



County of Los Angeles
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September 17, 2026

To: Prospective Proposers and Interested Parties

From: 
Leticia Torres-Ibarra, Division Manager
Contracts Administration Division

ADDENDUM NUMBER ONE TO PREVENTION & AFTERCARE REQUEST FOR PROPOSALS NO. 25-0062

Addendum Number One is issued by the County of Los Angeles Department of Children and Family Services to all holders of Prevention and Aftercare for Proposals (RFP) No. 25-0062. Addendum Number One amends sections in the RFP as provided below. Changes only apply to referenced sections and/or subsections that are amended or deleted; all other sections remain in full effect.

A prospective Proposer's failure to address the requirements of this Addendum Number One may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County.

Changes to wording in RFP sections in this Addendum Number One include both deletions and additions. Deletions are indicated as strikeouts (~~strikeouts~~) and additions are underlined (underlined).

Following the discussion of the RFP section revisions, the basic attachments to this Addendum Number One include:

Attachment I	Responses to Proposers' Questions
Attachment II	RFP Required Form - Exhibit 13
Attachment III	Statement of Work (SOW) Technical Exhibit 1
Attachment IV	SOW Technical Exhibit 2
Attachment V	SOW Technical Exhibit 3
Attachment VI	SOW Technical Exhibit 4

Attachment VII	SOW Technical Exhibit 5
Attachment VIII	SOW Technical Exhibit 6
Attachment IX	SOW Technical Exhibit 7
Attachment X	SOW Technical Exhibit 8

RFP section revisions are listed in sequential order as they appear in the document:

- I. RFP, Section 1.0, **SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS**, has been amended to read as follows:

Minimum Mandatory Requirements (MMRs)	6. Minimum qualifications to provide P&A to American Indian and Native Alaskan communities, in addition to subsections 4.1 through 4.4 <u>4.5</u>: 7. Minimum qualifications to provide P&A to Asian Pacific Islander communities, in addition to subsections 4.1 through 4.4 <u>4.5</u>:
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- II. RFP, Section 8.0, **BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION**, Subsection 8.4, Preparation of the Proposal has been amended to read as follows:

8.4 Two separate proposals must be submitted consisting of a Business Proposal and a Cost Proposal, for each Service Planning Area (SPA) or countywide contract for which they are applying, in Portable Document Format (PDF), via electronic mail (e-mail) to: DCFSPnARFP25-0062@dcfs.lacounty.gov by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

- III. RFP, Section 8.0, **BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION**, Subsection 8.8, Proposal Submission has been amended to read as follows:

8.8 Two separate proposals must be submitted, consisting of a Business Proposal and a Cost Proposal, for each Service Planning Area (SPA) or countywide contract for which they are applying, by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements), via electronic mail (e-mail) as follows[...]

- IV. RFP, Section 8.0, **BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION** Subsection 8.5.1.2, **Proposer's List of References** has been amended to add the language below:

Proposer can use references related to DCFS, County, State or other publicly funded programs; however, Proposer cannot use DCFS staff that are part of the P&A program as one of their reference contacts.

- V. Sample Contract, Section 5.0, **CONTRACT SUM**, Subsection 5.5.4 has been amended to read as follows:

~~5.5.4 All invoices under this Contract must be submitted in two (2) copies to the following address: The contractor must submit monthly invoices and required supporting documentation under this Contract to the DCFS County Program Manager for review and approval. The Contractor must also submit an electronic copy via email for DCFS Accounting Services.~~

5.5.4.1 The electronic invoice must be emailed by a representative of the Contractor, whose email address has been approved by the Program Manager.

5.5.4.2 Invoices received from an email address not approved by the Program Manager will not be accepted.

5.5.4.3 Emails containing invoices must come from a contractor specific domain and not from a generic third-party platform (e.g. Gmail, Hotmail, etc.).

5.5.4.4 Invoices and supporting documentation should be submitted to:

County of Los Angeles
Department of Children and Family Services
Attention: Marcela Pizarro, Children Services Administrator III
510 S Vermont Ave. 10th Floor
Los Angeles, CA 90020
pizarm@dcfs.lacounty.gov

And a duplicate copy to:

County of Los Angeles
Department of Children and Family Services
510 S Vermont Avenue, 14th Floor
Los Angeles, CA 90020
~~Attn: Accounting Services, Contract Accounting Section~~
Contractinvoices@dcfs.lacounty.gov

- VI. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 5.3, has been amended to read as follows:

5.3.1 Multidisciplinary Teams (MDTs) will be utilized to screen for Differential Response Path 1 (Community Prevention Linkages) supports to P&A participants. The Welfare and Institutions Code (WIC) allows for the disclosure and/or exchange of otherwise confidential information regarding a family through the formation of an MDT. The Differential Response Path 1 (Community Prevention Linkages) MDT, comprised of ~~two three (23)~~ or more persons trained in the prevention, identification and/or treatment of child abuse and neglect, is convened to share information pertinent to the prevention and treatment of child abuse and neglect. This information may be shared amongst the MDT members during a telephonic or electronic MDT conference. The Differential Response Path 1 (Community Prevention Linkages) MDT must be comprised of one (1) COUNTY designee and at least one CONTRACTOR designee. CONTRACTOR must provide to the COUNTY Program Manager completed Multidisciplinary Team Designee (Primary), Technical Exhibit 16, and the Multidisciplinary Team Designee (Secondary), Technical Exhibit 17.

- VII. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 7.10.1.3, has been amended to read as follows:

7.10.1.3 For **Level 2: Case Navigation/ Case Management**, the CONTRACTOR must, within fifteen (15) business days of the family accepting P&A, meet with the family and utilizing Motivational Interviewing conduct a basic participant intake and needs assessment, ~~develop an Individualized Service Plan (ISP)/Child Specific Prevention Plan with the family. Additional required documentation includes: Referral Log with supporting documentation, Progress Reviews at least every three months, Progress Notes, and Case Closure or Transition Plan. Brief contacts must be documented in the Contact Log (Technical Exhibits 1, 2, 3, 4, 5, 6, and 7).~~ and submit:

- a. Referral Log with supporting documentation. Brief contacts must be documented in the Contact Log.
- b. Individualized Service Plan (ISP)/Child Specific Prevention Plan (developed with the family).
- c. Progress Reviews at least every three months (if services extend past three months).
- d. Progress Notes, and
- e. Case Closure or Transition Plans are required once a family has received at least ten (10) hours of service.
(Technical Exhibits 1, 2, 3, 4, 5, 6, and 7).

VIII. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 7.10.1.5, has been amended to read as follows:

7.10.1.5 Consistent with the Strengthening Families: Protective Factors Framework ~~and the Standards of Quality for Family Strengthening and Support~~, CONTRACTOR must ensure that the ISP is developed in partnership with the family, includes family-identified needs and goals, Motivational Interviewing as an engagement strategy, and is signed by the family denoting their acceptance of the plan.

IX. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 7.16, has been amended to read as follows:

7.16 CONTRACTOR must have a Case Navigator outstationed a minimum of ~~two Ten (240)~~ one six (16) hours a week at each DCFS office Outstationed Case Navigator Schedule (Technical Exhibit 20) within the contract's Service Planning Area(s), unless an exemption for less than ten hours a week is received from the COUNTY Program Manager. CONTRACTOR must submit the Outstationed Case Navigator Schedule (Technical Exhibit 20) annually unless there are changes before then.

7.16.1 For the Countywide American Indian/Alaska Native and Asian Pacific Islander contracts only, a Case Navigator must be outstationed a minimum of ~~one six (16)~~ one six (16) hours a week at the DCFS office housing the American Indian/Alaskan Native and Asian Pacific Islander contracts only, a Case Navigator must be outstationed a minimum of ~~one six (16)~~ one six (16) hours a week at the DCFS office housing the American Indian/Alaskan Native and Asian Pacific Islander units, unless an exemption for less than six hours a week is received from the COUNTY Program Manager.

- X. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 9.2.1, has been deleted and replaced with previous Subsection 9.2.2 to read as follows:

~~9.2.1 CONTRACTOR must include certification in the Standards of Quality for Family Strengthening and Support of all staff providing P&A, including all subcontractor staff, including interns, and volunteers, providing case navigation services. All staff providing P&A must be certified at least once during the life of this contract.~~

~~9.2.1.1 50% of staff must be trained by the end of the first contract year.~~

~~9.2.1.2 80% of staff must be trained by the end of the second contract year.~~

~~9.2.1.3 100% of staff must be trained by the end of the third contract year.~~

~~9.2.1.4 New P&A staff must be trained within four months of their hiring date.~~

9.2.~~1~~2 Internal capacity building activities must include:

9.2.~~2~~1.1 In service training on the prevention of child abuse and neglect; strengthening protective factors; and diversity, equity, and inclusion for CONTRACTOR staff who provide direct client services and their manager;

9.2.1.2.2 Annual trauma-informed care and empathy training for CONTRACTOR staff who provide direct client services and their manager;

9.2.1.2.3 Integrated Core Practice Model training for CONTRACTOR staff who provide direct client services and their manager;

9.2.1.2.4 Other professional development activities, such as conference attendance and continuing education on the prevention of child abuse and neglect; and CONTRACTOR must request pre-approval from COUNTY for travel and lodging expenses prior to booking.

9.2.1.2.5 Continuous quality assurance efforts.

9.2.~~1.2~~.6 Contractors participating in Family First Prevention Services (FFPS)–related activities must participate in the State’s FFPSA training plan, as applicable. Training requirements may be updated by the State, and participation must align with State direction and timelines.

9.2.~~2.3~~ CONTRACTOR’S staff must be trained by CONTRACTOR on the California Child Abuse and Neglect Reporting Act, including: (1) mandated reporting, (2) confidentiality, and (3) identification and reasonable suspicion of child abuse and neglect.

XI. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 11.1. has been amended to read as follows:

11.1 COUNTY has discretion to utilize up to ~~five ten~~ percent (~~510%~~) of the total maximum annual contract amount for the implementation of DCFS-directed and approved activities, resources, and supports that meet the needs to children and their families in the contracted service area and that have a clear nexus to the prevention of child maltreatment. CONTRACTOR must implement COUNTY-Directed programs, activities, resources, or supports that satisfy one or more of the following criteria:[...]

XII. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 12.1, has been amended to read as follows:

12.1 CONTRACTOR may utilize up to ~~five ten~~ percent (~~510%~~) of the total base annual contract amount for Emergency Basic Support Services (EBSS) to assist families with obtaining basic necessities of life. CONTRACTOR must not utilize more than ten percent (10%) of the total base contract amount written approval from the County Program Manager. CONTRACTOR must be reimbursed for allowable EBSS. Allowable EBSS may include, but is not limited to[...]

XIII. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 14.10.1, has been amended to read as follows:

14.10.1 All training hours and topics, to include, at least the Motivational Interviewing Training, California Child Abuse and Neglect Reporting Act, and Core Practice Model training. ~~and Standards of Quality for Family Strengthening and Support training.~~

XIV. RFP, Appendix A, Exhibit A, Statement of Work, Subsection 16.3.1, has been amended to read as follows:

- 16.3.1 After the first year of the contract, CONTRACTOR must ask families to complete ~~the Standards of Quality for Family Strengthening and Support Participant~~ a Customer Satisfaction Survey.
- XV. RFP, **Appendix B, Required Form - Exhibit 13**, has been replaced in its entirety and included in this Addendum One as Attachment II.
- XVI. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 1**, has been replaced in its entirety and included in this Addendum One as Attachment III.
- XVII. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 2**, has been replaced in its entirety and included in this Addendum One as Attachment IV.
- XVIII. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 3**, has been replaced in its entirety and included in this Addendum One as Attachment V.
- XIX. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 4**, has been replaced in its entirety and included in this Addendum One as Attachment VI.
- XX. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 5**, has been replaced in its entirety and included in this Addendum One as Attachment VII.
- XXI. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 6**, has been replaced in its entirety and included in this Addendum One as Attachment VIII.
- XXII. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 7**, has been replaced in its entirety and included in this Addendum One as Attachment IX.
- XXIII. RFP, **Appendix C, List of Technical Exhibits for SOW, Technical Exhibit 8**, has been replaced in its entirety and included in this Addendum One as Attachment X.

ATTACHMENT I

County of Los Angeles - Department of Children and Family Services

RESPONSES TO PROPOSER'S QUESTIONS
PREVENTION AND AFTERCARE
REQUEST FOR PROPOSALS (RFP) #25-0062



County of Los Angeles – Department of Children and Family Services
PREVENTION AND AFTERCARE RFP #25-0062
QUESTIONS AND ANSWERS

TABLE OF CONTENTS

PROGRAM SERVICE QUESTIONS.....	3
CONTRACT SERVICE QUESTIONS	30

County of Los Angeles – Department of Children and Family Services
PREVENTION AND AFTERCARE (RFP #25-0062)
QUESTIONS AND ANSWERS

PROGRAM SERVICE QUESTIONS

1. **QUESTION:** SOW 7.16 – Why is this still an expectation? For the past 5 years, the existing P&A agencies have advocated that this is ineffective and a poor use of resources and staff time. Many regional offices have not required or expected this, and those that have allowed P&A staff onsite are not effectively utilizing the time and it takes away from time spent with families.

RESPONSE:

Please refer to Addendum One, Item IX.

7.16 CONTRACTOR must have a Case Navigator outstationed a minimum of two ~~ten~~ (24) hours a week at each DCFS office Outstationed Case Navigator Schedule (Technical Exhibit 20) within the contract's Service Planning Area(s), unless an exemption for less than ten hours a week is received from the COUNTY Program Manager. CONTRACTOR must submit the Outstationed Case Navigator Schedule (Technical Exhibit 20) annually unless there are changes before then.

7.16.1 For the Countywide American Indian/Alaska Native and Asian Pacific Islander contracts only, a Case Navigator must be outstationed a minimum of one ~~six~~ (16) hours a week at the DCFS office housing the American Indian/Alaska Native and Asian Pacific Islander units, unless an exemption for less than six hours a week is received from the COUNTY Program Manager.

2. **QUESTION:** SOW 3.10 – Will Motivational Interviewing training costs be covered by the County? Or will agencies be expected to incur the MI training costs on an ongoing basis, beyond a one-time initial training effort?
- a. SOW 3.10.2 & 3.10.3 – Will P&A agencies incur costs related to ongoing Coding Sessions and Fidelity Monitoring?

RESPONSE:

The plan is for this cost to be incurred by the County and the State.

3. **QUESTION:** SOW 7.1 – How do we ensure a case is not enrolled in another program? Is it up to the P&A agency’s discretion to determine if services are duplicative?

RESPONSE:

Please refer to SOW. Section 7.0, Multi-Level Case Management, Subsection 7.1.

7.1 For DCFS and Community referrals, CONTRACTOR must verify that the family does not have an open case with another Contractor who is providing the same support to the family by asking the participant at the time of intake. If the family has an open case with another Contractor, provision of any non-duplicative support is permissible.

4. **QUESTION:** 3.7.6 – What is the rationale for keeping County-Directed Discretionary Funds? Especially at the same maximum of 10% even though the contract amounts have significantly decreased. Current P&A agencies have been advocating for years how these funds create a major workload burden on the P&A Admin and the funds are never accessible to P&A families, they actually take away from P&A families and services.

RESPONSE:

Please refer to Addendum One, Item XI.

11.1 COUNTY has discretion to utilize up to five ~~ten~~ percent (5~~10~~%) of the total maximum annual contract amount for the implementation of DCFS-directed and approved activities, resources, and supports that meet the needs of children and their families in the contracted service area and that have a clear nexus to the prevention of child maltreatment. CONTRACTOR must implement COUNTY-Directed programs, activities, resources, or supports that satisfy one or more of the following criteria:[...]

5. QUESTION: SOW 7.19.1 – 7.19.7

a. What is involved in determining candidacy in CARES? What is the administrative workload impact?

i. There is an assumption that base contracts are low as there is an expectation we will be able to bill Federal funds for MI. What is the reimbursement rate and how does that supplement our contract amount? And since we are expected to service cases regardless of meeting candidacy, then this implies the base contract amounts should also cover our operating costs.

b. Will case documentation in CARES replace all documentation systems for P&A cases – or will documentation in CARES be duplicative to the existing case documentation that is necessary for the program?

RESPONSE:

a. The CARES candidacy determination is still being worked out/finalized. We're hoping that determining candidacy will be a straight-forward process responding to a few questions about the child(ren) in the family.

i. No, the reason the base contract is low is that we don't have funding secured for the full five years of the new contract (initial three years with two-year extensions). We have funding secured through FY 28-29. The change from Mental Health Services Act to Behavioral Health Services Act affected how P&A is funded. The good news is that DCFS and the Department of Mental Health (DMH) met and a new Memorandum Of Understanding amendment has been signed. P&A will continue to receive \$6M annually from DMH through FY 28-29. DCFS and DMH will explore continued funding beyond FY 28-29 but because it is not secured, the Request For Proposals could not be released with those \$6M taken into account. Contractors will not be billing or claiming for Motivational Interviewing. Contractors will submit invoices per their contract requirements. DCFS will need to gather information from the contractors to submit claiming.

b. The DCFS team is reviewing contract required documentation to see where modifications can be made to capture the CARES required documentation. There may be duplicative documentation until new systems are fully developed. DCFS is still working on determining who will enter data into CARES, as well as other details, as they relate to CARES.

6. QUESTION: SOW 9.0 – Expectations for outreach and capacity building events and activities have remained the same from the previous contract, however, the contract amounts are drastically lower. How do we substantiate this much community work, in addition to the case work, with lower budgets for Personnel?

RESPONSE:

The P&A contract amounts will be higher through FY 28-29. We will take this back for consideration for the terms that have lower funding.

7. QUESTION: SOW 12.0 – Why is EBSS so low (max 5%) as compared to County-Directed Discretionary Funds (max 10%) and Subcontractors (min 10%)? Especially at a time when financial stress and cost of living in Los Angeles is at an all-time high. Many of the P&A families are in financial crisis and concrete supports helps to alleviate stressors and creates stability.

RESPONSE:

Please refer to Addendum One, Item XII.

12.1 CONTRACTOR may utilize up to ten ~~five~~ percent (10~~5~~%) of the total base annual contract amount for Emergency Basic Support Services (EBSS) to assist families with obtaining basic necessities of life. CONTRACTOR must not utilize more than ten percent (10%) of the total base contract amount written approval from the County Program Manager. CONTRACTOR must be reimbursed for allowable EBSS. Allowable EBSS may include, but is not limited to:

8. QUESTION: General Fiscal Questions:

- a. How were each SPA's funding allocations determined? Were they based on historical utilization, population, or another methodology?
- b. If actual referrals exceed projected volumes, will additional funding be available or will services be expected within the existing contract amount?
- c. Regarding the federal funding, given that the contract is partially funded with Federal funds (Since the RFP states funding includes 33.4% Federal funds)? Can DCFS identify the applicable funding source(s) and any additional fiscal, reporting, or documentation requirements that contractors will be expected to meet?

RESPONSE:

- a. Yes, historical utilization, population, and other methodology were used to determine the amounts.
- b. No, we do not anticipate increasing projected contract amounts if volume is exceeded.
- c. P&A has always had Federal funding as a funding source. The additional documentation that we can foresee needing will be CARES/Families First Prevention Services Act related documentation and it will be consistent with other DCFS contracts. We've included what we know up to this point in the Request For Proposals.

9. QUESTION: We saw in the new RFP for P&A that the total amount of funding seems to have gone down significantly; we were wondering if this was related to the shift from MHSA to BHSA and if you are able to share any information or insight into if/how any of the BHSA (formerly MHSA) funding was preserved.

RESPONSE:

The change from Mental Health Services Act to Behavioral Health Services Act affected how P&A is funded. The good news is that DCFS and the Department of Mental Health (DMH) met and a new Memorandum of Understanding amendment has been signed. P&A will continue to receive \$6M annually from DMH through FY 28-29. DCFS and DMH will explore continued funding beyond FY 28-29 but because it is not secured, the Request for Proposals could not be released with those \$6M taken into account.

10. QUESTION: How does telehealth work for services? Are there specifications on the amount of telehealth sessions that can be provided? Are they unlimited?

RESPONSE:

Please refer to SOW Section 7.0 Multi-Level Case Management, Subsection 7.11.

7.11 For families involved with **Level 2: Case Navigation/ Case Management**, CONTRACTOR must contact families at least once a month via phone, virtual, or face-to-face and document in a Progress Note (Technical Exhibit 3) and County-determined database (CARES) how Motivational Interviewing was utilized during this engagement.

11. QUESTION: Is there a minimum number of clients to be served monthly/annually? The price sheet indicates total contract amount, however does not detail the required number of clients to be served with the total funding.

RESPONSE:

No minimum number of clients are required to be served monthly/annually. Two charts, Community and DCFS Referrals, are included at the end of this Q&A template.

12. QUESTION: Can you elaborate further on the requirements for Office hours? Are there any additional office hours to provide? Can additional office hours be provided at several offices?

RESPONSE:

Please refer to Addendum One, Item IX.

7.16 CONTRACTOR must have a Case Navigator outstationed a minimum of two ~~ten~~ (240) hours a week at each DCFS office Outstationed Case Navigator Schedule (Technical Exhibit 20) within the contract's Service Planning Area(s), unless an exemption for less than ten hours a week is received from the COUNTY Program Manager. CONTRACTOR must submit the Outstationed Case Navigator Schedule (Technical Exhibit 20) annually

unless there are changes before then.

7.16.1 For the Countywide American Indian/Alaska Native and Asian Pacific Islander contracts only, a Case Navigator must be outstationed a minimum of one ~~six~~ (16) hours a week at the DCFS office housing the American Indian/Alaska Native and Asian Pacific Islander units, unless an exemption for less than six hours a week is received from the COUNTY Program Manager.

13. QUESTION: According to Section 3.1, "P&A must be geographically accessible to participants.... County reserves the right to determine high demand areas requiring increased P&A provisions."

Does this mean we would potentially have to open additional sites within our SPA or would this be pertaining to staffing and outreach models?

RESPONSE:

This refers to holding events, conducting outreach, and providing services in areas that are convenient to participants. Also, DCFS program staff routinely provide data with information where we are getting the most DCFS referrals for investigations and where there is a higher need for our target population with African American/Black families. Services may take place at the family's home, work or other community sites. There is no expectation to open up additional sites.

14. QUESTION: How are the 10% discretionary funds needed to be used? Can you elaborate on how we are using the 10% discretionary funds? Is 10 percent related to the total contract amount?

RESPONSE:

Please refer to Addendum One, Item XI.

11.1 COUNTY has discretion to utilize up to five ~~ten~~ percent (540~~10~~%) of the total maximum annual contract amount for the implementation of DCFS-directed and approved activities, resources, and supports that meet the needs of children and their families in the contracted service area and that have a clear nexus to the prevention of child maltreatment.

CONTRACTOR must implement COUNTY-Directed programs, activities, resources, or supports that satisfy one or more of the following criteria:

15. **QUESTION:** Are the referrals only coming in through DCFS? or are there other providers sending referrals? If yes, which other specific providers? Can families be referred by schools, community partners, self-referrals, or other systems?

RESPONSE: Referrals may come from various sources, such as, DCFS, schools, DMH, community partners, and self-referrals.

16. **QUESTION:** What are the requirements and process/protocols to serve the American Indian/Native Alaskan/Asian, Pacific Islander Communities? Will the referrals still come from DCFS?

RESPONSE: Please refer to SOW Section 2.0, Target Populations

Requirements to serve the American Indian/Native Alaskan/Asian Pacific are that services must address the unique cultural and linguistic needs of the populations. As shared during the presentation, very little referrals come from DCFS for these two populations. Providers for these populations will need to conduct community outreach and collaborate with community partners to engage and enroll participants.

17. **QUESTION:** Which children and families are considered “vulnerable”?

RESPONSE: Please refer to SOW Section 1.0, Purpose.

Vulnerable children are those whose safety, well-being, or healthy development are at a higher risk due to individual, family, or environmental factors. This group can include very young children, those with special needs or disabilities, and youth living in unstable or unsafe home environments.

18. QUESTION: If a client or family is not eligible, is there a process to refer them elsewhere? What are the criteria for non-eligibility?

RESPONSE:

Please refer to SOW Section 2.0, Target Population/eligible families.

Please refer to SOW Section 3, Scope of Work, Subsection 3.2, for the process to refer families elsewhere.

3.2 CONTRACTOR must collaborate both formally and informally with community-based organizations, COUNTY agencies, and other community stakeholders and networks to fulfill the requirements described in the Scope of Work.

19. QUESTION: Can you explain what types of discretionary funds are to be used?

RESPONSE:

Please refer to SOW Sections 10.0, Community-Directed Discretionary Funds, and Section 11.0, County-Directed Discretionary Funds.

10.1 Contractor must utilize Community-Directed Discretionary Funds for services, activities, resources, and supports to address unmet needs for the target population as identified by the Contractor through a community needs assessment process including active and non-active P&A families. Community needs assessment should be completed at a minimum one-time per contract term by surveying families in the community.

11.1 COUNTY has discretion to utilize up to five ~~ten~~ percent (5~~10~~%) of the total maximum annual contract amount for the implementation of DCFS-directed and approved activities, resources, and supports that meet the needs of children and their families in the contracted service area and that have a clear nexus to the prevention of child maltreatment. CONTRACTOR must implement COUNTY-Directed programs, activities, resources, or supports that satisfy one or more of the following criteria: [...]

20. QUESTION: What is the emergency basic needs?

RESPONSE:

Please refer to SOW Section 12.0, Emergency Basic Support Services, Subsection 12.1

Emergency basic needs are Concrete supports for basic necessities such as housing, food, clothing, utilities, and furniture.

21. QUESTION: Do we need to have a specific person for the referrals/Intake person? When sending attempt letters to families, are there any tracking procedures? What are the protocols needed when there is no answer from the family? If family responds or makes contact after the cut off time, what steps should we take?

RESPONSE:

Please refer to SOW Section 4.0, DCFS Referral Process.

No specific person is required for the referrals and intake. Agency documentation in the file and notation of the attempts in the Family Centered Services system for DCFS referrals. Agencies must keep an internal log for community-referred families. Agency must contact the referring party to see if there is a better number to contact the family, attempt contacting the family at different times, and send out contact letters. If it's a DCFS referral, agencies contact the P&A Program Monitor to reopen the referral. If it is a community referral, they would complete the intake and move forward from there.

22. QUESTION: RFP No. 25-0062, pages 117-119, paragraph 10.6 of the Exhibit A: Statement of Work says the following:
“CONTRACTOR must address all three (3) themes by performing at least one (1) activity from the categories listed below for each of the three goals. 10.6.1 Social Network Building...10.6.2 Enhance Economic Well-Being...10.6.3 Increase Access to Existing Activities, Resources and Supports.”

Can an agency leverage existing activities (funded by other contracts) to comply with the Social Network Building, Enhancing Economic Well-Being and Increase Access to Existing Activities, Resources and Supports requirement?

RESPONSE:

Please refer to SOW Section 3.0 Scope of Work, Subsection 3.2.

3.2 CONTRACTOR must collaborate both formally and informally with community-based organizations, COUNTY agencies, and other community stakeholders and networks to fulfill the requirements described in the Scope of Work.

23. QUESTION: RFP No. 25-0062, page 116, paragraph 9.3 of the Exhibit A: Statement of Work says the following: External Capacity Building: CONTRACTOR must, at a minimum of once quarterly, engage in activities that improve its capacity to deliver high quality services to the community it serves and create partnerships with other community networks.

Can an outside consultant who receives a flat fee for delivering quarterly training/activities meet this requirement?

RESPONSE:

Please refer to SOW Section 3.0, Scope of Work Subsection 3.3.

3.3 CONTRACTOR must subcontract a minimum of ten percent (10%) of P&A funding through written subcontracts with an array of community partners whose subcontracted activities, resources, and/or supports are directly related to the achievement of the goals and objectives and to the successful implementation of program activities. The intent is for

the CONTRACTOR to subcontract at least one-third of the subcontract budget with grassroots community led organizations to expand the prevention network.

The P&A contract has a subcontracting requirement, and existing/past providers have used them to fulfill this and other contract requirements.

- 24. QUESTION:** This question is in regards to the funding allocations in RFP No. 25-0062, p. 5, Section 3.2.2, but also more broadly about the obligations imposed by the Statement of Work. My organization is concerned about the budget allocations and resources required to meet the contract's mandatory activities other than direct services, including subcontracting, outstationed staffing at DCFS offices, reporting, training, quality assurance, and other administrative obligations. Collectively, these requirements appear to consume a significant portion of the available funding. How did DCFS determine that the SPA funding allocations are sufficient to support these obligations while still providing the expected level of direct family services and achieving the program's intended outcomes?

RESPONSE:

P&A will continue to receive \$6M annually from DMH through FY 28-29. DCFS and DMH will explore continued funding beyond FY 28-29 but because it is not secured, the RFP could not be released with those \$6M taken into account.

- 25. QUESTION:** How does telehealth work for services? Are there specifications on the amount of telehealth sessions that can be provided? Are they unlimited?

RESPONSE:

Please refer to SOW Section 7.0, Multi-Level Case Management, Subsection 7.11

7.11 For families involved with **Level 2: Case Navigation/ Case Management**, CONTRACTOR must contact families at least once a month via phone, virtual, or face-to-face and document in a Progress Note (Technical Exhibit 3) and County-determined database (CARES) how Motivational Interviewing was utilized during this engagement.

26. QUESTION: RFP 25-0062, page 23, 10.7.2 #4: Is there a caseload expectation related to this RFP? Is there a total number of clients anticipated to be served annually per SPA? RFP 25-0062, page 48, 9.14 Office Location, 9.14.1: Do we need an actual physical site in the SPA that we are submitting an application for? RFP 25-0062, page 4, 3.2.2 Contract Rate: How many SPA's can a proposer apply for? Would it require multiple applications?

RESPONSE:

1. There is no caseload expectation/minimum. P&A is a highly utilized program. We provided the number of families that have been served by contractors in the presentation and in the chart at the end of this template. The reason there is no expected caseload for case navigators in this contract is because there are two different levels of services that families can receive: Level 1 is Information and Referral and Level 2 is Case Navigation and Case Management. Most families that are referred to P&A are Level 1. There is no control over how many are going to be Level 1 or Level 2, therefore we could not develop a caseload number for criteria.
2. Please refer to SOW Section 3.0 - P&A is provided by Service Planning Areas (SPAs). API and AI/AN services are provided Countywide. CONTRACTOR must ensure that all participants residing within their contracted area have adequate access to P&A. P&A must be geographically accessible to participants.
3. & 4. A separate Business Proposal and Cost Proposal must be submitted for each Service Planning Area or countywide contract for which you are applying. Please refer to RFP, Section 8.0, Subsection 8.8, Addendum One.

27. QUESTION: Section 7.16 - Given the anticipated reduction in funding and the requirement for agencies to spend 10 hours per week in the regional office, how does DCFS anticipate agencies will balance these expectations while maintaining adequate staffing, service capacity, and the quality of services provided to families? Will DCFS consider flexibility in the regional office requirement or other adjustments to help agencies manage the reduced funding while ensuring that direct services to families are not negatively impacted?

RESPONSE:

P&A has DMH funding through Fiscal year 28-29.

28. QUESTION: Prevention & Aftercare RFP #25-0062 Section 8.0 Page 113 Wait List RFP mentions a wait list for Case Navigators in the event of service capacity. What are the expected caseloads per month for Case Navigators? Also are there a total number of expected families/participants per SPA?

RESPONSE:

1. There is no number of expected cases for case navigators in this contract because there are two different levels of services that families can receive: Level 1 is Information and Referral and Level 2 is Case Navigation and Case Management. Most families that are referred to P&A are Level 1. There is no control over how many are going to be Level 1 or Level 2, therefore we could not develop a caseload number for criteria.
2. There is no minimum number of clients that are required to be served by Service Planning Area. Two charts, Community and DCFS Referrals, are included at the end of this Q&A template.

29. QUESTION: Any contributing factors to the decrease in referrals over the past three years?

RESPONSE:

Although there has been a decrease in referrals, the increase in need is higher and the severity of cases has grown over the years. There are no specific reasons as to why, but that's what the landscape has been over the past couple years.

30. QUESTION:

Is there a minimum number of families/participants each contractor will be required to serve monthly or annually, and if DCFS referrals are insufficient to meet that requirement, will contractors be penalized for not meeting the required service numbers? Are there minimum education, licensing, or credential requirements for staff providing Prevention & Aftercare services, or can staff with relevant professional and lived experience provide services under this contract? Is this contract reimbursement-based, advance-funded, fee-for-service, or deliverable-based, and what expenses are allowable—including existing staff salaries, facility rent, transportation, childcare, program supplies, and participant assistance?

RESPONSE:

1. There is no minimum number of referrals/ cases for case navigators in this contract and therefore no penalties apply.
2. Please refer to SOW Section 14.0 There is only one minimum education requirement and that's for the Program Manager. They must at least have a bachelor's degree.
3. It is a cost reimbursement contract.
4. In terms of allowable expenses in the budget line items that agencies submit, we typically do see staff salaries, facility rent, transportation, childcare, program supplies, and participant assistance.
5. Since it is a federally funded contract, you can refer to 2CFR Part 200 to ensure what is being planned on being submitted as a line-item budget and budget narrative are allowable.

31. QUESTION: Contractor is required to provide office hours within DCFS offices. What are the allowable options for locations of service? Contractor's office, client home, etc..?

RESPONSE: Office hours or Outstationed Case Navigation is provided at the DCFS regional offices during regular business hours from 8:00 a.m. to 5:00 p.m..

32. QUESTION: Section 14.4 Staffing; page 125. Is there a minimum educational and experience requirement for Case Navigators?

RESPONSE: There is no requirement, however, contractor must consider individuals with lived experience in a county-based system.

33. QUESTION: RFP page 33, Section C. There are required outcome data proposers must report on, but it's not clear what these look like for each category of service.

RESPONSE: Unsure which section this is referring to. No response is provided.

34. QUESTION: Section 7.13 Pg. 111 RFP states the Contractor must, at 3-month intervals, conduct ongoing reviews; What is the expected time of program service per participant/family?

RESPONSE:

It depends on the family's needs. Some families may only need information and referral and may only be involved for a month. Families that are receiving Level 2 Case Navigation or Case Management services could receive services for one month to a year.

35. **QUESTION:** 14.2 Staffing – SOW: Is the Program Manager (PM) required to be a dedicated 1.0 FTE, or may the position be allocated across other programs or responsibilities??

RESPONSE:

The PM is not required to be a dedicated 1.0 FTE, they may be allocated across other programs or responsibilities.

36. **QUESTION:** Will any information presented in these slides that is not currently included in the RFP such as the number of individuals served per SPA be show again, or will this information be formally incorporated into an RFP amendment?

RESPONSE:

Two charts, Community and DCFS Referrals, are included at the end of this Q&A template.

37. QUESTION: Regarding 9.2. Internal Capacity Building. Since MI training will be a primary focus of this contract, could the Standards of Quality training be made optional rather than required? Current providers have raised concerns about the increasing cost of this training. Prioritizing MI training would allow providers to focus limited resources on the core approach most directly aligned with the contract. Additionally, 9.2.2. ICPM is listed as required, but the available training no longer provides certificates. Will there be a new version of ICPM training?

RESPONSE:

Please refer to Addendum One, Item X.

9.2.12.1 In service training on the prevention of child abuse and neglect; strengthening protective factors; and diversity, equity, and inclusion for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.2 Annual trauma-informed care and empathy training for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.3 Integrated Core Practice Model training for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.4_ Other professional development activities, such as conference attendance and continuing education on the prevention of child abuse and neglect; and CONTRACTOR must request pre-approval from COUNTY for travel and lodging expenses prior to booking.

9.2.12.5- Continuous quality assurance efforts.

9.2.12.6_ Contractors participating in Family First Prevention Services (FFPS)–related activities must participate in the State’s FFPSA training plan, as applicable. Training requirements may be updated by the State, and participation must align with State direction and timelines.

9.2.23 CONTRACTOR’S staff must be trained by CONTRACTOR on the California Child Abuse and Neglect Reporting Act, including: (1) mandated reporting, (2) confidentiality, and (3) identification and reasonable suspicion of child abuse and neglect.

38. QUESTION: Just want to clarify that the budget we submit is for 12 months not 6 months? The amount on the RFP is for 12 months?

RESPONSE:

The amount on the RFP is for 12 months and the budget the proposers will submit is for 12 months, as well.

39. QUESTION: How does DCFS plan to support ongoing training, coaching, and fidelity monitoring for subcontractor staff in Motivational Interviewing (MI) throughout the P&A 2026 contract? While initial MI training is an important foundation, ongoing support may be needed to help subcontractor staff build confidence, maintain consistency, and effectively apply MI when working with families. Will agencies receive any additional assistance or resources from DCFS to support their subcontractors in implementing and sustaining MI practices? This could include booster trainings, coaching, consultation, or fidelity assessments. If so, could DCFS clarify what type of support will be available ?

RESPONSE:

We are still figuring out a lot of the things that have to do with MI and Families First Prevention services. At this time, any training that is offered to the lead agencies will also be available to subcontractors. The expectation is that if subcontractors are working with families, they will also need to be trained on MI. The plans include refreshers trainings and Fidelity Coding.

40. QUESTION: Given the significant reduction in the proposed funding amount compared to the previous contract, are any adjustments being considered to the contract requirements and performance expectations? Specifically, we would appreciate clarification regarding potential changes to:

- Referral volume and referral flow expectations
- Timelines for initial contact and intake completion
- Required case navigation forms and documentation
- The number and scope of external and internal capacity-building activities
- Any other deliverables, reporting requirements, or performance metrics

Understanding whether contract expectations will be adjusted to align with the reduced funding level will help us assess feasibility and plan for our proposal.

RESPONSE:

P&A will continue to receive \$6M annually from DMH through FY 28-29. DCFS and DMH will explore continued funding beyond FY 28-29 but because it is not secured, the RFP could not be released with those \$6M taken into account. Should funding not be available beyond that, the DCFS team will review which contract requirements will be adjusted based on the program needs at that time.

41. QUESTION: SOW 14.10.1 Staffing (p.29) "All training hours and topics, to include, at least the Motivational Interviewing Training, California Child Abuse and Neglect Reporting Act, Core Practice Model training and Standards of Quality for Family Strengthening and Support training" and 9.2. Internal Capacity Building (p. 18). - Will the FFPS Series training be included in the list of required staff trainings?

RESPONSE:

The FFPS series training is not included in the list of required trainings at this time.

42. QUESTION: SOW 16.2. (p.31) “In addition to completing the COUNTY approved PFS, CONTRACTOR must ask families to participate in a confidential evaluation to measure the effectiveness of P&A received.” - Will the County provide a template for the confidential evaluation?

RESPONSE:

Agencies may use their own customer satisfaction survey to fulfill this requirement.

43. QUESTION: SOW 16.3.1. (p.31) “After the first year of the contract, CONTRACTOR must ask families to complete the Standards of Quality for Family Strengthening and Support Participant Survey”– Just to clarify, we’re expected to administer the So Q participant survey the beginning of the 2nd year of contract, which means in 2029?

RESPONSE:

Please Addendum One, Item XIV.

16.3.1 After the first year of the contract, CONTRACTOR must ask families to complete ~~the Standards of Quality for Family Strengthening and Support Participant~~ a Survey Satisfaction Survey.

44. QUESTION: SOW 19.2. Green Initiatives (p.32) “CONTRACTOR must notify COUNTY’S Program Manager of CONTRACTOR’S new green initiatives prior to the contract commencement.” – Could the County provide examples of what “green” practices or initiatives are expected under this provision and clarify whether there are any specific requirements or minimum expectations?

RESPONSE:

Please refer to the SOW, Section 19.0, Green Initiatives, Subsection 19.1 and 19.2.

19.1 CONTRACTOR must use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

19.2 CONTRACTOR must notify COUNTY'S Program Manager of CONTRACTOR'S new green initiatives prior to the contract commencement.

Some examples of Green Initiatives are digital files, recycling stations, compost food scraps in break rooms, and hybrid or work-from-home options.

There are no specific requirements or minimum Green Initiatives expectations.

45. QUESTION: SOW Section C Performance Outcome Measures (p.33) – Is this something that the County completes or Contractors complete? If so, what is the timeline and instructions in completing this table/form?

RESPONSE:

Please refer to SOW Sections 13.0 Reports and Record Keeping, Subsections, 13.2.1 and 13.4.

13.2.1 CONTRACTOR must submit the monthly reports to DCFS' Community-Based Support Division no later than fifteen (15) days after the end of each calendar month for the fiscal year. The reports must clearly reflect all required information as specified on the monthly report form and must be transmitted by e-mail.

13.4 CONTRACTOR must provide COUNTY with the Semi-Annual Report, (Technical Exhibit 21).

The contractors complete these reports. The survey reports are completed two times a year in the semi-annual reports. The MI engagement data will be captured monthly. The template will be provided when the contracts start.

46. QUESTION: Technical Exhibits 1, 2, 3, 4, 5, 6 - kindly add a field for P&A Case number in these forms (similar to Technical Exhibit 7).

RESPONSE:

Technical Exhibits 1, 2, 3, 4, 5, and 6 have been revised, please see Addendum One, Items XVI, XVII, XVIII, XIX, XX, and XXI.

47. **QUESTION:** Technical Exhibit 2 – Under “SOW Reminder”, it referenced SOW Section 7.8.5 but there’s no 7.8.5 in the RFP. Not sure if this is a typo.

RESPONSE:

Technical Exhibit 2 was revised, please see Addendum One, Item XVII.

48. **QUESTION:** Technical Exhibit 5 – There’s a typo in the “Target Competition Date” column name. It’s supposed to be Target Completion Date.

RESPONSE:

Technical Exhibit 5 was revised, please see Addendum One, Item XX.

49. **QUESTION:** I am confused by the Community-Directed and County-Directed Discretionary Funds obligations outlined in Exhibit A. Are these for activities that are in addition to the previous deliverables described earlier in Exhibit A?

RESPONSE:

The difference between the two is that the Community-Directed is the agency's work plan to meet the contract requirements and the County-Directed is the agency/regional office work plan to address the DCFS offices' unmet needs.

50. QUESTION:

Motivational Interviewing is an effective strategy for engaging families and will be a necessary component for claiming FFPSA funds when available. However, training staff and implementing fidelity monitoring will be very costly for providers both in terms of financial resources and staff time. What are the funding resources available to support this training requirement?

RESPONSE:

The plan is that the County and the State will cover the costs for training and fidelity monitoring.

51. QUESTION:

Current contract language states that and MDT is comprised of two (2) or more persons and usually consists of a representative from the contracted provider and DCFS. The new contract language does not specify who the third expected participant is supposed to be. Clarification would be appreciated.

RESPONSE:

Please refer to Addendum One, Item VI.

5.3.1 Multidisciplinary Teams (MDTs) will be utilized to screen for Differential Response Path 1 (Community Prevention Linkages) supports to P&A participants. The Welfare and Institutions Code (WIC) allows for the disclosure and/or exchange of otherwise confidential information regarding a family through the formation of an MDT. The Differential Response Path 1 (Community Prevention Linkages) MDT, comprised of two ~~three~~ (23) or more persons trained in the prevention, identification and/or treatment of child abuse and neglect, is convened to share information

pertinent to the prevention and treatment of child abuse and neglect. This information may be shared amongst the MDT members during a telephonic or electronic MDT conference. The Differential Response Path 1 (Community Prevention Linkages) MDT must be comprised of one (1) COUNTY designee and at least one CONTRACTOR designee. CONTRACTOR must provide to the COUNTY Program Manager completed Multidisciplinary Team Designee (Primary), Technical Exhibit 16, and the Multidisciplinary Team Designee (Secondary), Technical Exhibit 17.

- 52. QUESTION:** Given that the provider CARES portal is not likely to be available until April 2028, and the contract is expected to go into effect in January 2028, it is critical that DCFS clarify how providers will be expected to meet the data collection requirements. Additionally, DCFS should clarify that providers will not be responsible for any retroactive data entry for any time period during which CARES is not available.

RESPONSE:

All the information we have up to this point is that the CARES portal will be available beginning December 7, 2026.

- 53. QUESTION:** The Standards of Quality for Family Strengthening and Support is an expensive training that was previously provided by DCFS. The cost has since been shifted to providers. In the context of reduced allocations, will DCFS consider a different tool that is less expensive or provide funding to contractors to cover this cost?

RESPONSE:

Please refer to Addendum One, Item X.

9.2.12.1 In service training on the prevention of child abuse and neglect; strengthening protective factors; and diversity, equity, and inclusion for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.2 Annual trauma-informed care and empathy training for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.3 Integrated Core Practice Model training for CONTRACTOR staff who provide direct client services and their manager;

9.2.12.4_ Other professional development activities, such as conference attendance and continuing education on the prevention of child abuse and neglect; and CONTRACTOR must request pre-approval from COUNTY for travel and lodging expenses prior to booking.

9.2.12.5- Continuous quality assurance efforts.

9.2.12.6_ Contractors participating in Family First Prevention Services (FFPS)–related activities must participate in the State’s FFPSA training plan, as applicable. Training requirements may be updated by the State, and participation must align with State direction and timelines.

9.2.23 CONTRACTOR’S staff must be trained by CONTRACTOR on the California Child Abuse and Neglect Reporting Act, including: (1) mandated reporting, (2) confidentiality, and (3) identification and reasonable suspicion of child abuse and neglect.

Program Data:

Community Referrals

Year	2023-24	2024-25	2025-26
Community Families	4,636	2,880	2,706

DCFS Referrals

Year	Referrals
FY23-24	12,295
FY24-25	11,791
FY25-26	9,966

SPA	FY25-26 DCFS Referrals
1 (Lancaster and Palmdale Office)	172
2 (Santa Clarita, Van Nuys and West San Fernando Office)	805
3 (Brand, El Monte, San Gabriel Valley, Pomona, and Glendora Office)	527
4 (Metro North Office)	256
5 (West LA Office)	147
6 (Wateridge North, Wateridge South, Vermont Corridor, and Compton Office)	779
7 (Santa Fe Springs and Belvedere Office)	619
8 (Torrance and South County Office)	347
Asian Pacific Islander Unit	74
Other (ERCP, MART, Medical Case Management)	13
Path 1/Differential Response	6,190

Data Source: Family Centered Services Portal

8/25/2026

County of Los Angeles – Department of Children and Family Services
PREVENTION AND AFTERCARE (RFP #25-0062)
QUESTIONS AND ANSWERS

CONTRACT SERVICE QUESTIONS

1. **QUESTION:** Cost Proposal Requirements and Evaluation says, “Proposer must submit a separate Cost Proposal for each Service Planning Area (SPA).” But when preparing narrative for the Exhibit 13 form, if you are applying for more than one SPA, can you combine all SPA responses into a single Exhibit 13, or must you submit separate ones?

RESPONSE:

Please refer to Addendum One, Items II and III.

RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.4, Preparation of the Proposal has been amended to read as follows:

Two separate proposals must be submitted consisting of a Business Proposal and a Cost Proposal, for each Service Planning Area (SPA) or countywide contract for which they are applying, in Portable Document Format (PDF), via electronic mail (e-mail) to: DCFSPnARFP25-0062@dcfs.lacounty.gov by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

RFP, Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.8, Proposal Submission has been amended to read as follows:

Two separate proposals must be submitted consisting of a Business Proposal and a Cost Proposal, for each Service Planning Area (SPA) or countywide contract for which they are applying, by the date and time listed in RFP Section 1.0 (Solicitation Information and Minimum Mandatory Requirements), via electronic mail (e-mail) as follows [...]

2. **QUESTION:** Exhibit 13 has two pages of space for each question, but page 21 of the RFP (under 8.5 Business Proposal Requirements and Evaluation Criteria) says all narratives (Narrative, Required Form, Exhibit 13) will be limited to 1,000 words per response. Are the pages in Exhibit 13 already formatted to limit the response to 1000 words, or do we need to count words within those 2 provided pages?

RESPONSE:

Please refer to Addendum One, Attachment II.

Appendix B, Required Form, Business Proposal Narrative, exhibit 13 has been replaced in its entirety to limit 1000 words per response.

3. **QUESTION:** Proposer 's Background and Experience (PDF File 1a-1d) on page 22 of the RFP says we must provide a summary of relevant background information to demonstrate that the Proposer meets or exceeds the minimum requirement(s) stated in Paragraph 4.0 (Minimum Mandatory Requirements). Can you clarify that this is not a separate narrative, and that these topics in section 8.5.1 are to be covered/addressed only in the Exhibit 13 form?

RESPONSE:

Yes, relevant information to demonstrate your Background and Experience must be provided in Required Form - Exhibit 13, Business Narrative.

In addition, the proposer will demonstrate their years of experience when responding to Required Form – Exhibit 7 (as to the years they have provided the same or similar scope of services), Corporate Documents, and IRS certification of their 501(c) status.

4. **QUESTION:** Preparation of the Proposal says, "Two proposals must be submitted consisting of a Business Proposal and a Cost Proposal, in Portable Document Format (PDF)." And page 28, section 8.6 Cost Proposal Requirements and Evaluation says, "Proposer must submit a separate Cost Proposal for each Service Planning Area (SPA) or countywide contract for which they are applying." If an agency is applying for more than one SPA, is it only a separate Cost Proposal (and not Business Proposal) that must be submitted for each?

RESPONSE:

Please refer to the response provided for question #1.

5. **QUESTION:** Proposer 's Background and Experience - RFP Language: "Provide a summary of relevant background information to demonstrate that the Proposer meets or exceeds the minimum requirement(s)...and has the capability to perform the required services."
For an organization that meets the Minimum Mandatory Requirements but has not previously operated a Prevention and Aftercare contract, may experience providing substantially similar family support, prevention, case management, and community-based services be used to demonstrate relevant experience and capacity?

RESPONSE:

Please refer to RFP Section 4.4, which states:

Proposer must have a minimum of five (5) years' experience during the last seven (7) years in providing social services to families or coordinating social services to families; or coordinating social services among other community providers equivalent or similar to the services listed in Exhibit A (Statement of Work) for Prevention and Aftercare.

6. **QUESTION:** "Proposer must provide five (5) references where the same or similar scope of services was provided as set forth in the Statement of Work."
For purposes of demonstrating "same or similar scope of services" can proposers use experience and references from related DCFS, county, state, or other publicly funded programs that include comparable components such as family case management, prevention, community outreach, parenting/family strengthening, behavioral health, housing stabilization, or other supportive services, even if the program was not specifically a P &A program?

RESPONSE:

RFP Section 8.0, BUSINESS PROPOSAL REQUIREMENTS AND EVALUATION, Subsection 8.5.1.2, Proposer's List of References has been amended to add the language below. Please see Addendum One, Item IV.

Proposer can use references related to DCFS, County, State or other publicly funded programs; however, proposer cannot use DCFS staff that are part of the P&A program as one of their reference contacts.

7. QUESTION:

“CONTRACTOR must subcontract a minimum of ten percent (10%) of P & A funding through written subcontracts with an array of community partners.”

Are proposers required to identify all proposed subcontractors at the time of proposal submission, or may subcontractors be selected and finalized following contract award?

RESPONSE:

Proposers do not need to identify subcontractors at the time of proposal submission.

8. QUESTION:

“The intent is for the CONTRACTOR to subcontract at least one-third of the subcontract budget with grassroots community led organizations to expand the prevention network”

At proposal submission, must the Cost Proposal identify the funding amount and scope allocated to each proposed subcontractor? Additionally, is the one-third allocation to grassroots community-led organizations a contractual requirement or a County goal/preference?

RESPONSE:

The 10% subcontracting requirement is a contractual requirement and a finding from the Prevention Intervention Demonstration Project (PIDP) evaluation. The scope of the subcontract is not required at the time of proposal submission; however, the subcontracting funding amount must be included in the line-item budget and budget narrative.

9. **QUESTION:** “Proposer must demonstrate their experience in providing social services to the target population, including African-American/Black Families as described in the SOW.”
How will DCFS evaluate a proposer’s experience serving African American/Black children and families for SPA-based proposals? For example, should proposers provide specific service volumes, demographics, outcomes, culturally responsive program strategies, community partnerships, or other documentation to demonstrate this experience?

RESPONSE:

It behooves the proposers to include as much information as they have available to demonstrate they have the experience in providing social services to the target populations and African-American families.

Please refer to the SOW Section 2.0, TARGET POPULATIONS, subsection, 2.5.1 which states:

African American/ Black children and families who have been historically overrepresented in public child welfare.

10. **QUESTION:** Are there any particular signature requirements for the forms? Ex. Electronic? Adobe digital secure? Wet signature, okay?

RESPONSE:

Either of the three choices mentioned are acceptable signatures as long as you sign the documents, and the documents are submitted to us in PDF.

11. **QUESTION:** Are there word counts, font styles, or font size requirements for the narrative or quality assurance plan sections?

RESPONSE:

There are no requirements for font styles and sizes for the Business Narrative or Quality Assurance Plan, however, a re-formatted Required Form - Exhibit 13 has been reissued with Addendum One, Attachment II.

12. **QUESTION:** Are MOU's required for subcontractors, or is any specific documentation required for the MOUs at time of submission?

RESPONSE:

Memorandums of Understanding are not required for subcontractors, and no additional documentation to support subcontracting relationships are required at the time of submission.

13. **QUESTION:** Regarding references, do the references provided need to be from organizations in which we have explicitly had contracts with or can they be from other organizations that we have partnered with, but not had a formal agreement in place?

RESPONSE:

References must be entities that are knowledgeable of the services your agency provides or has provided in the past, since they will be asked to provide feedback on their experience working with your agency and the types of services provided by your agency.

14. **QUESTION:** For the contract amount, if there is not a formal contract with an organization, may the bidder put "N/A" or "0" and describe the collaborative relationship?

RESPONSE:

If this is referring to Required Form – Exhibit 7 "List of Public Entities," yes, you can indicate "0" if there's a collaboration such as an MOU. However, please note that the form asks for contracts where the same or similar scope of services was provided.

15. QUESTION: When will providers be notified of award? Anticipated contract term 1.0 Solicitation Information & MMRs- only states contract start date not notification date.

RESPONSE:

Please refer to the RFP Section 5.2, Final Contract Award by the Board of Supervisors which states:

The Board of Supervisors is the ultimate decision-making body and makes the final determinations necessary to arrive at the decision to award or not award a contract.

Notifications of tentative selection and non-selection will be sent out a few months prior to the contract start date.

16. QUESTION: “Provide a summary of your experience measuring the quality of services.” However, on PDF page 26, of the Request for Proposal section 8.5.1.1.2 states “The Proposer must clearly demonstrate their experience in assessing and measuring the quality of services, including a detailed description of the evaluation methodologies, performance metrics, monitoring tools, and continuous quality-improvement processes utilized to ensure services consistently met or exceeded program objectives.”
Could you confirm that the quality measures we intend to discuss in the narrative section are detailed description of the evaluation methodologies, performance metrics, monitoring tools, and continuous quality-improvement processes utilized to ensure services consistently met or exceeded program objectives?

RESPONSE:

Yes, the information to be included here must address your experience in evaluation methodologies, performance metrics, monitoring tools, and continuous quality-improvement.

17. QUESTION: If applying for two locations/programs, will there be one or more applications to be submitted?

RESPONSE:

Please refer to the response provided for question #1.

18. **QUESTION:** Is this a cost reimbursement contract? How are providers reimbursed?

RESPONSE:

This is a cost reimbursement contract. Please refer to SOW Technical Exhibit 11, Emergency Basic Support Services Request Form, and Technical Exhibit 12, P&A Monthly Reimbursement Invoice and Log.

19. **QUESTION:** What is the “required form” in the 1a business proposal?

RESPONSE:

Required Form - Exhibit 13 is the Business Proposal Narrative labeled as PDF File 1a Business Proposal.

20. **QUESTION:** If our organization is not specifically applying to provide P&A to American Indian, Native Alaskan, or Asian Pacific Islander communities, so MMR#5 and #6, do not apply, should we mark ‘No,’ or should we write-in, N/A.

RESPONSE:

Yes, you can write in N/A if you are not submitting a proposal to provide P&A services to the American Indian, Native Alaskan, or Asian Pacific Islander communities.

21. QUESTION: Regarding MMR #7, if our organization does not have unresolved costs identified by the Auditor-Controller in an amount over \$100,000, should we mark 'Yes?' Thank you for confirming.

RESPONSE:

Proposer must mark "Yes" to confirm they have no unresolved costs.

22. QUESTION: Our organization has many public entity contracts that would require many copies of this page, is it ok if we submit a word document in the same format with the same categories to list our public contracts? Adobe does not allow for the same fields to be duplicated in multiple forms and causes issues when collated upon submission. Thank you!

RESPONSE:

If needed, you may create additional pages in the same format and categories as the Required Form - Exhibit 7, however, the document must be converted to PDF prior to submission.

23. QUESTION: How will references be contacted?

RESPONSE:

Please refer to RFP Section 8.5.1.2, which states:

The County will email an electronic survey to all references listed in Exhibit 8 (List of References). Three (3) attempts will be made to reach a Proposer's reference during the business hours of Monday through Friday, from 8:00 a.m. to 5:00 p.m.

24. QUESTION: Are we also able to submit subsequent questions by 5 pm today as per page 1.0.

RESPONSE:

Proposers are able to submit questions by 5 pm on August 18, 2026, as indicated in RFP Section 1.0, Solicitation Information and Minimum Mandatory Requirements.

25. **QUESTION:** We are a Federally Qualified Health Center that also has been providing social services for over 20 years - are we eligible to apply?

RESPONSE:

Please review RFP Section 4.0, MINIMUM MANDATORY REQUIREMENTS, to determine if you meet the qualifications. In addition, please review the SOW to ensure that you are able to provide the required tasks and deliverables.

26. **QUESTION:** Are there any particular signature requirements for the forms? Ex. Electronic? Adobe digital secure? Wet signature, okay?

RESPONSE:

Please refer to the response provided for question #10.

27. **QUESTION:** Will the slides from the presentation be made available to attendees afterwards?

RESPONSE:

No, the slides from the Proposers' Conference presentation will not be available. All the information presented during the Proposers' Conference can be found in the RFP.

28. QUESTION: We get copies of the slides?

RESPONSE: Please refer to the response provided for question #27.

29. QUESTION: For organizations below the 2 million threshold that required financial audits, will exceptions be made?

RESPONSE: This is a state-funded contract and the California Department of Social Services (CDSS) requires at least one audited financial statement within 18 months at the time of submission. You can submit what you have available, but DCFS cannot guarantee that you will not be disqualified, as we would need to check with CDSS to ensure what you submit is allowable.

30. QUESTION: If our organization has a separate contract with DCFS to provide Family Preservation services, may we use our contact for that program at DCFS as one of our references?

RESPONSE: Yes, you can include staff from Family Preservation as a reference contact.

31. QUESTION: Do we need to submit a separate application for each service area we seek to serve?

RESPONSE:

Please refer to the response provided for question #1.

32. **QUESTION:** Can you please confirm that exhibit 13, the business proposal should not be submitted in file 3 and only in file 4?

RESPONSE:

Required Form - Exhibit 13 should be submitted as the Business Proposal Narrative, 1a.

33. **QUESTION:** Are fiscally sponsored agencies eligible?

RESPONSE:

It is unknown what is meant by fiscally sponsored agency; therefore, a response cannot be provided for this question.

34. **QUESTION:** We have documents that can't be combined into one file due to security restrictions. Is there a preferred way to work around this?

RESPONSE:

If needed, large files like Audited Financial Statements can be split into two files and labeled "1 of 2" and "2 of 2."

35. QUESTION: Do the references have to be entities that have contracted with our agency to provide services that are the same or similar to the services required?

RESPONSE:

Please refer to the response provided for question #13.

36. QUESTION: Will you be sharing this slide deck?

RESPONSE:

Please refer to the response provided for question #28.

37. QUESTION: Regarding if we are submitting proposal that is a collaboration with another agency, and the need for references to validate the experience of all parties involved: Can some of the 5 references refer to the main applicant, and some of the 5 references refer to the subcontractor? Or do all 5 references have to relate to both the applicant and the subcontractor?

RESPONSE:

All references should relate to the applicant (Proposer) and not the subcontractor. Only references related to the Proposer should be submitted.

38. QUESTION: When completing the exhibit forms, we are unable to add additional Exhibit 7 forms without the information from the first Exhibit 7 form automatically populating on each additional form. Additionally, when attempting to merge separately completed Exhibit 7 forms, the information entered in the fields is deleted, and a message appears indicating that the fields are being merged.

RESPONSE:

Please refer to the response provided for question #22.

- 39. QUESTION:** Due to the size and number of required PDF files, may the five required electronic PDF files be submitted across multiple emails? If so, is there a required naming convention or method for identifying emails that are part of the same proposal submission?

RESPONSE:

One email should include the five PDF files. We have not had any issues on our end with regards to receiving large files. The naming convention is included in the RFP under Section 8.8, Proposal Submission.

- 40. QUESTION:** 1000 words not 1000 characters. Correct?

RESPONSE:

Please refer to the response provided for question #2.

- 41. QUESTION:** May the five required references for the same or similar scope of services include private funders or foundations with which the Proposer currently has, or previously had, a funding agreement or grant to provide comparable services?

RESPONSE:

Yes; please refer to the response provided for question #13.

42. QUESTION:

If I understand correctly, there are additional funds that became available after the RFP release, but we cannot account for those in the proposal. Would the county consider re-issuing the RFP or issue an amendment with the additional funded amounts per SPA that will make this contract more viable?

RESPONSE:

Currently, there are additional funds for Fiscal Year 2028-2029 only. As of now we do not have additional funding for the rest of the optional years; therefore, the RFP cannot be released with funding amounts that have not been secured.

43. QUESTION:

Would you mind repeating the deadlines and due dates that were discussed? I'm currently working on-site and missed a few important details. Also, will there be a follow-up email sent to all attendees with the information and key dates covered during this conference?

RESPONSE:

For important dates related to this RFP, please refer to the RFP, Section 1.0, SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS.

44. QUESTION:

Could you also please confirm whether the new RFP budget would cover the period from January 1, 2028, through December 31, 2028?

RESPONSE:

The RFP budget reflects a 12-month period, from January 1, 2028 through December 31, 2028.

45. QUESTION:

We currently have the SPA 8 contract and would like to inquire whether there will be an extension to the current contract to cover the six-month period from July 2027 through December 2027, since the new RFP is expected to become effective January 1, 2028.

RESPONSE:

Yes, there will be a contract extension from July 1, 2027, through December 31, 2027.

46. QUESTION:

We would like to clarify something we heard during today's RFP Conference regarding Fiscal Year 2028–2029. We understood that there will be additional funding available from DMH specifically for that fiscal year. Would this additional funding become available beginning in July 2028, with the start of the 2028–2029 fiscal year?

RESPONSE:

Please note that the County fiscal year ends each June 30th. These contracts are slated to start on January 1, 2028. Therefore, the additional funding will be available through June 30, 2029, unless additional funding is secured beyond June 30, 2029.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

Provide a narrative that demonstrates the organization's background and experience specific to items 8.5.1.1.1, 8.5.1.1.2, 8.5.1.1.3, and 8.5.1.1.4 of this RFP.

8.5.1.1.1. Provide a summary of your experience providing social services to the target population, including African-American/Black Families as described in the Statement of Work. For Countywide Contracts proposer, you must demonstrate your experience in providing social services to the target population and the NA/AN, A/PI communities.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.1 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

Attachment II

8.5.1.1.2 Provide a summary of your experience measuring the quality of services.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.2 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.3 Provide a summary of your experience building and maintaining networks of strong and collaborative relationships with community partners and County Departments.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.3 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.4 Provide a summary of your experience with engaging the community members and promoting the availability of services.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.1.1.4 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

Provide a narrative that describes the organization's approach to providing required services specific to items 8.5.2.1, 8.5.2.2, 8.5.2.3, 8.5.2.4, and 8.5.2.5 of this RFP.

8.5.2.1. Describe your approach in incorporating the Protective Factors Framework into their service delivery plan.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.1 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.2 Describe your service approach to Differential Response Path 1 (Community Prevention Linkages) cases?

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.2 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.3 Describe your approach that delineates your plan to engage the community and raise awareness of issues related to child abuse or neglect.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.3 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.4 Describe your approach to utilize Motivational Interviewing while providing supports, activities, and/or programs to families.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.4 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Describe your approach in promoting activities of social networking building.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Describe your approach on activities to improve economic well being.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Describe your approach on how you will increase access to and utilization of existing activities, resources and supports.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.2.5 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

Provide a narrative that describes the organization's quality assurance plan specific to items 8.5.3.1, 8.5.3.2, and 8.5.3.3 of this RFP.

8.5.3.1 Describe your plan for ensuring uninterrupted services to DCFS in the event of a strike or any other potential disruption in service, which may include staff shortage, medical leaves, vacations, absences, pandemics etc.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.3.1 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.3.2 Describe your plan for methods used for timely data collection including but not limited to the Protective Factors Survey and monthly, quarterly, semi-annual, and annual reports.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.3.2 Continued

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.3.3 Described your plan outlining the methods for completing accurate and timely invoice submissions and implementing controls for required supporting documentation.

REQUIRED FORMS – EXHIBIT 13
BUSINESS PROPOSAL (NARRATIVE)

8.5.3.3 Continued

PREVENTION & AFTERCARE (P&A)
REFERRAL LOG

Technical Exhibit 1

AGENCY:	CASE NAVIGATOR/MANAGER:
PARENT(S)/CAREGIVER(S): P&A CASE NUMBER:	
NAME(S) & DOB OF CHILD/REN:	
<u>Name:</u> 1. 2. 3.	<u>DOB:</u>
<u>Name:</u> 4. 5. 6.	<u>DOB:</u>

Date of Referral	Referral made for which Parent/Caregiver/ Child	Type of Class/Program/Service/Activity* (see examples below)	Name of Provider	Date(s) of Follow-up (if applicable for level 1)	Confirmed Service Start Date	Comments

***Class/Program/Service/Activity examples:**

Parenting, Anger Management, Domestic Violence (DV), Shelter/Housing, Food, Clothing, Cash Assistance, Baby Items, School Supplies, Health Care/Services, Immigration, Education, Mental Health Services, Substance Use Disorder Treatment, Residential Treatment, Legal Services, Youth Services, Child Care, Employment Services, Visitation, Literacy, Financial Literacy, Economic Development Services, Sexual Abuse Treatment, Transportation, Commercial Sexual Exploitation of Children (CSEC), LGBTQ support/services, Support Group, Parent Leadership Opportunity

P&A Contact Log

Parent(s) / Caregiver(s) Name:		Case Navigator Name:	
P&A Case Number:			

[illegible]

SOW Reminder:
If the family denies request for follow-up contact, document a denial in the comments section. Reference SOW Section 7.9.6 and 7.12 for further guidance.

P&A Progress Note

List Participant(s) Name(s)		Date of Service:
P&A Case Number:		
Employee Name:		Start – End Time:
Goal (s) Addressed:		

- ☐ In Person
Location of visit: _____
- ☐ Virtual
☐ Cameras on, Telephone/Text, Left message

Services Provided: Check all that apply

- ☐ Assisted Participant with Accessing Resources (i.e. attended appointment, provided bus pass, etc.)
- ☐ Distributed Resources (i.e., food or clothing donations)
- ☐ Completed Documentation (Individualized Service Plan, Needs Assessment etc.)
- ☐ Linked Participant to Community Referrals/Resources
- ☐ Provided Referrals or Information Materials
- ☐ Spoke With DCFS Social Worker for Case Information
- ☐ Utilization of Motivational Interviewing for substance abuse
- ☐ Utilization of Motivational Interviewing for case-management and engagement

Situation Intervention Response Plan (SIRP) Note	
SITUATION Describe presenting problem or concern or reason for visit/call	
INTERVENTION Describe how situation was addressed, if applicable	
RESPONSE Describe the participant's response to your intervention and/or visit/call	
PLAN Describe next step(s)	

Case Navigator/Staff Signature

Date

**PREVENTION AND AFTER CARE (P&A)
ASSESSMENT**

Technical Exhibit 4
Page 1 of 4

Parent(s) / Caregiver(s) Name: _____

Date: ____/____/____

Case Navigator Name: _____ P&A Case Number: _____

Question	Yes	No	N/A	Declined	On IFSP	Notes
HEALTH						
Do you have a regular doctor you see?						
Do you have a dentist?						
Do you have vision care?						
Do you have medical insurance?						
Does your child/children have a regular doctor?						
Does your child/children have a dentist?						
Does your child have vision care?						
Does your child/children have medical insurance?						
Have you felt consistently sad for more than 3 weeks?						
Do you or have you had thoughts about hurting yourself?						
Do you have mental health concerns you want to speak to someone about?						
Have you been unable to eat or sleep because of depression, anxiety, nightmares, etc.?						
Do you want to speak with someone about substance abuse?						
BASIC NEEDS (Food, Housing)						
Do you consistently have enough food to feed your family?						
Do you have stable housing?						
Do you have transportation when you need it?						
Do you have appropriate childcare?						
Do you have adequate furniture in your home?						
Are you in need of Emergency Funds?						
Do you feel your home is safe for you and your family?						
Are you able to pay your bills consistently?						
EMPLOYMENT						
Do you have employment that is sufficient to meet your family's needs?						
Do you need job training in order to get stable employment?						
Do you want to extend your education or participate in trainings for personal or employment reasons?						

**PREVENTION AND AFTER CARE (P&A)
ASSESSMENT**

Attachment VI

Technical Exhibit 4

Page 2 of 4

Question	Yes	No	N/A	Declined to Answer	On IFSP	Notes
CLASSES/GROUPS						
Are you interested in Anger Management classes for you or your partner?						
Are you interested in substance abuse support groups?						
Are you interested in Domestic Violence support groups?						
Are you interested in general support groups to get to know other people in your community?						
Are you interested in Parenting classes?						
Are you interested in support groups for parents with children/youth regarding gender identity, child exploitation, teen dating violence, substance use, gang involvement or bullying?						
CHILD/YOUTH DEVELOPMENT SERVICES						
Do you have concerns about how your child/youth moves (crawling, walking, running, climbing, jumping)?						
Do you have concerns about your child/youth's speech/language? (speaking, body language, understanding what others say, stutter, etc.) Are you concerned with gang involvement in your family?						
Do you have concerns about your child's education, grades, and/or academic performance?						
Do you have concerns about the way your child/youth behaves at home, school, or in the community (the way your child expresses their feelings; the way your child interacts with others)?						
Is your child/youth behaving in a way that interferes with his learning, home life, or his participation in community activities? (for example, extreme tantrums or physical conflict)						
Does a youth in your family need help finding a job?						
Is your child/youth having trouble eating or sleeping because of anxiety, depression or nightmares?						

**PREVENTION AND AFTER CARE (P&A)
ASSESSMENT**

Could your child/youth benefit from resources and support for gender identity, child exploitation, teen dating violence, substance use, gang involvement or bullying?						
LEGAL						
Are you experiencing legal issues related to any of the following?						
• Immigration? • Child custody/Guardianship? • Support for a disability? • Other						
SUPPORT						
Is there another caregiver in the home?						
Do you have people to turn to when you need help?						
Do you know how to get help when you need it?						
Do you feel your family can handle problems that arise in the home?						
Are you part of groups in your neighborhood (for example, church groups, parent groups, substance abuse groups, neighborhood watch groups, etc.)?						

PREVENTION AND AFTER CARE (P&A)
ASSESSMENT

What are some *strengths* in your family you would like to share with us?

Top 3 Needs (enter here and on ISP/Child Specific Prevention Plan):

1.

2.

3.

Family Signature: _____ Date: _____

Staff Signature: _____ Date: _____

INDIVIDUALIZED SERVICE PLAN (ISP)/Child Specific Prevention Plan

Technical Exhibit 5

Name: _____ Date: _____ Navigator: _____ Agency: _____

Child Name: _____ P&A Case Number: _____

Goal : (in Family's words)	Goal is for which individual(s) on behalf of which child(ren)	Protective Factors being addressed/strengthened	Service Provided/ Requested:	Responsible Parties / Action Steps:	Target Completion Date	Goal Progress	Date Goal Attained
			Motivational Interviewing Date Added: _____			☐ Participating in service (significant progress) ☐ Linked to services / attempts to contact ☐ No progress observed	☐ Goal Attained Date: _____
			 Date Added: _____			☐ Participating in service (significant progress) ☐ Linked to services / attempts to contact ☐ No progress observed	☐ Goal Attained Date: _____
			 Date Added: _____			☐ Participating in service (significant progress) ☐ Linked to services / attempts to contact ☐ No progress observed	☐ Goal Attained Date: _____
			 Date Added: _____			☐ Participating in service (significant progress) ☐ Linked to services / attempts to contact ☐ No progress observed	☐ Goal Attained Date: _____
			 Date Added: _____			☐ Participating in service (significant progress) ☐ Linked to services / attempts to contact ☐ No progress observed	☐ Goal Attained Date: _____

Comments:

Effective Date: ____/____/____ to ____/____/____

Participant Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date : ____/____/____

Navigator Signature: _____ Date: ____/____/____

P&A Progress Review

Name: _____ P&A Case Number: _____

Date of initial Individual Service Plan (ISP)/Child Specific Prevention Plan (CSPP): _____

Date of this Progress Review: _____

Goals from initial ISP/CSPP &/or last Progress Review*:

1. Goal:

Builds Protective Factor(s): _____

☐ Completed ☐ In Progress ☐ Revised

Update(s):

2. Goal:

Builds Protective Factor(s): _____

☐ Completed ☐ In Progress ☐ Revised

Update(s):

New Goal(s), if applicable:

1. Goal:

Builds Protective Factor(s): _____

2. Goal:

Builds Protective Factor(s): _____

*Please attach additional sheets as may be needed and corresponding Linkages Log

Date of next Progress Review: _____

Participant(s) Printed Name & Signature_____
Date_____
Case Navigator/Agency Staff Printed Name & Signature_____
Date

P&A

Technical Exhibit 7

Case Closure or Transition Summary

Participant Name:	Case Closure Date:
P&A Case #:	Staff Name:

Reason for Closure/Transfer

- ☐ Participant completed goals
- ☐ Participant transferred to another program
- ☐ Participant no-contact/dropped out
- ☐ Participant refused services
- ☐ Other _____

ISP/CSPP Goals:

1. _____ ☐ Completed ☐ Partially Completed ☐ Not Completed
2. _____ ☐ Completed ☐ Partially Completed ☐ Not Completed
3. _____ ☐ Completed ☐ Partially Completed ☐ Not Completed
4. _____ ☐ Completed ☐ Partially Completed ☐ Not Completed
5. _____ ☐ Completed ☐ Partially Completed ☐ Not Completed

Transfer Plan/Aftercare Referral Plan:

Agency	Program	Contact Name	Phone Number	Date Transfer Confirmed

Exit Summary (Include family's plan for sustaining progress made):

Case Navigator/Staff Name & Signature

Date

PREVENTION & AFTERCARE (P&A)
Multi-Level Case Management Comparison Chart

	Description	Length of Service	Forms/ Documentation Required	Minimum Staff Level Requirements
Level 1: Information & Referral inclusive of Motivational Interviewing SOW 7.8	Providing families with referrals to services, activities, resources, and/or supports and offering a follow-up to ensure families connection	Generally, up to a month	Name, address, phone #, & email, if applicable, for family & completed Referral Log. Optional Needs Assessment. Referral Log not applicable to participants added to mailing list-only.	Completion of internal capacity building training. Minimum, bi-weekly staff supervision.
Level 2: Case Navigation/ Case Management utilizing Motivational Interviewing SOW 7.9	Includes supports as described in Level 1, along with Linkage services to help families connect to activities, resources, and/or supports and may include in-home supports as requested.	Generally, up to three (3) months, but may be longer	Complete participant intake, Needs Assessment, Individualized Service Plan (ISP)/CSPP, Referral Log, Protective Factors Survey, Progress Notes, and Exit or Transition Summary	Completion of internal capacity building training. Minimum, bi-weekly staff supervision.

*Linkage Services may include making a call or visiting an agency or business with the participant, etc.