission and annually within 45 business days of THPP-NMD Participant's entry date anniversary thereafter to measure the THPP-NMD Participant's progress in the THPP-NMD program.

11.2.1 CONTRACTOR shall have the THPP-NMD Participant complete the assessment online at (<http://lifeskills.casey.org/>) and incorporate the assessment results into the THPP-NMD Participant's goals and training.

11.2.2 CONTRACTOR shall attach THPP-NMD Participant's initial automated Casey Life Skills Assessment report to Initial Report, and provide annual reassessment to CPM within 45 business days of entry date anniversary.

11.3 Exit Assessment

11.3.1 CONTRACTOR shall ensure each THPP-NMD Participant, when exiting the THPP-NMD program completes an Exit Assessment (Exhibit A-31).

11.3.2 CONTRACTOR shall attach Exit Assessment to THPP-NMD Participant's Termination Report.

11.4 Aftercare Follow-up and Tracking

11.4.1 CONTRACTOR shall have a plan to track and maintain contact with THPP-NMD Participants for two years following the THPP-NMD Participant's exit of the THPP-NMD program.

11.4.2 CONTRACTOR shall submit its Aftercare Follow-Up Plan to CPM within 30 business days of the execution of this Contract.

11.4.3 CONTRACTOR shall utilize the Aftercare Contact Form (Exhibit A-36) to track and thoroughly document contact with the former THPP-NMD Participant.

11.4.4 CONTRACTOR shall contact former THPP-NMD Participants at 90 days, 180 days, and every six months thereafter up to 24 months.

11.4.5 CONTRACTOR shall document at least two attempts to contact former THPP-NMD Participants at each interval, including the outcome of the attempts and methods used (i.e. telephone, mail, social media, etc.).

11.4.6 CONTRACTOR shall make at least attempts via two different communication methods (i.e. telephone, email, U.S. mail etc.) to contact THPP-NMD Participants at each interval.

11.4.7 CONTRACTOR shall offer assistance whenever possible to former THPP-NMD Participants.

11.4.8 CONTRACTOR shall document the assistance requested, offered, and/or provided.

11.4.9 CONTRACTOR shall submit its Aftercare Follow-Up Reports to CPM quarterly (Jan 15th, April 15th, July 15th, and Oct 15th).

11.5 Success Stories

11.5.1 On an annual basis, and by March 1st of each year, CONTRACTOR shall report to the CPM, in writing and, if possible, include additional legible documentation such as copies of certificates, awards, or newspaper articles, on current/former THPP-NMD Participants that have achieved personal or professional goals/achievements for which the CONTRACTOR may be directly or indirectly responsible.

11.5.2 Such goals/achievements include, but are not limited to, THPP-NMD Participant's acknowledgement for achievements by schools, community recognition/awards or employment recognition, receiving educational/vocational scholarships, promotions, obtaining a postsecondary or vocational degree/certificate, completing an apprentice program, etc.

12.0 QUALITY ASSURANCE AND FAILURE TO PERFORM

12.1 Within 30 business days following the execution of this Contract, CONTRACTOR shall provide CPM with a Quality Assurance Plan (QAP), which will address how CONTRACTOR will meet all its requirements under this Contract.

12.2 CONTRACTOR shall incorporate the use of Attachment I, Performance Requirements Summary, in its QAP and include a plan to ensure uninterrupted service in the event of a strike by either party's employees or other potential disruption in service.

- 12.3 CONTRACTOR shall provide a copy of its QAP to the CPM as changes occur, and shall maintain documentation of its scheduled (quarterly or semi-annual) monitoring and evaluation activities.
- 12.4 CONTRACTOR shall: 1) immediately notify CPM of any difficulty, problem, or incidents which may impact or delay the progress or completion of work; and 2) work with CPM to resolve any issues that emerge regarding CONTRACTOR performance and to avoid further problems.
- 12.5 The CPM or other authorized personnel will monitor CONTRACTOR performance in accordance with Part II, Section 24.0, COUNTY Quality Assurance Plan, of the Contract, and Attachment I, Performance Requirements Summary.
- 12.6 In the event the COUNTY deems that CONTRACTOR is not satisfying its responsibilities contained in this Contract or that CONTRACTOR's work is fails to comply with the provisions of this SOW, the CPM shall notify the CONTRACTOR in writing of the improvements needed.
- 12.7 The CPM may request a Corrective Action Plan (CAP). The CPM shall specify the problems that have been identified and the improvements needed, together with a time frame for the CONTRACTOR to take corrective action(s).
- 12.8 The COUNTY reserves the right to terminate this Contract with the CONTRACTOR for cause if the CONTRACTOR cannot or will not make the improvements required and/or included in the CPM's response to CONTRACTOR's CAP.
- 12.9 CONTRACTOR shall respond to the CPM in the time period specified, regarding the specific corrective actions the CONTRACTOR has taken.

13.0 SITE INSPECTIONS

- 13.1 COUNTY will conduct annual site inspections to confirm that Units have the minimum required items, items are in good and usable condition, and to assess the living Unit for health and safety compliance.
- 13.2 Priority will be given to newly acquired Units, and Units that had prior findings.
- 13.3 COUNTY reserves the right to inspect up to 100 percent of CONTRACTORs THPP-NMD Units.
- 13.4 COUNTY will provide site inspection tool to CONTRACTOR in advance of site inspections.
- 13.5 CONTRACTOR will have an opportunity to rectify initial deficits before COUNTY prepares a final site inspection report.

- 13.6 CONTRACTOR shall provide a CAP when the final site inspection report contains findings.

14.0 PERFORMANCE OUTCOME GOALS

- 14.1 Safety: THPP-NMD Participants shall reside in a safe environment and be free from abuse and neglect.
- 14.2 Well Being/Self-Sufficiency: THPP-NMD Participants will attain increased educational, employment and life skills to maintain their independence after foster care. They will also maintain their NMD participation condition.

PART C – SERVICE TASKS TO ACHIEVE PERFORMANCE OUTCOME GOALS

PART C – SECTION 1.0 – SAFETY

PERFORMANCE OUTCOME SUMMARY – SAFETY		
PERFORMANCE OUTCOME GOALS: THPP-NMD Participants shall reside in safe environments and be free from abuse and neglect.		
Outcome Indicators	Performance Targets	Data Collection
Safe, Clean, appropriately maintained living arrangement	100 percent of THPP-NMD Participant units will be in accordance with Contract expectations.	Site Inspections; Technical Reviews; iTrack
Substantiated allegations of abuse and/or neglect	A zero (0) percent tolerance of substantiated abuse and/or neglect allegations.	CWS/CMS; iTrack
Units approved by CCL and certified by Contractor	100 percent rate of Contractors will have a current and valid THPP-NMD license and Certificate of Compliance for each site while providing THPP-NMD services for the County.	CCL Facility Evaluation Report, License; Certificates of Compliance, Technical Review
Criminal clearances, training and certification for all staff and volunteers	100 percent of Contractor's staff/volunteers will have background clearances, training, etc., and be certified by the CONTRACTOR prior to having contact with THPP-NMD Participants.	Contractor's Certification Letter, Technical Review
Annual medical and dental examinations	100 percent of THPP-NMD Participants will have a current health/education passport or similar record; or will have case documentation confirming CONTRACTOR encouraged Participant to obtain annual examinations.	DCFS 561 (a & b) Participant Reports; Technical Reviews

PART C – SECTION 2.0 – WELL-BEING/SELF-SUFFICIENCY

PERFORMANCE OUTCOME SUMMARY – WELL-BEING/SELF SUFFICIENCY		
PERFORMANCE OUTCOME GOALS: THPP-NMD Participants shall attain increased educational, employment, and life skills to maintain their independence after foster care. They will also maintain their NMD participation condition.		
Outcome Indicators	Performance Targets	Data Collection
THPP-NMD Participation Condition (Attachment III)	100 percent of THPP-NMD Participants will have an identified NMD condition documented in their case files.	Technical Reviews
Progress Toward Identified THPP-NMD Conditions #1-4	<p><u>1) Completing HSD or GED</u></p> <p>75 percent or 10 percent increase of preceding year THPP-NMD Participants, whichever is less, will complete high school or an equivalent program.</p> <p><u>2) Enrolled in post-secondary or vocational institution</u></p> <p>75 percent or 10 percent increase of preceding year THPP-NMD Participants, whichever is less, will be enrolled in college or vocational education program at least part-time.</p> <p><u>3) Removing barriers</u></p> <p>75 percent or 10 percent increase of preceding year THPP-NMD Participants, <u>whichever is less</u>, will have no barriers in employment</p>	<p>THPP-NMD Participant and Annual Reports</p> <p>Technical Reviews</p>

	<p>attainment.</p> <p><u>4) Employed at least 80 hrs per month</u></p> <p>75 percent or 10 percent increase of preceding year THPP-NMD Participants, <u>whichever is less</u>, will be employed at least 80 hours per month.</p>	
Documented THPP-NMD Medical Condition #5	100 percent of THPP-NMD Participants will have a reason for medical exemption documented in their case files.	Technical Reviews
Monthly Life Skills Training	100 percent of THPP-NMD Participants will be offered life skills training.	THPP-NMD Participant Reports and; Technical Reviews
Individualized Training	100 percent of THPP-NMD Participants with an identified need will be offered individualized training.	THPP-NMD Participant Reports and Technical Reviews
Identified Permanent Adult Connection	75 percent of THPP-NMD Participants will have an identified permanent adult connection, or have been linked to a mentoring program, upon exit from the THPP-NMD.	THPP-NMD Participant Reports, and Technical Reviews
Housing	51 percent of THPP-NMD Participants shall transition to affordable or stable housing, i.e. own apartment, transition in place, college housing, or SILP.	Termination Reports, Technical Reviews

PERFORMANCE REQUIREMENTS SUMMARY

#	Required Services	Performance Standard	Monitoring Method	Remedies for Non-Compliance
1	Monitoring of each THPP-NMD Participant's progress.	100% of the THPP-NMD Participant receive ongoing monitoring and supervision	County will monitor the CONTRACTOR's performance by reviewing records, interviewing personnel and THPP-NMD Participants, or convening meetings to ensure its compliance with the Contract and the delivery of services.	<p>The CPM may request a Corrective Action Plan as outlined in SOW, Section 12.0.</p> <p>Failure to meet the performance standard could result in a program review and implementation of an administrative remedy(ies) as outlined in Attachment M.</p>
2	Maintaining accurate, complete, and current THPP-NMD Participant folders for each THPP-NMD Participant.	100% of the THPP-NMD Participant have THPP-NMD Participant folders		
3	Providing educational, employment, and other support to assist with completion of the TILP goals.	100% of THPP-NMD Participant TILPs will have provider input.		
4	Providing a monthly allowance.	100% of the THPP-NMD Participant receive monthly allowances		

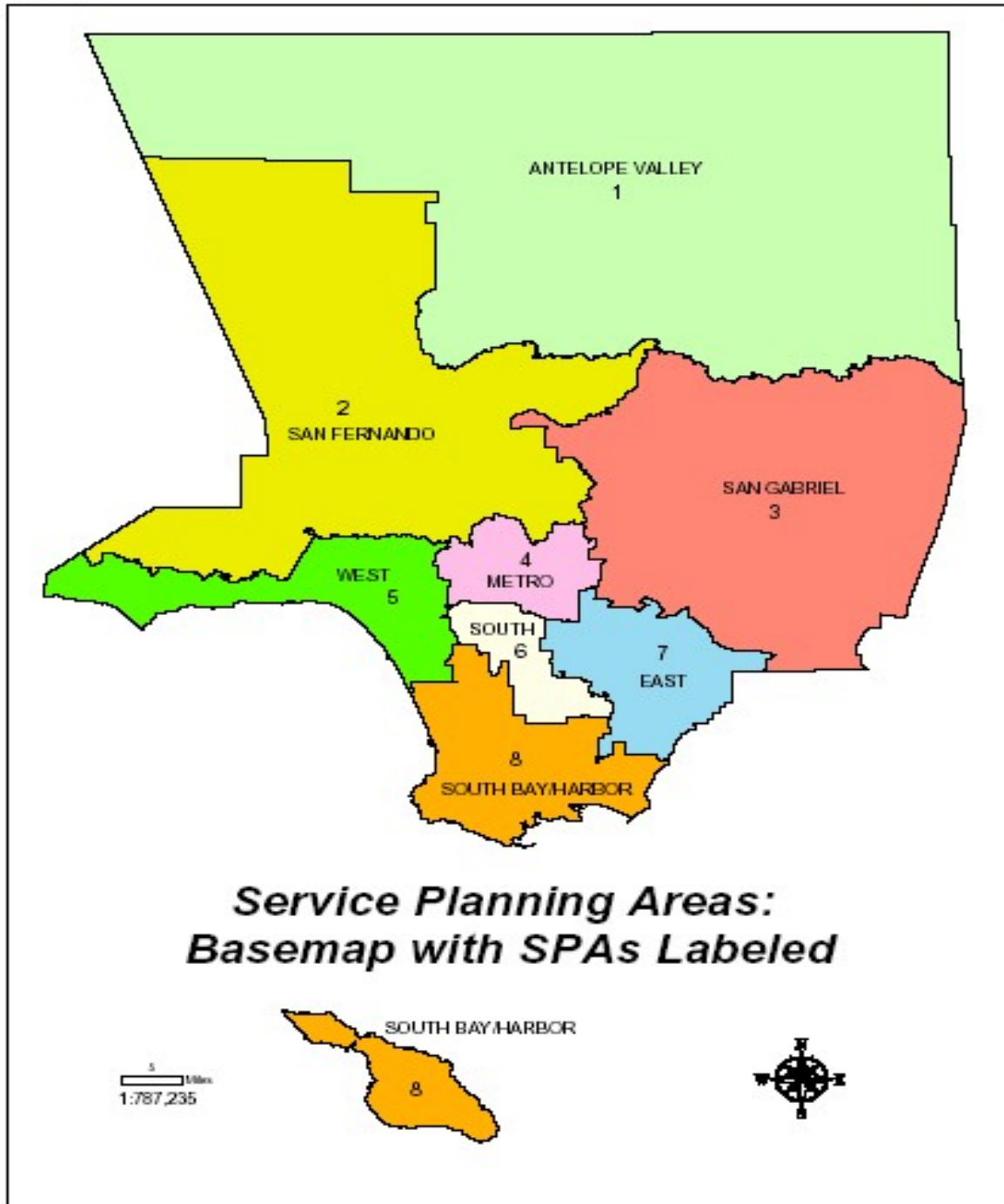
PERFORMANCE REQUIREMENTS SUMMARY

#	Required Services	Performance Standard	Monitoring Method	Remedies for Non-Compliance
5	Providing at least 240 minutes of life skills workshops monthly or have a written exception from CSW/DPO for fewer minutes.	100% of the THPP-NMD Participant will be offered life skills training	County will monitor the CONTRACTOR's performance by reviewing records, interviewing personnel and THPP-NMD Participants, or convening meetings to ensure its compliance with the Contract and the delivery of services.	The CPM may request a Corrective Action Plan as outlined in SOW, Section 12.0. Failure to meet the performance standard could result in a program review and implementation of an administrative remedy(ies) as outlined in Attachment M.
6	Submitting reports to the County Program Manager for each THPP-NMD Participant	CONTRACTOR shall ensure that reports are submitted for 100% of the THPP-NMD Participant		
7	Depositing funds from monthly allowance into an agency interest bearing savings account for each THPP-NMD Participant.	CONTRACTOR shall ensure funds are deposited for 100% of the THPP-NMD Participant		
8	Ensuring that all housing sites are in compliance and maintained.	CONTRACTOR shall maintain 100% of the housing sites		

SPA/MAP



Los Angeles County
Department of Children and Family Services



EXTENDED FOSTER CARE DEFINITIONS OF THE FIVE PARTICIPATION CONDITIONS:

A non-minor dependent shall meet the eligibility standard for Extended Foster Care (EFC) or a non-minor former dependent for extended payment benefits for Adoption Assistance Program (AAP) or Kinship Guardianship Assistance Payment Program (Kin- GAP) by participating in at least one of the following five conditions. The non-minor dependent's plan of participation shall be described in his or her Transitional Independent Living Case Plan shall include a written description of the services that will help the non-minor dependent which provides the basis for the six month certification of eligibility made by the placing agency's case manager to the eligibility worker and the court. During the six month certification period, the non-minor dependent shall report to his or her worker any changes in the participation plan and they shall work together collaboratively to ensure ongoing eligibility as the non-minor dependent assumes increasing levels of responsibility and independence.

"Transitional Independent Living Case Plan" is the non-minor dependent's case plan, updated every six months, that describes the goals and objectives of how the non-minor will make progress in the transition to living independently and assume incremental responsibility for adult decision making, the collaborative efforts between the non-minor and the social worker, probation officer, or Indian tribe and the supportive services as described in the Transitional Independent Living Plan (TILP), which is part of the case plan, to ensure active and meaningful participation in one or more of the participation conditions.

To the extent possible, verification for all 5 conditions should be obtained in the manner that respects the non-minor dependent's privacy and the confidentiality of their foster care status by enabling the non-minor dependent to utilize whatever verification the employer or internship commonly provides and without asking the non-minor to obtain any special documentation that may impinge on his/her privacy.

(1) Completing secondary education or a program leading to an equivalent credential.

In order to satisfy the criteria of completing secondary education, the non-minor dependent must be enrolled in a secondary school or a program leading to an equivalent credential. Enrollment can be in a public high school, charter high school, an alternative high school, a nonpublic school, adult education classes, or any other course of study leading towards completion of a high school diploma, General Equivalency Degree, High School Proficiency Certificate, or High School Completion Certification. Enrollment is deemed continuous during any summer or other scheduled break in the school program.

A non-minor dependent who is participating in special education activities as described in his/her Individualized Education Plan (IEP) is deemed to be in compliance with this participation condition.

Verification of enrollment can be satisfied by requesting that the Participant provide proof of enrollment that indicates the courses that the student is enrolled in. Acceptable documentation

could include, but is not limited to, an unofficial transcript; an electronic copy of the non-minor dependent's current course schedule, or a letter from the institution or other similar documentation.

Examples of How a Non-Minor Dependent Meets Requirement for Completing High School or Secondary Education

In order to be considered participating in a program that is leading towards completion of a high school or secondary education, the youth can be doing one of the following (including but not limited to):

1. Independent study
2. Nonpublic School
3. Public High School
4. Home Schooling
5. Private High School
6. Alternative High School/Continuation School
7. Special Education Classes
8. Adult School (to complete GED)

(2) Enrolled in an institution which provides postsecondary or vocational education.

In order to satisfy the criteria of enrollment in an institution which provides post-secondary or vocational education a non-minor dependent must be enrolled at least half-time. In most institutions, including the California public college and university systems, this will consist of enrollment in at least six semester course units or quarter course equivalent. In some cases a different standard of tracking enrollment may be utilized by an institution, such as some vocational courses which define enrollment in "clock hours" rather than credits, and the half-time standard should be applied accordingly.

Further, satisfaction of the enrollment requirement does not require formal admission to an institution and includes situations where a student is enrolled in individual courses without being enrolled in the institution, such as University extension courses. Courses taken at any institution which is licensed to operate in the State of California, or taken at a comparable institution located or licensed to operate in another state, shall count towards the participation requirement. Non-minor dependents can take coursework at multiple institutions to equal the half-time standard.

If a non-minor must take remedial courses as a pre-requisite to enroll in standard general education coursework, these courses are also eligible even if they do not meet the standard amount of units as other coursework (three units per class). In these cases, the part-time equivalent of two courses would apply and qualify the non-minor as meeting the postsecondary education requirements.

This provision also applies to Participants on a summer or other scheduled school breaks or who are awaiting admissions determinations or pending enrollment in courses. Official school breaks do not disqualify youth from meeting the eligibility criteria.

Participants who are enrolled in post-secondary education or vocational training at less than half time, but in at least one course, do not qualify under this participation condition, but can qualify for EFC benefits under participation condition #3 (an activity designed to promote, or remove barriers to employment).

Additionally, if a student drops courses mid-term (whether considered voluntary or involuntary) this shall not result in automatic disqualification from EFC benefits. The non-minor dependent should be given a reasonable amount of time to start participation in a different participation condition. Participation in condition #3 is the best option to transition a non-minor dependent into another participation condition or to bridge the gap if he/she wants to enroll in classes again the next semester.

Verification of enrollment at a post secondary or vocational institution can be made by requesting that the Participant provide proof of enrollment that indicates the credit and non-credit courses that the student is enrolled in. Acceptable documentation could include, but is not limited to, an unofficial transcript, an electronic copy of the student's current course schedule, or a letter from the institution or other similar documentation. Official transcripts are not required.

Examples of How a Non-Minor Dependent Meets the Postsecondary Education/ Training Requirements:

Eligible Institutions:

Eligible Institutions include, but are not limited to:

- All public postsecondary systems in California (Community College, California State University and University of California);
- All public postsecondary systems outside of California (Community Colleges and Universities);
- Schools approved by the Bureau for Private Postsecondary Education;
- Schools accredited through the Western Association of Schools and Colleges;
- Schools approved or accredited through a similar body in another state;
- Courses taken through correspondence or on-line studies that are affiliated with a licensed institution count towards the participation requirement.

Unavailable Coursework

If a non-minor dependent is unable to enroll in any coursework due to required classes being full, participation condition # 3 should be used for supporting the non-minor dependent until the non-minor dependent can enroll in the next available semester. Additionally, if a non-minor dependent is only able to enroll in one course and does not meet the part-time requirement,

the non-minor dependent is eligible under participation condition #3 and this should be documented on the Transitional Independent Living Case Plan if it is not already listed as a back-up plan.

Impact of Dropping Courses

If a student drops courses mid-term (whether considered voluntary or involuntary), this shall not result in automatic disqualification from AB12 benefits. If this happens, it is best to use the back-up plan of participation condition #3. If the non-minor dependent does not wish to do this then the court must review the circumstances surrounding the student's decision to determine if the non-minor dependent can maintain eligibility until there is opportunity to re-enroll in the following term. There are many factors that may result in failing to complete courses in which they enrolled. Circumstances that would be considered as extenuating factors could include, but are not limited to:

- a. The student has learning disabilities or mental health issues (diagnosed or undiagnosed) that prevented the student from successfully completing the coursework.
- b. A personal or family emergency, such as the loss of housing, family illness, medical emergency, or intervention by the young person's family of origin interfered with the student's ability to complete coursework.
- c. A lack of affordable childcare interfered with the student's ability to attend classes or complete coursework.
- d. The courses in which the student enrolled were inappropriate for his/her skill level and the student must first take remedial classes or access tutoring services in order to successfully complete college level coursework.
- e. A delay in financial assistance or other financial hardship presented a barrier to completing coursework.

(3) Participating in a program or activity designed to promote, or remove barriers to employment.

A program or activity designed to promote, or remove barriers to employment is an individualized program based on a youth centered assessment of skills and needs. These activities could be self-directed, completed in conjunction with a non-minor dependent's caregiver or social worker, or part of an organized program. Unpaid employment, internships, volunteer activities, vocational rehabilitation or participation in a substance abuse program also meet this participation condition.

A non-minor dependent shall be deemed participating in a program or activity designed to promote, or remove barriers to employment as long as the youth is working toward meeting goal(s) in his/her Transitional Independent Living Case Plan by participating in an Independent

Living Program activity or a program that moves the youth forward in reaching a goal on his/her TILP. See Attachment C for sample activities.

A non-minor dependent who is meeting eligibility requirements solely through this participation condition should be working toward developing skills that will help him/her to transition to the education or employment participation condition to ensure that he/she is adequately prepared to transition to independence at the end of his/her time in EFC. This participation condition is intended to help bridge gaps in a non-minor dependent's readiness for achieving more responsibility in college, vocational school or employment. For non-minor dependent's meeting eligibility solely through this requirement, at the six month certification period it should be considered if the non-minor dependent can successfully move to another eligibility condition.

This participation condition should always be used as a back-up plan for the non-minor dependent's TILP in case the non-minor dependent intentionally or unintentionally experiences a break in participation in an educational or employment activity part way through the six month eligibility certification period. For example, the non-minor dependent quits his/her job but does not have other employment lined up.

For a non-minor who is re-entering foster care after a break, the initial meeting with the social worker to select the participation activity satisfies the requirement of removing barriers to employment. However, the non-minor must begin participating in the activity within a reasonable amount of time after Re-Entry.

Verification for this condition will vary depending on the activity that non-minor dependents are participating in. A certificate of completion for a class or training is sufficient for more formal or structured programs. However, as this category is very broad, verification can also be as flexible as documentation in a case manager's notes when the NMD shows the case manager a revised resume or discusses the outcome of job searches and/or interviews.

Examples of Programs and Activities Designed to Promote or Remove Barriers to Employment

The program or activities designed to remove barriers to employment that the youth participates in may include, but not be limited, to:

- job skill classes/training;
- distance learning;
- on-line tutorials;
- job shadowing;
- mentoring;
- volunteering;
- internship and apprenticeship;
- resume/interview skills classes/training;
- career exploration classes/training/programs;
- dress/hygiene/health care management classes/training/;
- counseling/therapy;

- social skills classes/training/programs;
- anger management classes/training/programs;
- substance abuse treatment;
- mental health treatment,
- domestic violence/date violence programs,
- teen parent classes or programs,
- navigating public transportation,
- registering and participating with the OneStop,
- budget and money management classes/training/programs,
- driver's education,
- enrolled in ILP or participating in ILP,
- Workforce Investment Act case management,
- Enrollment in at least one course at college or a vocational program for credit or non- credit,

Non-credit courses which count towards the participation requirement include, but are not limited to, the following classifications of courses:

- o Basic Skills
 - o Developmental or Remedial Education
 - o English as a Second Language (ESL) courses
 - o College and Career Planning or College Success Skills Courses
 - o Workforce Preparation Courses
 - o Education Programs for Persons with Substantial Disabilities o
 - Home Economics Careers and Technology
 - o Not-for-credit Vocational Programs
 - o Courses taken through University of California Extension or Cal State Open University
- Other such activities designed to promote or remove barriers to employment.

(4) Employed for at least 80 hours per month.

In order to satisfy the criteria of employed for at least 80 hours a month a non-minor dependent must be engaged in full or part time employment activities which includes, but is not limited to paid internships, apprenticeships, Ticket to Work (for individuals receiving Supplemental Security Income), or work study programs. The non-minor dependent can be engaged in a combination of paid employment activities at one or more places of employment in order to meet the 80 hours a month requirement. As long as the non-minor dependent is scheduled to work at least 80 hours a month, he/she shall be deemed to meet this participation condition even if the non-minor dependent does not actually work that number of hours due to holidays, illness, approved vacation (by employer) or other circumstances beyond the Re-Entry Youth's control. Any earned income shall be disregarded for purposes of eligibility determination as specified in the non-minor dependent's TILP.

Verification of employment for at least 80 hours per month may include, but not be limited to, providing a copy the non-minor dependent's work schedule, pay stubs, a statement of

hiring from the employer, or a statement of acceptance from the apprenticeship or internship program.

Examples of Resources and Work Programs

1. Job Corps
2. VISTA
3. Workforce Investment Boards
4. One Stops
5. Ticket to Work

(5) Incapable of doing any of the activities described in subparagraphs (1) to (4), inclusive, due to a medical condition, and that incapability is supported by regularly updated information in the case plan of the non-minor dependent.

In order to satisfy the eligibility criteria set forth in W&IC Section 11403 (b)(5), two determinations must be made. First, a non-minor dependent must have a “medical condition.” Second, the medical condition must render the minor incapable of doing any of the activities described in subparagraphs (1) to (4). A “medical condition” is a physical or mental state that limits a non-minor dependent’s ability to participate in any of the activities described in subparagraphs (1) through (4), as verified by a healthcare practitioner. A healthcare practitioner is defined as any individual provider who is licensed or otherwise authorized by the state, county or city in which the provider is located to provide services related to physical or mental health. If a non-minor dependent does not undertake remedial measures to treat a verified medical condition, he or she will still be deemed to have a qualifying medical condition under this subparagraph.

A non-minor dependent is deemed “incapable of doing any of the activities described in subparagraphs (1) to (4)” if he or she cannot consistently meet the criteria of subparagraphs (1) to (4) due to the documented medical condition.

Verification that a non-minor dependent cannot consistently meet the full requirements of subparagraphs (1) to (4) can be satisfied by written documentation by a healthcare practitioner which explains that one of the reasons that the non-minor is unable to meet the criteria of subparagraphs (1) to (4) is because he or she has a “medical condition” as defined in this subsection. A non-minor dependent who is eligible for a disability program including, but not limited to, Supplemental Security Income, Social Security Disabled Adult Child benefits, State Disability Insurance, or Regional Center Services, may have a medical condition that fits under this participation condition if the medical condition renders him/her incapable of participating in an education plan to complete high school (or equivalent), attend college or vocational school at minimum part-time or maintain part-time employment.

The non-minor dependent is deemed eligible for extended benefits under this section upon a verification of eligibility for such a condition. Verification of disability benefits status may include an award letter, notice of action or copy of the check or benefit identification card.

The non-minor dependent, unless incapable, is responsible for obtaining and providing the social worker or probation officer with one of the following: (1) the written verification from a healthcare practitioner stating that the non-minor dependent has a medical condition and that he or she cannot consistently meet the full requirements of subparagraphs (1) to (4) or (2) the verification of the non-minor dependent's disability benefits status. If the non-minor dependent is incapable of obtaining verification the caregiver or social worker will need to assist the non-minor or obtain the verification.

Note: These definitions were developed collaboratively with CDSS, CWDA, sponsors of AB 12, county representatives and stakeholders.