



KidTraks

Child Welfare Financial System

Request for Proposal (RFP) User Guide

Last Updated: 12/15/2010

KidTraks – RFP User Guide

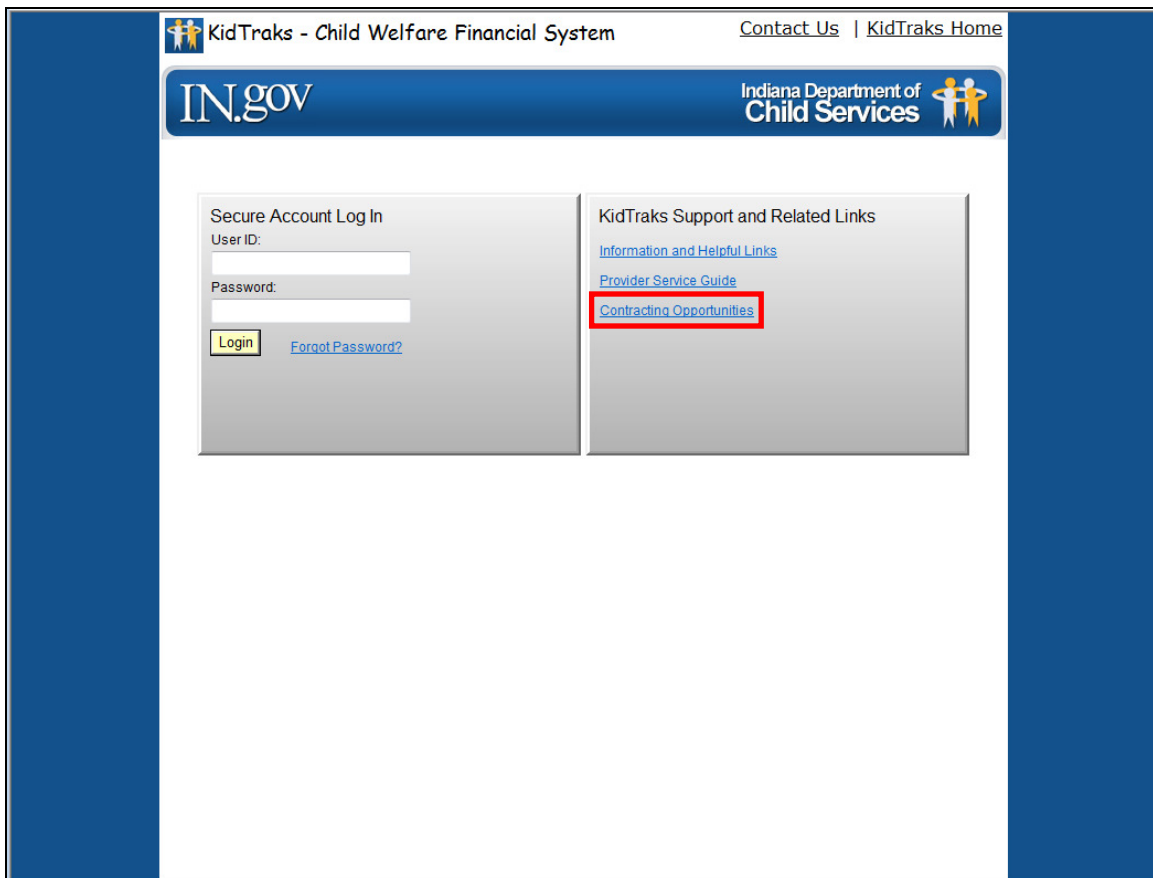
Table of Contents

1.0	<i>Introduction</i>	1-1
2.0	<i>View Listing of Contract Opportunities</i>	2-1
3.0	<i>Attain Authorization to Create a Proposal</i>	3-1
3.1	Authorization for Existing KidTraks Vendors	3-1
3.2	Authorization for Prospective KidTraks Vendors	3-3
3.2.1	Prospective KidTraks Vendor Registration	3-4
3.2.2	Update Registration Profile.....	3-6
4.0	<i>Online Proposal Forms and Attachments</i>	4-1
4.1	RFP Information Page.....	4-2
4.2	Proposal Information Page.....	4-3
4.2.1	Basic Information Form.....	4-4
4.2.1.1	Upload Provider/Basic Information Attachments	4-6
4.3	Selecting Applicable Services for Proposal.....	4-9
4.3.1	Proposed Services Form	4-10
4.3.1.1	Component Code Table	4-11
4.3.1.2	County/Contact Table	4-12
4.3.1.3	Upload Service Narrative Attachments	4-16
4.3.1.4	Upload Budget Document Attachments	4-18
4.3.1.5	Selecting Additional Services for Proposal.....	4-21
4.4	Attachments Section of the Proposal Information Page	4-22
4.4.1	Deleting Supporting Documentation Attachments	4-25
5.0	<i>Proposal Submission</i>	5-1
5.1	Eligible to Submit icon.....	5-2
5.2	Submission Errors.....	5-4
5.3	Successful Proposal Submission	5-6
5.4	Review Proposal Submission(s).....	5-7
6.0	<i>Deleting Proposals</i>	6-1
7.0	<i>Printing Proposals</i>	7-1
8.0	<i>Tips and Tricks</i>	8-1

1.0 INTRODUCTION

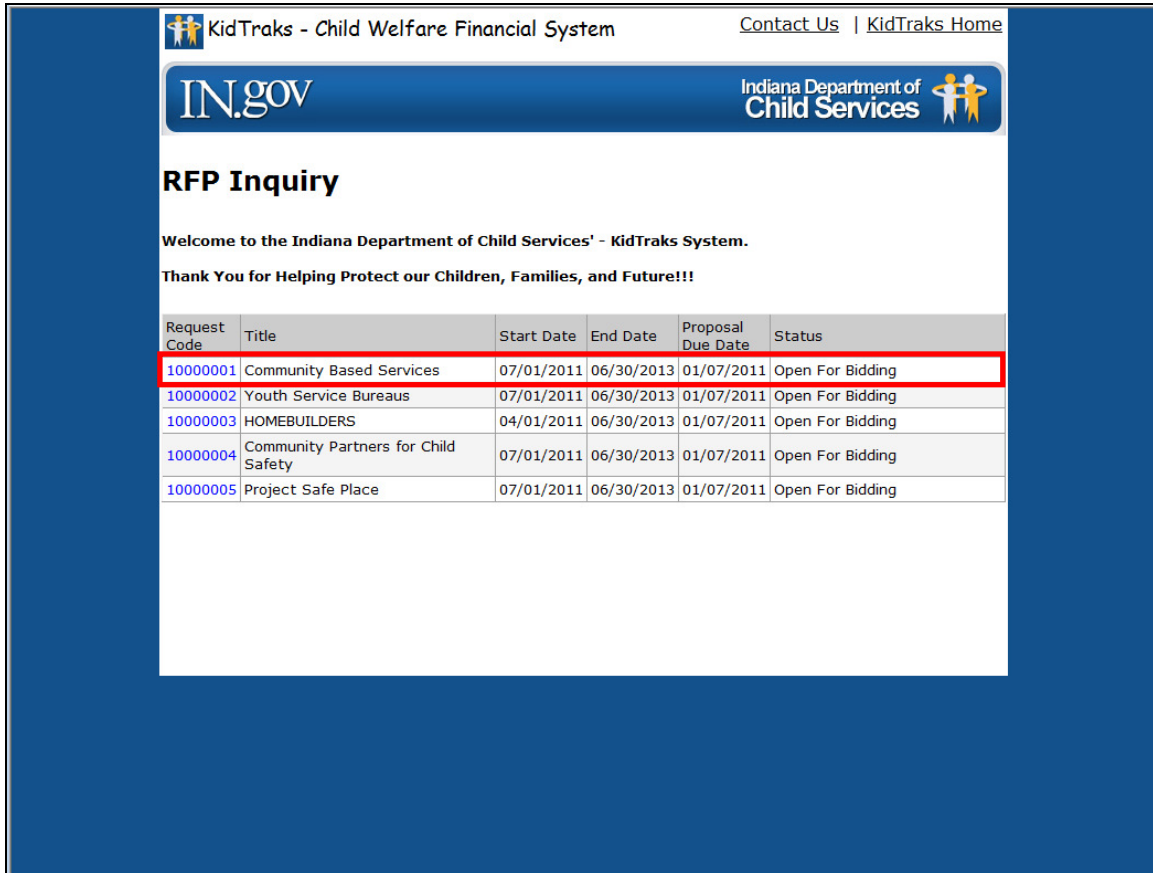
DCS KidTraks now offers online access to Request for Proposals (RFPs) including the ability to submit proposals online.

Vendors may access a listing of DCS contracts currently open for bid via the *Request for Proposal (RFP) Inquiry Page* which is linked as *Contract Opportunities* on the *KidTraks Login Page* or directly via the following link: <https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx>.



2.0 VIEW LISTING OF CONTRACT OPPORTUNITIES

To view the individual details for each RFP and to begin the online proposal submission process, click on the *RFP ID* which corresponds with the *Title* of interest. Also included in the *RFP Table* are contract *Start Date*, *End Date*, and *Proposal Due Date* columns. Note that each RFP has a *Status* indicating whether the RFP is *Open for Bidding* or *Closed*. Proposals may only be submitted for those RFPs that are designated as *Open for Bidding*.



The screenshot displays the 'RFP Inquiry' page on the KidTraks system. The page header includes the KidTraks logo and navigation links for 'Contact Us' and 'KidTraks Home'. Below the header, the 'IN.gov' logo and the 'Indiana Department of Child Services' logo are visible. The main heading is 'RFP Inquiry', followed by a welcome message and a thank-you note. A table lists five RFP opportunities, with the first row highlighted in red.

Request Code	Title	Start Date	End Date	Proposal Due Date	Status
10000001	Community Based Services	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000002	Youth Service Bureaus	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000003	HOMEBUILDERS	04/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000004	Community Partners for Child Safety	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000005	Project Safe Place	07/01/2011	06/30/2013	01/07/2011	Open For Bidding

Once the desired RFP has been accessed, the applicant will be transferred to the *RFP Information Page*. Here the applicant will be able to view more details about the chosen RFP including a description and the *Service Standards* associated with the chosen RFP.

Note: There may be one or more *Service Standards* listed for a given RFP. Our example below includes 32 *Service Standards*.

To begin the online proposal submission process, click on the *Create Proposal* link which will transfer the applicant to the *Create New Proposal Page*.

RFP Information [Create Proposal](#)

RFP ID: **10000001** Status: Open For Bidding
 Title: Community Based Services Proposal Due Date: 1/7/2011
 Start Date: 7/1/2011 End Date: 6/30/2013

Description: Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>

Services Requested:

Code	Description
10515	CHILD PREPARATION
10516	FAMILY PREPARATION
10521	HOME-BASED FAMILY CENTERED CASEWORK SERVICES
10522	HOME-BASED FAMILY CENTERED THERAPY SERVICES
10525	HOMEMAKER/PARENT AID
10528	FOSTER HOME STUDIES / UPDATES / RE-LICENSING STUDIES
10529	CARE NETWORK
10531	CHINS PARENT SUPPORT SERVICES
10532	COUNSELING
10533	CROSS-SYSTEM CARE COORDINATION
10534	DIAGNOSTIC AND EVALUATION SERVICES
10536	FUNCTIONAL FAMILY THERAPY
10537	PARENT EDUCATION
10538	PARENTING / FAMILY FUNCTIONING ASSESSMENT
10539	SEX OFFENDER TREATMENT; VICTIMS OF SEX ABUSE TREATMENT
10540	VISITATION FACILITATION-PARENT/CHILD/SIBLING
10541	DRUG TESTING AND SUPPLIES
10543	RANDOM DRUG TESTING
10549	DAY TREATMENT
10550	QUALITY ASSURANCE FOR CHILDREN IN RESIDENTIAL PLACEMENT
10551	TRANSITION FROM RESTRICTIVE PLACEMENTS (TRP)
10552	TRUANCY TERMINATION
10553	TUTORING/LITERACY CLASSES
10805	RESIDENTIAL SUBSTANCE USE TREATMENT
10806	DETOXIFICATION SERVICES
10807	SUBSTANCE USE DISORDER ASSESSMENT
10808	SUBSTANCE USE OUTPATIENT TREATMENT
10809	SUPPORT GROUPS FOR RESOURCE FAMILIES
10810	RESOURCE FAMILIES SUPPORT SERVICES
10811	DOMESTIC VIOLENCE BATTERERS
10812	DOMESTIC VIOLENCE VICTIM AND CHILD
10813	FATHER ENGAGEMENT PROGRAMS

3.0 ATTAIN AUTHORIZATION TO CREATE A PROPOSAL

3.1 AUTHORIZATION FOR EXISTING KIDTRAKS VENDORS

From the *Create New Proposal Page*, applicants are required to identify whether they are an existing online KidTraks vendor, or if they need to register as a new user. In the below example, we illustrate the selection of an existing online KidTraks vendor.

KidTraks - Child Welfare Financial System [Contact Us](#) | [KidTraks Home](#)

IN.gov Indiana Department of Child Services

Create New Proposal

Request ID: **10000001** Status: Open For Bidding
Title: Community Based Services Proposal Due Date: 1/7/2011
Start Date: 7/1/2011 End Date: 6/30/2013

Description: Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>

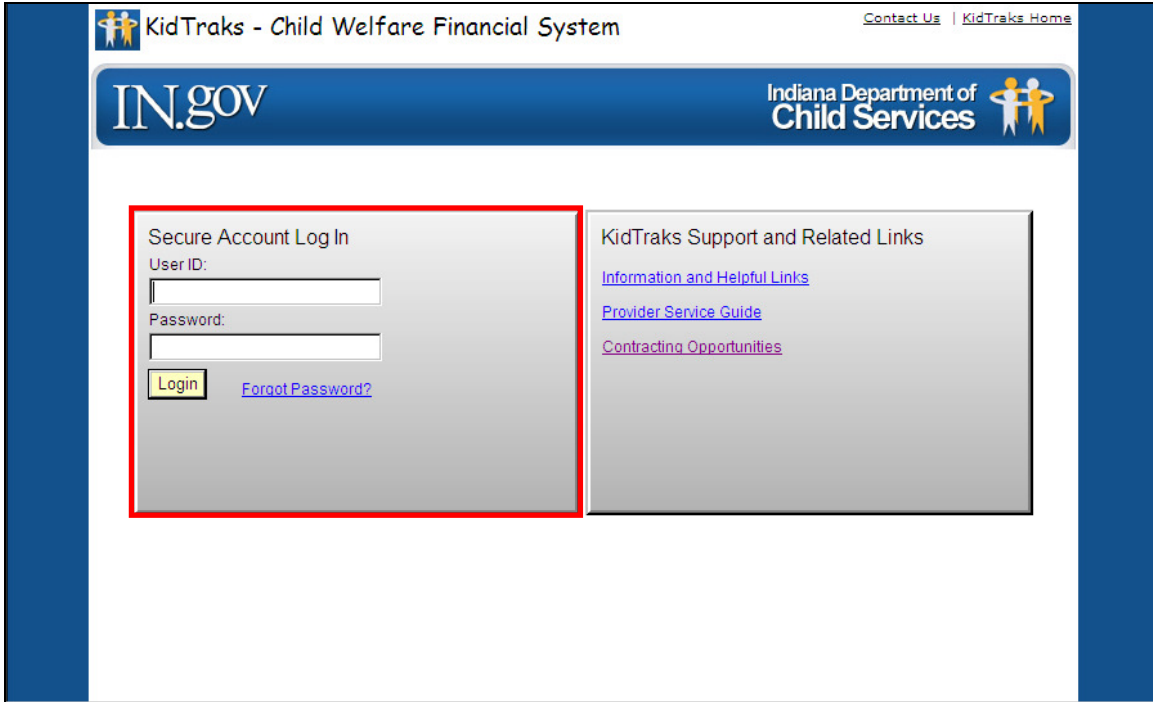
Create Proposal: _____

All users must be registered with this site before creating a proposal.
Note:
If you are existing user, enter your user id and password at the login page to create a proposal...

New User
 Existing User

Select Cancel

When an applicant identifies themselves as an *Existing User* and clicks on the *Select* button, they are transferred to the *KidTraks Login Page* as demonstrated below. Here the applicant enters their KidTraks *User ID* and *Password*, then clicks on the *Login* button. The applicant then must return to the *RFP Inquiry Page* and select the desired *RFP ID* corresponding to the desired proposal for submission. Existing users may now advance to *Section 4.0, Online Proposal Forms and Attachments* to continue the online proposal creation process.



3.2 AUTHORIZATION FOR PROSPECTIVE KIDTRAKS VENDORS

Vendors not registered as online KidTraks users must complete a registration process. This begins by identifying yourself as a *New User* from the *Create New Proposal Page* and then clicking on the *Select* button as demonstrated below.

KidTraks - Child Welfare Financial System [Contact Us](#) | [KidTraks Home](#)

IN.gov Indiana Department of Child Services

Create New Proposal

Request ID: **10000001** Status: Open For Bidding
Title: Community Based Services Proposal Due Date: 1/7/2011
Start Date: 7/1/2011 End Date: 6/30/2013

Description: Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>

Create Proposal: _____

All users must be registered with this site before creating a proposal.
Note:
If you are existing user, enter your user id and password at the login page to create a proposal...

New User
 Existing User

3.2.1 Prospective KidTraks Vendor Registration

The applicant is then transferred to the *Registration Page*. Here the user completes the online form and clicks on the *OK* button as illustrated below.

KidTraks - Child Welfare Financial System [Contact Us](#) | [KidTraks Home](#)

IN.gov Indiana Department of Child Services

Registration

Create a new account

First Name:*

Last Name:*

Email Address:*

Confirm Email Address:*

Phone:

Ext:

Enter value above:

A successful registration is indicated at the bottom of the *Registration Page* when the form is completed and the *OK* button is selected.

KidTraks - Child Welfare Financial System [Contact Us](#) | [KidTraks Home](#)

IN.gov

Registration

Create a new account

First Name:*

Last Name:*

Email Address:*

Confirm Email Address:*

Phone:

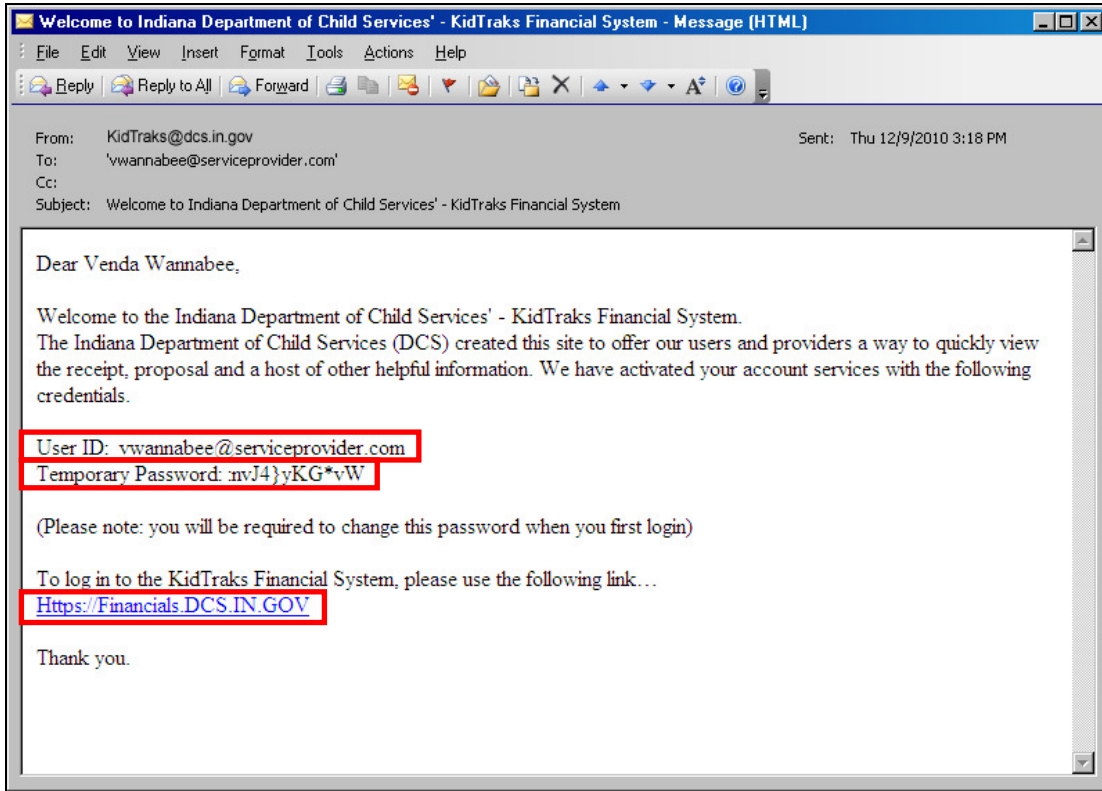
Ext:

Enter value above:

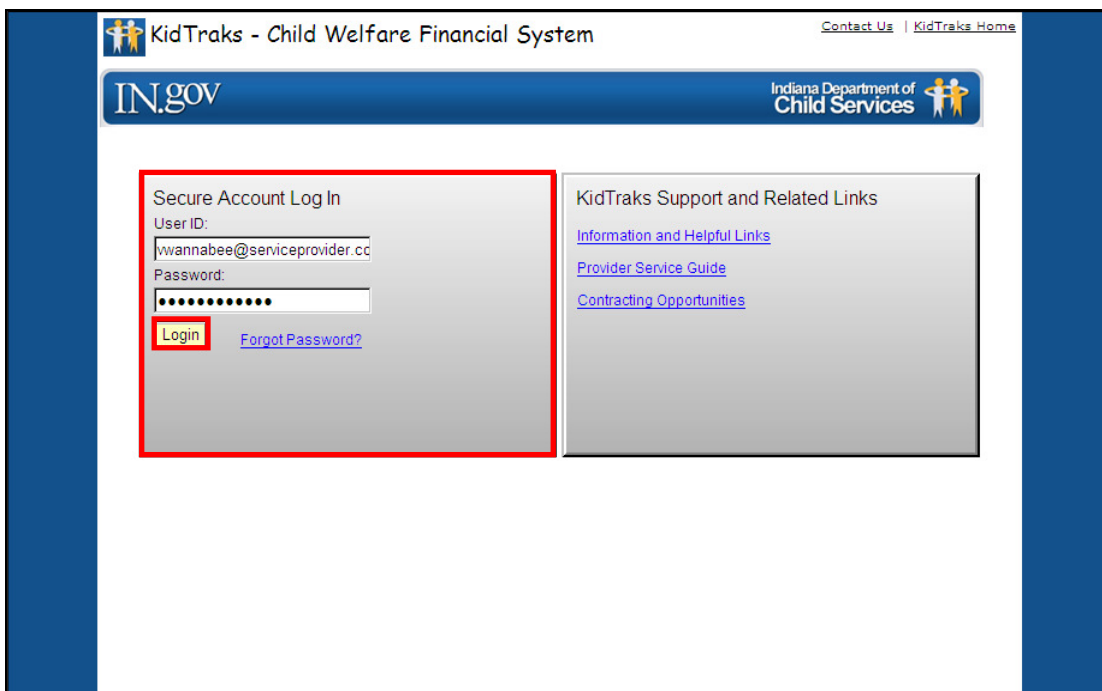
Your registration has been successfully submitted. You will receive an email shortly which contains your temporary password and login instructions. Thank you.

As indicated in the successfully submitted message on the *Registration Form* above, a confirmation notice is sent to the email address provided. Contained in the email is a *Temporary Password*. Copy the password and then click on the link provided to advance to the *KidTraks Login Page* as seen below.

Note: Please check your spam folder for confirmation emails. Confirmation emails are sent out immediately upon registration submission.

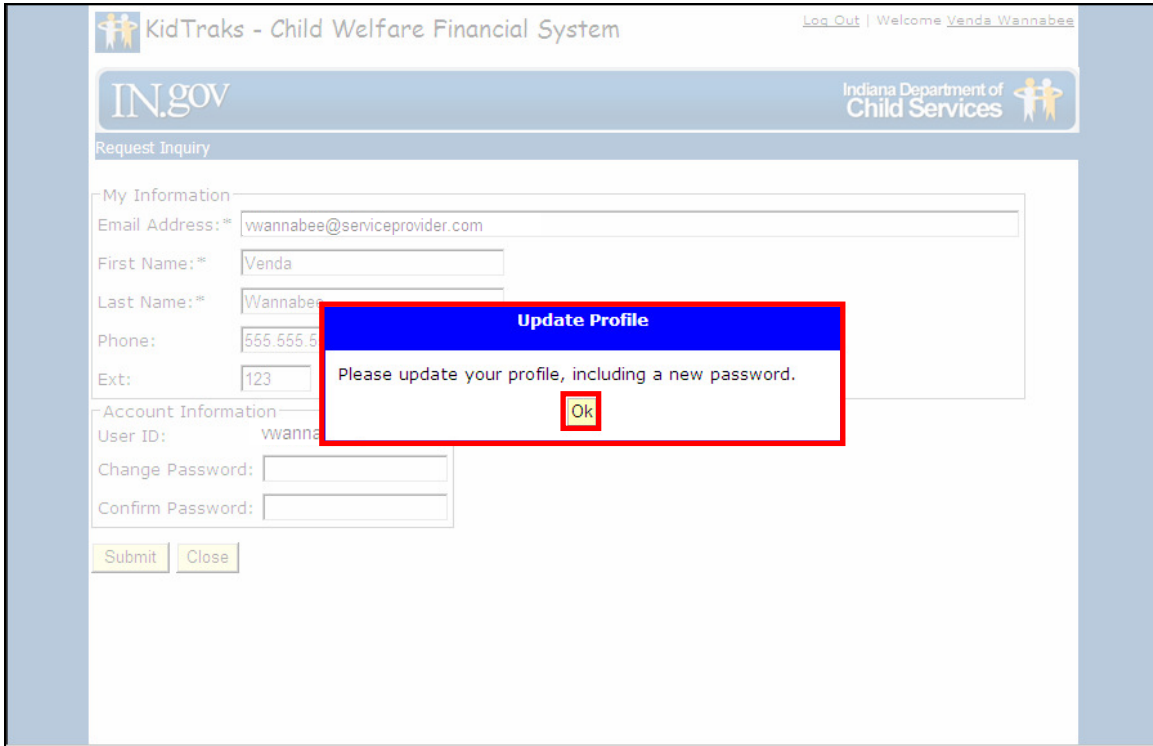


From the *KidTraks Login Page*, enter your *User ID* (your email address) and paste in the *Temporary Password*. Click on the *Login* button.

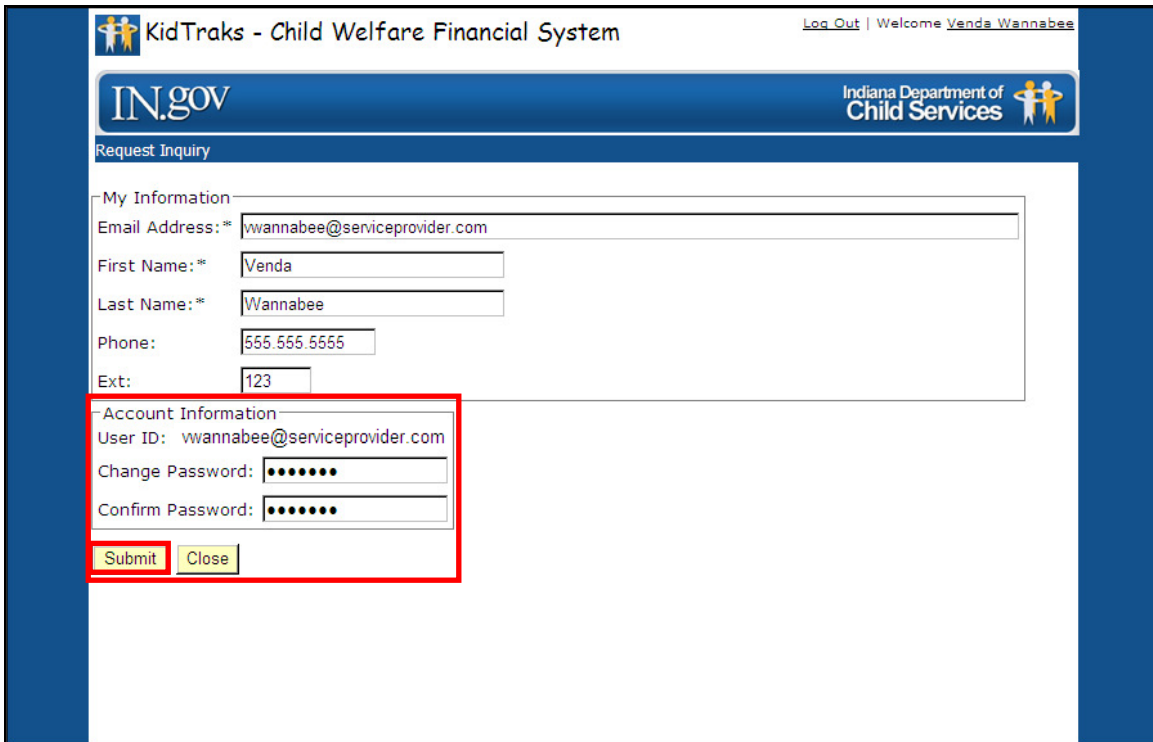


3.2.2 Update Registration Profile

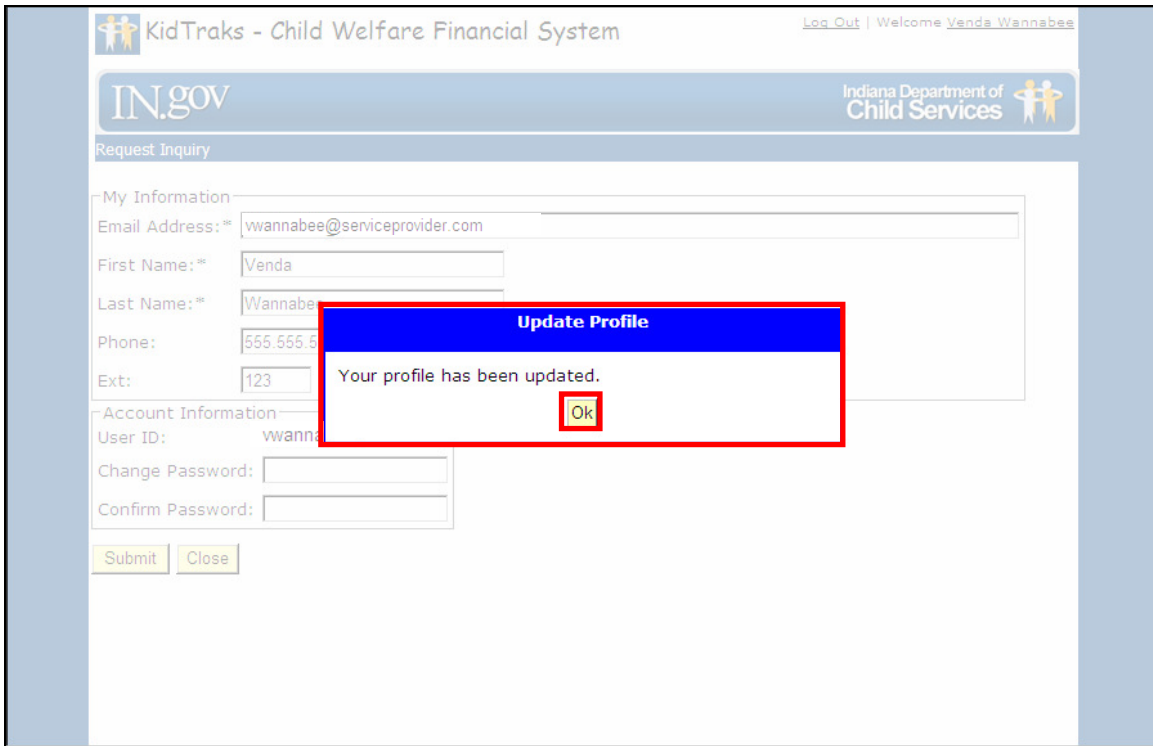
Once the necessary *User ID* and the *Temporary Password* have been correctly entered and the *Login* button has been selected, the applicant will be provided with a notice to update their profile. Click on the *OK* button.



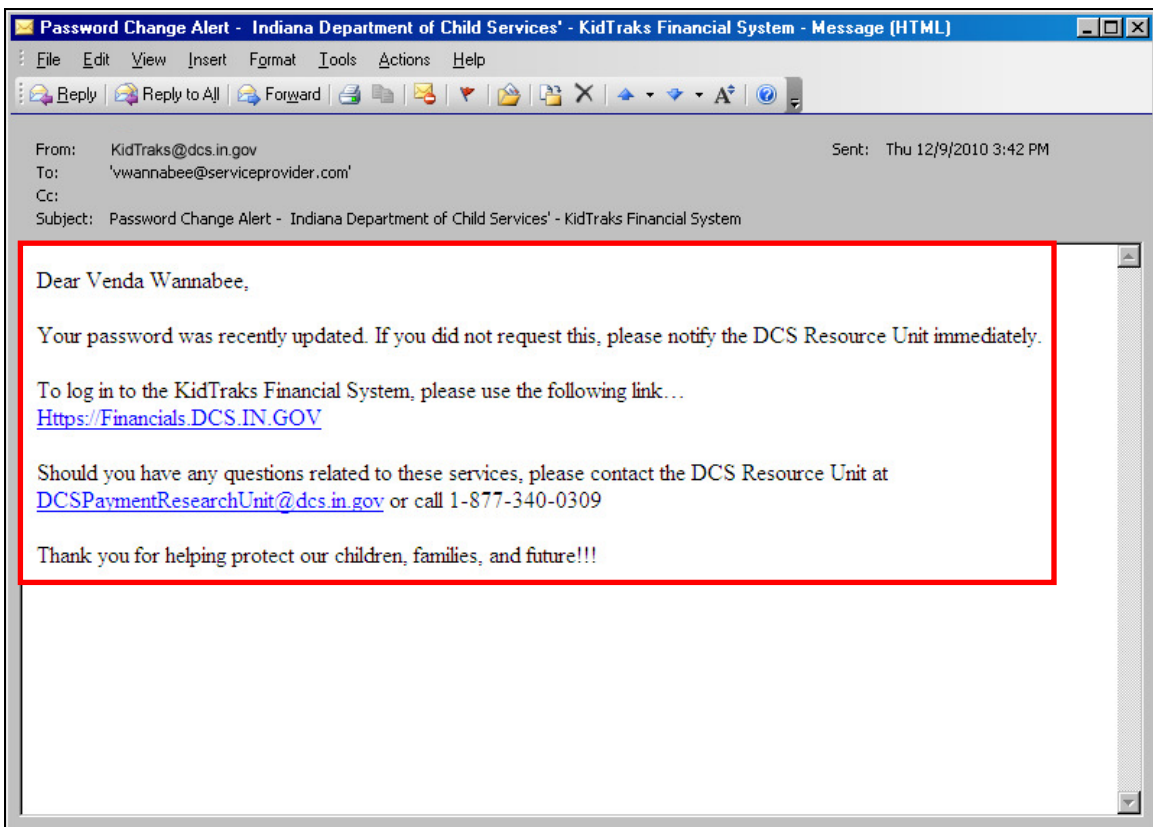
The new user is then provided with a form for updating their password. Under *Account Information* enter your new password and confirm it. Next, click on the *Submit* button as demonstrated below.



Upon successful entry of your new password, an *Update Profile* message is provided as illustrated below. Click on the *OK* button to return to the *Profile Information Page*.



Also, upon the update of your new password, a confirmation notice will be sent to your email account indicating that your password has been successfully updated.



Having returned to the *Profile Information Page*, click on the *Request Inquiry* link as illustrated below to return to the *RFP Inquiry Page*.

KidTraks - Child Welfare Financial System [Log Out](#) | Welcome Venda Wannabee

IN.gov Indiana Department of Child Services

Request Inquiry

My Information

Email Address: *

First Name: *

Last Name: *

Phone:

Ext:

Account Information

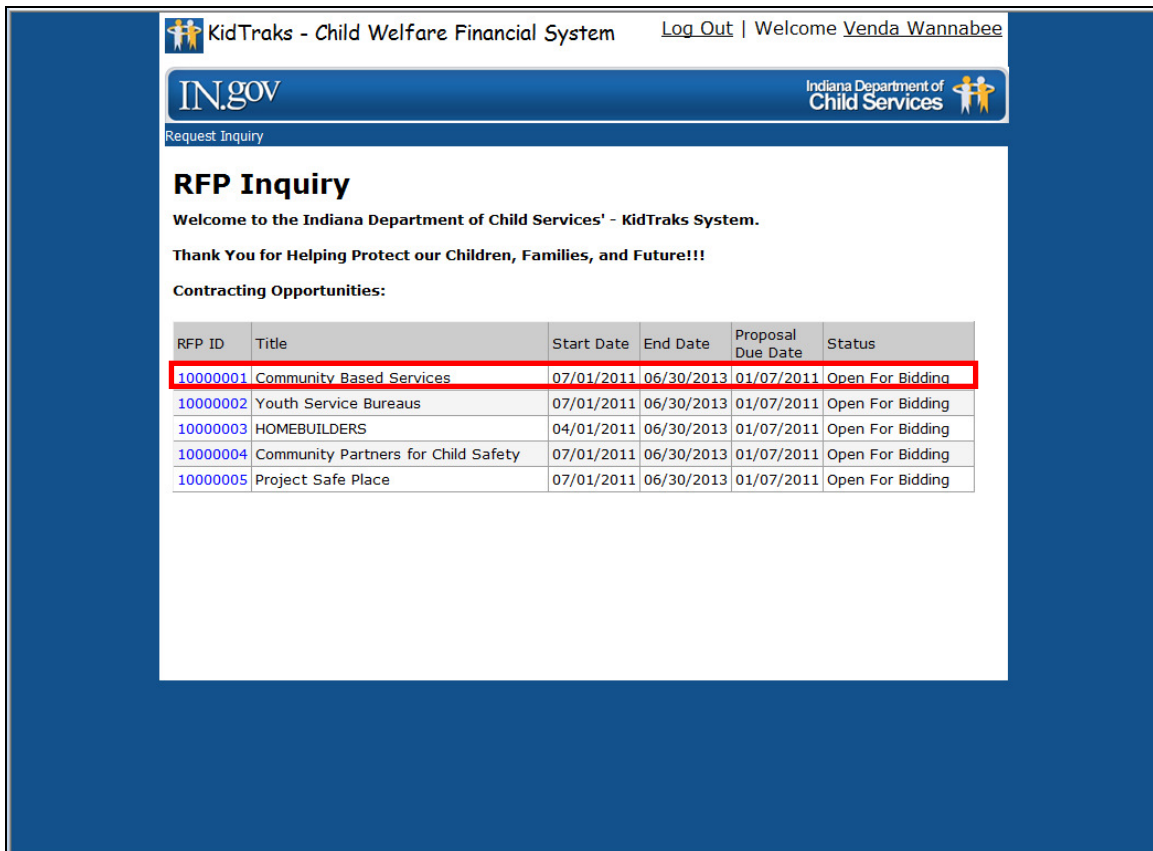
User ID: vwannabee@serviceprovider.com

Change Password:

Confirm Password:

4.0 ONLINE PROPOSAL FORMS AND ATTACHMENTS

From the *RFP Inquiry Page*, select the *RFP ID* corresponding with the RFP desired for proposal submission.



The screenshot displays the 'RFP Inquiry' page within the KidTraks system. The page header includes the system name 'KidTraks - Child Welfare Financial System', a 'Log Out' link, and a welcome message for 'Venda Wannabee'. The page is branded with 'IN.gov' and the 'Indiana Department of Child Services' logo. Below the header, the page title is 'RFP Inquiry' and the user is welcomed to the system. A message of appreciation is followed by a section titled 'Contracting Opportunities:' which contains a table of five RFPs. The first row, with RFP ID 10000001 and title 'Community Based Services', is highlighted with a red border.

RFP ID	Title	Start Date	End Date	Proposal Due Date	Status
10000001	Community Based Services	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000002	Youth Service Bureaus	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000003	HOMEBUILDERS	04/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000004	Community Partners for Child Safety	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000005	Project Safe Place	07/01/2011	06/30/2013	01/07/2011	Open For Bidding

4.1 RFP INFORMATION PAGE

Having now logged on as a prospective vendor for the selected RFP, you will note that the *RFP Information Page* provides some additional information. There are two links provided: the *RFP Inquiry* and *Create Proposal* links. Also, the *Service Standard(s)* for the selected RFP are itemized. Please verify that the selected RFP is the one intended for proposal submission. If not, the RFP Inquiry link will return you to the previous *RFP Inquiry Page*. In the provided example of *Community Based Services*, we will begin to create the online proposal by clicking on the *Create Proposal* link.

KidTraks - Child Welfare Financial System [Log Out](#) | Welcome [Vanda Wannabee](#)

IN.gov Indiana Department of Child Services

Request Inquiry

RFP Information [RFP Inquiry](#) [Create Proposal](#)

RFP ID: **1000001** Status: Open For Bidding

Title: Community Based Services

Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**

Start Date: 7/1/2011 End Date: 6/30/2013
Proposal Due Date: 1/7/2011

Existing Proposals:

No proposals created for this request...

Service Requested:

Code	Description
10515	CHILD PREPARATION
10516	FAMILY PREPARATION
10521	HOME-BASED FAMILY CENTERED CASEWORK SERVICES
10522	HOME-BASED FAMILY CENTERED THERAPY SERVICES
10525	HOMEMAKER/PARENT AID

4.2 PROPOSAL INFORMATION PAGE

When logged in, the first page presented to the applicant after clicking upon the *Create Proposal* link is the *Proposal Information Page*. Note how the *Proposal Information Page* is divided into four sections which are accessed via the tabs *Basic Information*, *Proposed Services*, *Errors*, and *Attachment*. Clicking on the individual tabs will allow you to navigate between the proposal sections.

In addition, from the *Proposal Information Page*, the user is provided with options to *Delete*, *Submit*, or *Print Proposal* by clicking on the down arrow of the dropdown menu entitled *Action*. This dropdown menu with its respective options are available on the *Proposal Information Page* no matter which tab is selected.

Note: If the applicant selects *Delete*, the entire proposal will be deleted. Only correctly completed proposals will qualify for submission. The option to *Print Proposal* is available at any time in the process – whether the proposal has been submitted or if it is still open.

Also note there is an *Eligible to Submit* icon in the *Proposal Header* which provides the applicant with a gauge as to whether or not the proposal is ready for submittal. When you click on the red icon, you will be transferred to the *Errors* tab where a listing of errors is provided. If the icon registers as green, the proposal is ready for submission.

KidTraks - Child Welfare Financial System Log Out | Welcome Vanda Wannabee

IN.gov Indiana Department of Child Services

Request Inquiry

Proposal Information

Proposal Header
Proposal ID: 10000176 Eligible to Submit: ●
Request Title: Community Based Services

Basic Information | Proposed Services | Errors | Attachment

RFP Information:
RFP ID: **10000001** Status: Open For Bidding
Title: **Community Based Services**
Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
Start Date: 7/1/2011 End Date: 6/30/2013
Proposal Due Date: 1/7/2011

Proposal ID: 10000176 [Attach Document\(s\)](#)
Status: Open
Legal Applicant/Agency Name:*
Doing Business As:
Registered with Secretary of State:* Not Registered Registered
Federal EIN # or SS#: Medicaid ID:

Physical Address same as Mailing Address

Mailing Address: Address Line 1:* Address Line 2: City: State: Zip5: Zip4:	Physical Address: Address Line 1: Address Line 2: City: State: Zip5: Zip4:
---	---

Applicant's Legal Status: For Profit [Certified Minority Owned Business](#)
 Not For Profit [Certified Women Owned Business](#)
 Sole Proprietorship [Buy Indiana Entity](#)
 Partnership Other

Chief Executive Officer:
Name: Telephone:
Email Address: Fax:

Financial Officer:
Name: Telephone:
Email Address: Fax:

Contact Person for Proposal:
Name: Telephone:
Email Address: Fax:

Disaster Contact:
Name: Telephone:
Email Address: Fax:

Save Cancel Close

4.2.1 Basic Information Form

The first form presented for completion is the *Basic Information* form. There are four links provided on the *Basic Information* form: *Attach Document(s)*, *Certified Minority Owned Business*, *Certified Women Owned Business*, and *Buy Indiana Entity*. The *Attach Document(s)* link will be discussed later. The *Certified Minority Owned Business*, *Certified Women Owned Business*, and *Buy Indiana Entity* links all open new *Indiana Department of Administration (IDOA) Pages* which provide more information on how to qualify for these programs. If already certified in any of these programs, please select the applicable program category(s). Complete the *Basic Information* form as illustrated below.

Once the form is completed, click on the *Save* button at the bottom of the page. Clicking on the *Cancel* button will remove your entries from the completed fields. Clicking on the *Close* button will log you out of KidTraks and return you to the *KidTraks Login Page*.

Note: If you navigate away from the *Proposal Information Page* prior to clicking on the *Save* button, all entries will be lost. Never use the browser *Back* button to return to previously viewed pages!

KidTraks - Child Welfare Financial System | Log Out | Welcome Vanda Wannabee

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information

Action: [Dropdown] [Go]

Proposal Header
 Proposal ID: 10000176
 Request Title: Community Based Services
 Eligible to Submit: [Red Circle]

Basic Information | Proposed Services | Errors | Attachment

RFP Information:
 RFP ID: **10000001** | Status: Open For Bidding
 Title: **Community Based Services**
 Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
 Start Date: 7/1/2011 | End Date: 6/30/2013
 Proposal Due Date: 1/7/2011

Proposal ID: 10000176 | [Attach Document\(s\)](#)
 Status: Open
 Legal Applicant/Agency Name: Vanda's In-Home Child Services
 Doing Business As: Kiddie Casework and Therapy Services are Us
 Registered with Secretary of State: Not Registered Registered
 Federal EIN # or SS#: 000-00-0000 | Medicaid ID: [Field]

Physical Address same as Mailing Address

Mailing Address: Address Line 1: 123 Main Street | Address Line 2: [Field] | City: Totsville | State: IN | Zip5: 12345 | Zip4: 0000
 Physical Address: Address Line 1: 123 Main Street | Address Line 2: [Field] | City: Totsville | State: IN | Zip5: 12345 | Zip4: 0000

Applicant's Legal Status: For Profit Not For Profit Sole Proprietorship Partnership Other
 [Certified Minority Owned Business](#)
 [Certified Women Owned Business](#)
 [Buy Indiana Entity](#)

Chief Executive Officer:
 Name: Vanda Wannabee | Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com | Fax: 555.444.4444

Financial Officer:
 Name: Vanda Wannabee | Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com | Fax: 555.444.4444

Contact Person for Proposal:
 Name: Vanda Wannabee | Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com | Fax: 555.444.4444

Disaster Contact:
 Name: Vanda Wannabee | Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com | Fax: 555.444.4444

[Save] [Cancel] [Close]

After clicking on the *Save* button, and if the *Basic Information* form is not completed correctly, error notifications will be visible via a red asterisk by the section in question, as well as bulleted explanations at the bottom of the page. See below for an illustration of an incomplete *Basic Information* form.

KidTraks - Child Welfare Financial System
[Log Out](#) | Welcome [Venda Wannabee](#)

IN.gov
Indiana Department of Child Services

Request Inquiry

Proposal Information

Action:

Proposal Header
Eligible to Submit: ●

Proposal ID: 10000176
Request Title: Community Based Services

Basic Information
Proposed Services
Errors
Attachment

RFP Information:

RFP ID: **10000001** Status: Open For Bidding

Title: **Community Based Services**

Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**

Start Date: 7/1/2011 End Date: 6/30/2013

Proposal Due Date: 1/7/2011

Proposal ID: 10000176 [Attach Document\(s\)](#)

Status: ● Open

Legal Applicant/Agency Name: * *

Doing Business As: Kiddie Casework and Therapy Services are Us

Registered with Secretary of State: * Not Registered Registered

Federal EIN # or SS#: 000-00-0000 Medicaid ID:

Physical Address same as Mailing Address

Mailing Address:

Address Line 1: * *

Address Line 2:

City:

State:

Zip5:

Zip4:

Physical Address:

Address Line 1:

Address Line 2:

City:

State:

Zip5:

Zip4:

Applicant's Legal Status: For Profit Certified Minority Owned Business

Not For Profit Certified Women Owned Business

Sole Proprietorship Buy Indiana Entity

Partnership Other

Chief Executive Officer:

Name: Telephone:

Email Address: Fax:

Financial Officer:

Name: Telephone:

Email Address: Fax:

Contact Person for Proposal:

Name: Telephone:

Email Address: Fax:

Disaster Contact:

Name: Telephone:

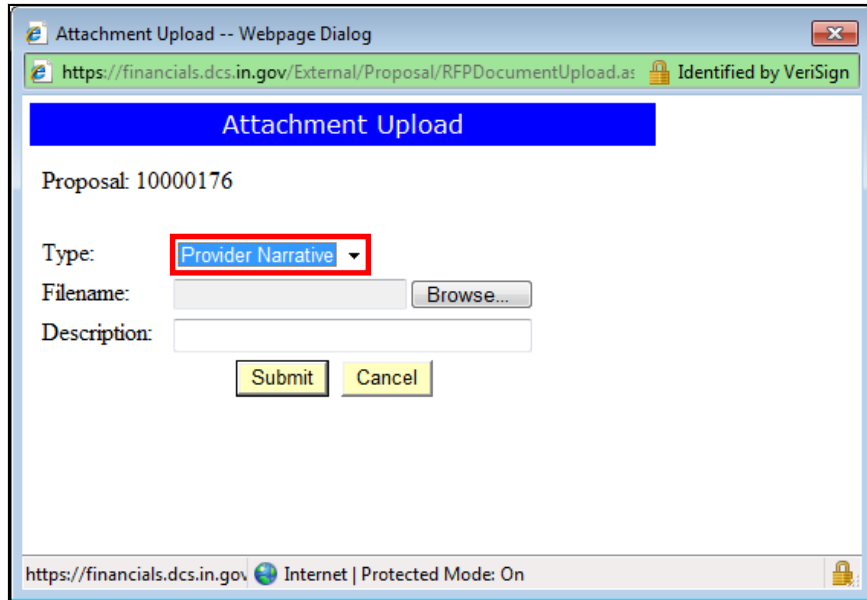
Email Address: Fax:

- Required Legal Applicant/Agency Name
- Required Mail Address Line 1

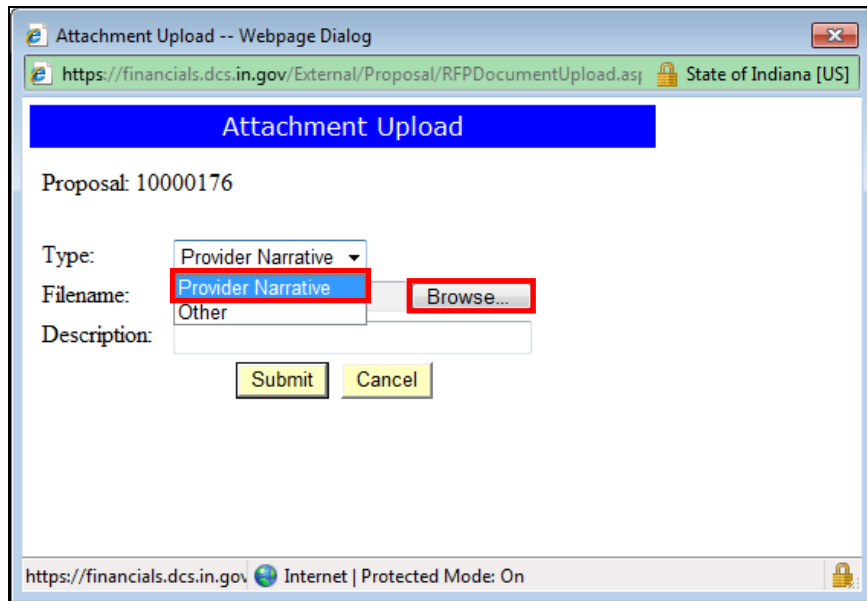
4.2.1.1 Upload Provider/Basic Information Attachments

A *Provider Narrative* must be included with your *Basic Information* form by clicking on the *Attach Document(s)* link found on the *Basic Information* form. Once the link is selected, an *Attachment Upload* dialog box will appear.

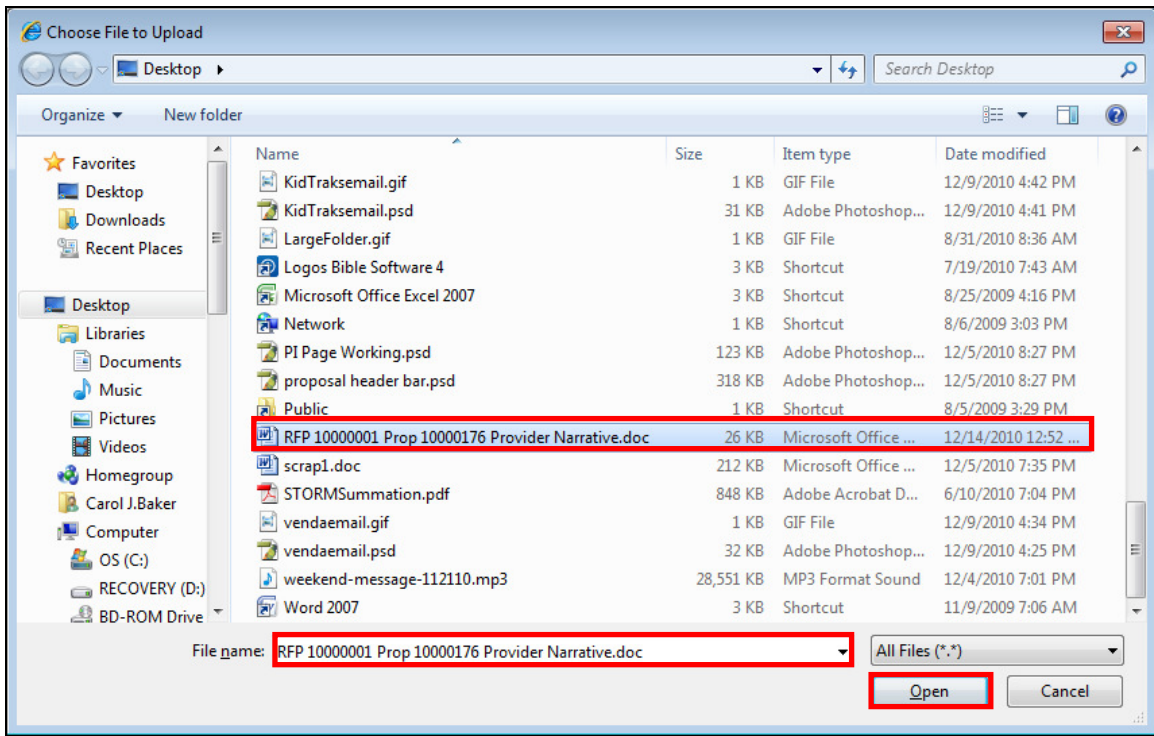
Note: A *Provider Narrative* is required for each proposal submitted.



Click on the dropdown menu arrow to select the type of document to be uploaded. Next, click on the *Browse* button to navigate to the document that is to be uploaded.

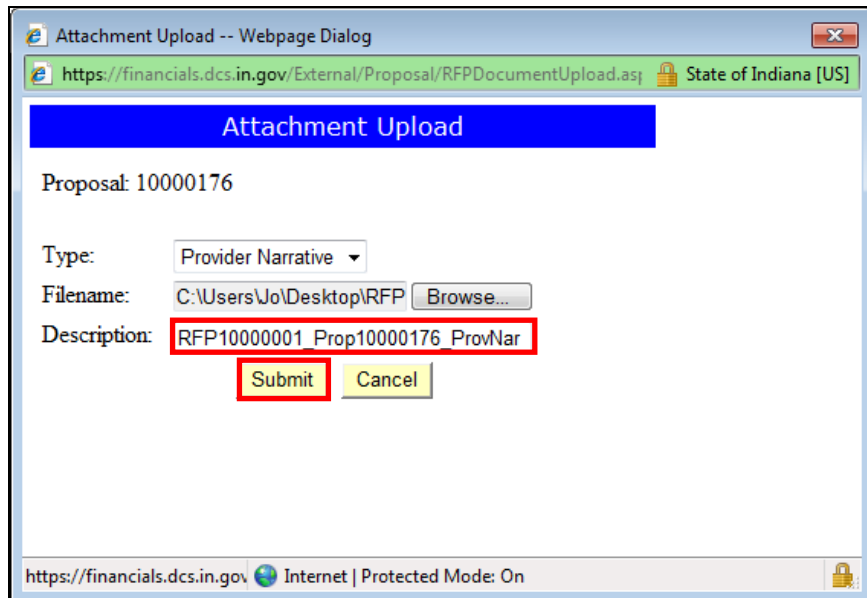


Once the *Browse* button has been selected, a Windows dialog box will appear providing the ability to navigate to the attachment document located on your hard drive. When the correct document has been selected, click on the *Open* button.

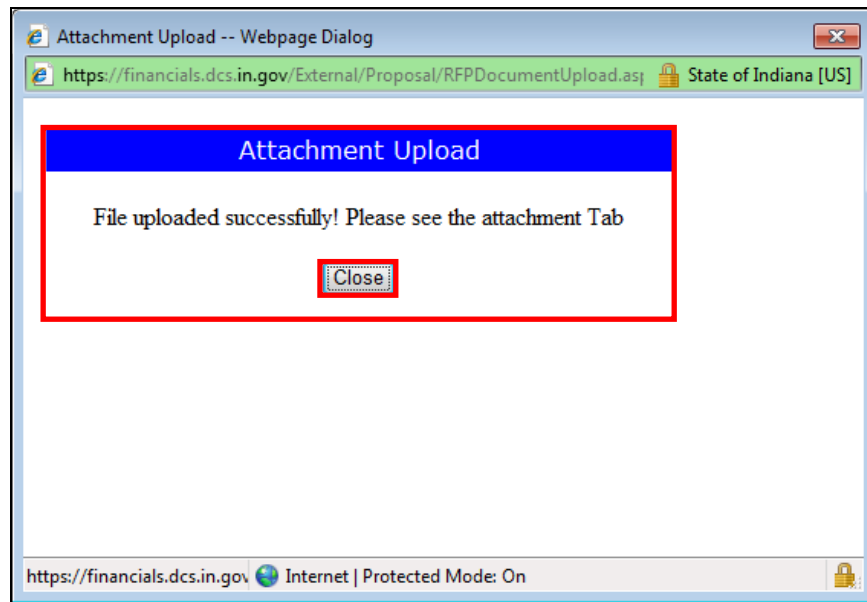


Having selected the document to be uploaded, enter a description for the document. Below we've indicated that the document pertains to RFP 10000001, *Proposal Number* 10000176, and is a *Provider Narrative*. Next, click on the *Submit* button.

Note: Please make the title and the description of the document as descriptive as possible.



Once the *Submit* button has been selected, an *Attachment Upload* dialog box will appear indicating that the upload was completed successfully. Click on the *Close* button.



4.3 SELECTING APPLICABLE SERVICES FOR PROPOSAL

The next section of the online proposal submission to be completed is entitled *Proposed Services*. Click on the corresponding tab located on the *Proposal Information Page* as indicated below. The *Proposed Services Section* lists those *Services Standards* available for the selected RFP. Note the column indicating the completion status of each referenced service. To begin filling out the *Proposed Services* form(s), click on the corresponding *Service Code*.

KidTraks - Child Welfare Financial System | Log Out | Welcome Vanda Wannabee

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Request Inquiry

Proposal Information

Action: Go

Proposal Header
 Proposal ID: 10000176 | Eligible to Submit: ●
 Request Title: Community Based Services

Basic Information | **Proposed Services** | Errors | Attachment

Proposed Services

Service Code	Service Description	Completed
10529	CARE NETWORK	No
10515	CHILD PREPARATION	No
10531	CHINS PARENT SUPPORT SERVICES	No
10532	COUNSELING	No
10533	CROSS-SYSTEM CARE COORDINATION	No
10549	DAY TREATMENT	No
10806	DETOXIFICATION SERVICES	No
10534	DIAGNOSTIC AND EVALUATION SERVICES	No
10811	DOMESTIC VIOLENCE BATTERERS	No
10812	DOMESTIC VIOLENCE VICTIM AND CHILD	No
10541	DRUG TESTING AND SUPPLIES	No
10516	FAMILY PREPARATION	No
10813	FATHER ENGAGEMENT PROGRAMS	No
10528	FOSTER HOME STUDIES / UPDATES / RE-LICENSING STUDIES	No
10536	FUNCTIONAL FAMILY THERAPY	No
10521	HOME-BASED FAMILY CENTERED CASEWORK SERVICES	No
10522	HOME-BASED FAMILY CENTERED THERAPY SERVICES	No
10525	HOMEMAKER/PARENT AID	No
10537	PARENT EDUCATION	No
10538	PARENTING / FAMILY FUNCTIONING ASSESSMENT	No
10550	QUALITY ASSURANCE FOR CHILDREN IN RESIDENTIAL PLACEMENT	No
10543	RANDOM DRUG TESTING	No
10805	RESIDENTIAL SUBSTANCE USE TREATMENT	No
10810	RESOURCE FAMILIES SUPPORT SERVICES	No
10539	SEX OFFENDER TREATMENT; VICTIMS OF SEX ABUSE TREATMENT	No
20800	SPECIALIZED SERVICES	No
10807	SUBSTANCE USE DISORDER ASSESSMENT	No
10808	SUBSTANCE USE OUTPATIENT TREATMENT	No
10809	SUPPORT GROUPS FOR RESOURCE FAMILIES	No
10551	TRANSITION FROM RESTRICTIVE PLACEMENTS (TRP)	No
10552	TRUANCY TERMINATION	No
10553	TUTORING/LITERACY CLASSES	No
10540	VISITATION FACILITATION-PARENT/CHILD/SIBLING	No

4.3.1 Proposed Services Form

Begin the form completion by filling in the *Contact Person for Service* section of the form. Note that on the *Proposed Services* form, there are three links provided: *Back to Service List*, *Attach Document(s)*, and *DCS State Region Map (Click Here)*. The *Attach Document(s)* and *DCS State Region Map (Click Here)* links will be addressed later. Clicking on the *Back to Service List* link will return you to the table itemizing all of the proposed *Service Standards* relevant to the selected RFP.

Note: If you navigate away from the *Proposal Information Page* prior to clicking on the *Save* button, all entries will be lost. Never use the browser *Back* button to return to previously viewed pages!

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Request Inquiry

Proposed Information

Action: Go

Proposal Header
Proposal ID: 10000176 | Eligible to Submit:
Request Title: Community Based Services

Basic Information | **Proposed Services** | Errors | Attachment

Proposed Service: 10521-HOME-BASED FAMILY CENTERED CASEWORK SERVICES | [Back To Service List](#) | [Attach Document\(s\)](#)

Contact Person for Service:
Name: Telephone:
Email Address: Fax:

Service - Components

Component Code	Component Desc	Unit of Measure	Standard Rate	Rate
908	COURT	APPEARANCE	117.90	<input type="text"/>
331	FACE TO FACE	HOURL	58.95	<input type="text"/>
1670	INTERPRETER SERVICES	ACTUAL COST	1.00	<input type="text" value="1.00"/>
1201	SUPERVISED VISITATION	HOURL	58.95	<input type="text"/>

Select County(s) and enter a contact for each county where the service will be performed:

Counties: Add Go

There are no records to display...

Save | Apply | Cancel

4.3.1.1 Component Code Table

Found next on the *Proposed Services* form is the *Component Code Table* (Billable Units). Here you will find the listing of all components relevant to the selected *Service Standard* and RFP. This table also provides the applicant with the relevant *Component Codes* (Billable Units), brief descriptions for each component, their units of measure, their respective standardized rates, and fields where the applicant is to enter their proposed vendor rates.

Note: All listed components should have entries in their corresponding proposed rates fields. Also, should a prospective vendor wish to not submit a rate bid for a given component, enter zero. In addition, should a rate entry be zero or exceed the corresponding standardized rate, a *Budget Document* must be uploaded as an attachment.

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Proposal Information

Action: Go

Proposal Header
 Proposal ID: 10000176
 Request Title: Community Based Services
 Eligible to Submit: ●

Basic Information | **Proposed Services** | Errors | Attachment

Proposed Service: 10521-HOME-BASED FAMILY CENTERED CASEWORK SERVICES
[Back To Service List](#) [Attach Document\(s\)](#)

Contact Person for Service:
 Name: Vanda Wannabee Telephone: 555.555.5555
 Email Address: vwannabee@serviceprovider Fax: 555.444.4444

Component Code	Component Desc	Unit of Measure	Standard Rate	Rate
908	COURT	APPEARANCE	117.90	110.00
331	FACE TO FACE	HOUR	58.95	50.00
1670	INTERPRETER SERVICES	ACTUAL COST	1.00	1.00
1201	SUPERVISED VISITATION	HOUR	58.95	0.00

Select County(s) and enter a contact for each county where the service will be performed:
 Counties: DCS State Region Map(Click Here) Add Go

There are no records to display...

Save Apply Cancel

4.3.1.2 County/Contact Table

Next on the *Proposed Services* form is the county selection area. To select the regions and/or counties corresponding to the associated services, click on the dropdown menu and select *Add*. Note: Clicking on the *DCS State Region Map (Click Here)* link will open up a browser window with an illustration of the state of Indiana identifying which counties are in which regions as depicted below.

Once *Add* has been selected from the county dropdown list, click on the *Go* button.

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Request Inquiry

Proposal Information

Action:

Proposal Header
 Proposal ID: 10000176 Eligible to Submit: ●
 Request Title: Community Based Services

Basic Information
Proposed Services
Errors
Attachment

Proposed Service: 10521-HOME-BASED FAMILY CENTERED CASEWORK SERVICES [Back To Service List](#) [Attach Document\(s\)](#)

Contact Person for Service:

Name:	Venda Wannabee	Telephone:	555.555.5555
Email Address:	wannabee@serviceprovider	Fax:	555.444.4444

Service - Components

Component Code	Component Desc	Unit of Measure	Standard Rate	Rate
908	COURT	APPEARANCE	117.90	<input type="text" value="110.00"/>
331	FACE TO FACE	HOUR	58.95	<input type="text" value="50.00"/>
1670	INTERPRETER SERVICES	ACTUAL COST	1.00	<input type="text" value="1.00"/>
1201	SUPERVISED VISITATION	HOUR	58.95	<input type="text" value="0.00"/>

Select County(s) and enter a contact for each county where the service will be performed:

Counties:
DCS State Region Map(Click Here)
Add

There are no records to display...

Indiana Department of Child Services Regional Managers

Add
▼

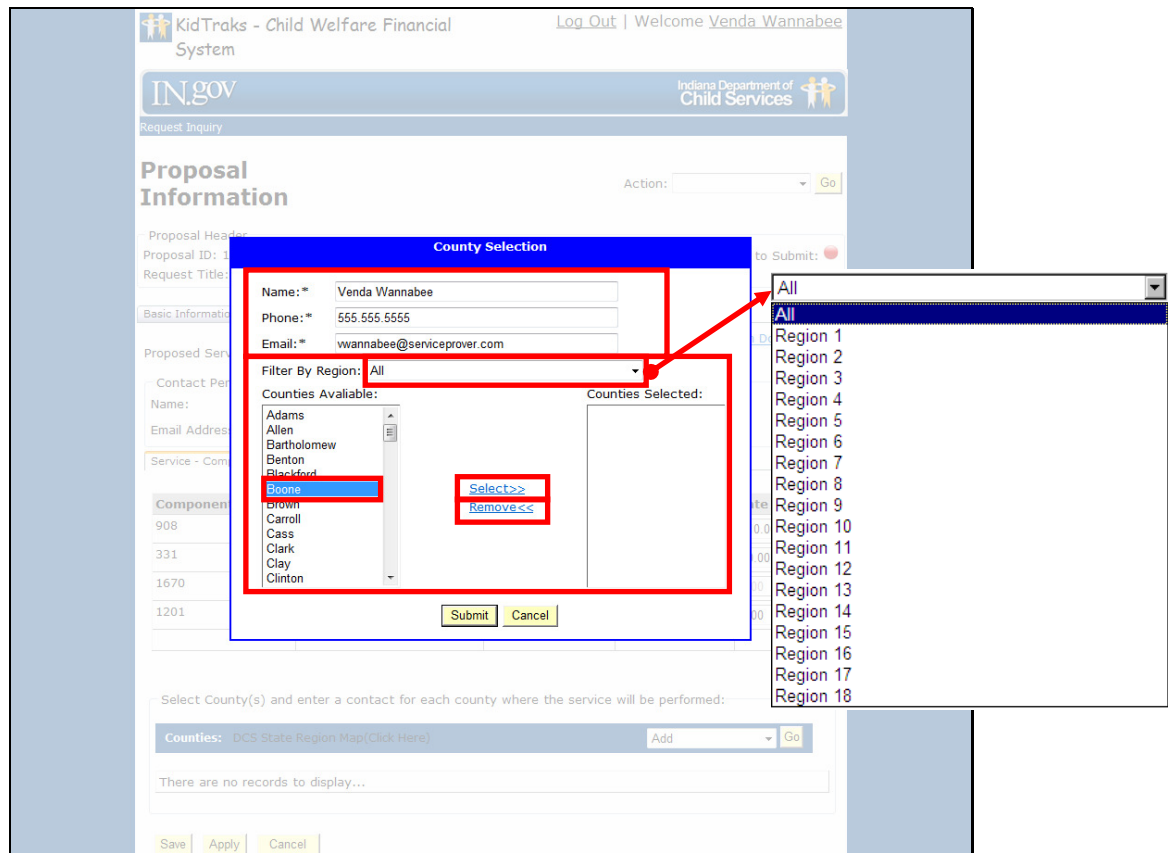
Add

Remove

Clicking on the *Go* button opens up the *County Selection* dialog box. Begin by filling in the *Name*, *Phone* and *Email* fields. Note: Each county and/or region requires the entry of corresponding contact information.

There are two ways to populate the *Counties Selected* field. The first option is to click on the *Filter By Region* dropdown list which will provide a window listing all of Indiana's regions as demonstrated below. See previous page for instructions on accessing a map of Indiana providing a region legend.

For our purposes we've elected to bypass the region option and select by county. Illustrated below is the selection of Boone County from the *Counties Available* list. Once the desired county is selected, click on the *Select* link to move it into the *Counties Selected* field. Repeat this process to select all counties desired for service representation. Counties may be removed from the *Counties Selected* field by highlighting the applicable counties and clicking on the *Remove* link.



Having selected Boone County for our service representation, it appears in the *Counties Selected* field and disappears from the *Counties Available* listing as illustrated below. Next, click on the *Submit* button.

The screenshot shows the 'County Selection' dialog box within the KidTraks system. The dialog contains the following fields and elements:

- Name:** Vanda Wannabee
- Phone:** 555.555.5555
- Email:** vwannabee@serviceprover.com
- Filter By Region:** All
- Counties Available:** A list box containing Adams, Allen, Bartholomew, Benton, Blackford, Brown, Carroll, Cass, Clark, Clay, Clinton, and Crawford. 'Boone' is highlighted in red.
- Counties Selected:** A list box containing Boone, highlighted in red.
- Buttons:** Select>>, Remove<<, Submit, and Cancel.

Below the dialog, there is a section for selecting counties and entering contact information:

Select County(s) and enter a contact for each county where the service will be performed:

Counties: DCS State Region Map(Click Here) Add Go

There are no records to display...

Once the county(s) and/or region(s) have been selected and the appropriate contact information has been entered and submitted for service representation, the record(s) appear in the *Counties Table* of the *Proposed Services* form.

Note: Please refer to your RFP to clarify which document attachments are required for submission completion.

Complete the form by clicking on the *Save* or *Apply* button. Clicking on the *Save* button will save all entries and return you to the *Services Section* listing all services pertinent to the selected RFP. Clicking on the *Apply* button will save all entries and maintain your placement on the current page. Clicking on the *Cancel* button will remove all field entries and return you to the *Services Section* listing.

County/Region records may be deleted by putting a ✓ in the box corresponding to the county/region you wish to delete. Then select *Delete* from the dropdown menu and click on the *Go* button.

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Proposal Information

Action:

Proposal Header
 Proposal ID: 10000176
 Request Title: Community Based Services
 Eligible to Submit:

Basic Information | Proposed Services | Errors | Attachment

[Back To Service List](#) [Attach Document\(s\)](#)

Proposed Service: 10521-HOME-BASED FAMILY CENTERED CASEWORK SERVICES

Contact Person for Service:

Name: Venda Wannabee Telephone: 555.555.5555
 Email Address: vwannabee@serviceprovider Fax: 555.444.4444

Service - Components

Component Code	Component Desc	Unit of Measure	Standard Rate	Rate
908	COURT	APPEARANCE	117.90	110.00
331	FACE TO FACE	HOUR	58.95	50.00
1670	INTERPRETER SERVICES	ACTUAL COST	1.00	1.00
1201	SUPERVISED VISITATION	HOUR	58.95	0.00

Select County(s) and enter a contact for each county where the service will be performed:

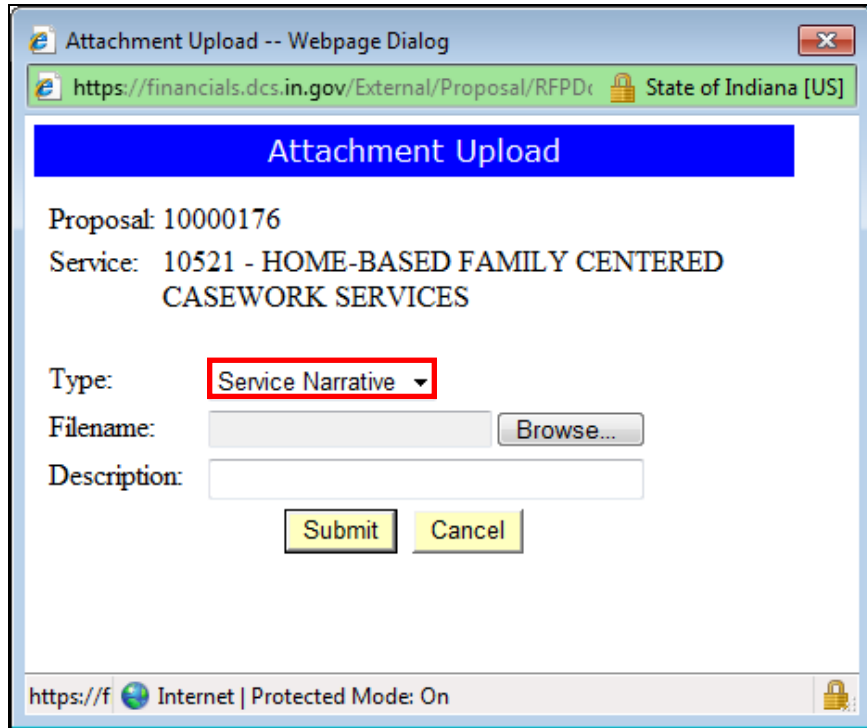
Counties: [DCS State Region Map\(Click Here\)](#)

<input type="checkbox"/>	Region	County	County Desc	First Name	Phone	Email
<input checked="" type="checkbox"/>	Region 9 06	Boone		Venda Wannabee	555.555.5555	vwannabee@serviceprover.com

4.3.1.3 Upload Service Narrative Attachments

A *Service Narrative* must be included with your *Proposed Services* form by clicking on the *Attach Document(s)* link found on the *Proposed Services* form. Once the *Attach Document(s)* link is selected, an *Attachment Upload* dialog box will appear.

Note: A *Service Narrative* is required for each proposed *Service Standard*.



Attachment Upload -- Webpage Dialog

https://financials.dcs.in.gov/External/Proposal/RFPD State of Indiana [US]

Attachment Upload

Proposal: 10000176
Service: 10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES

Type: **Service Narrative** ▾

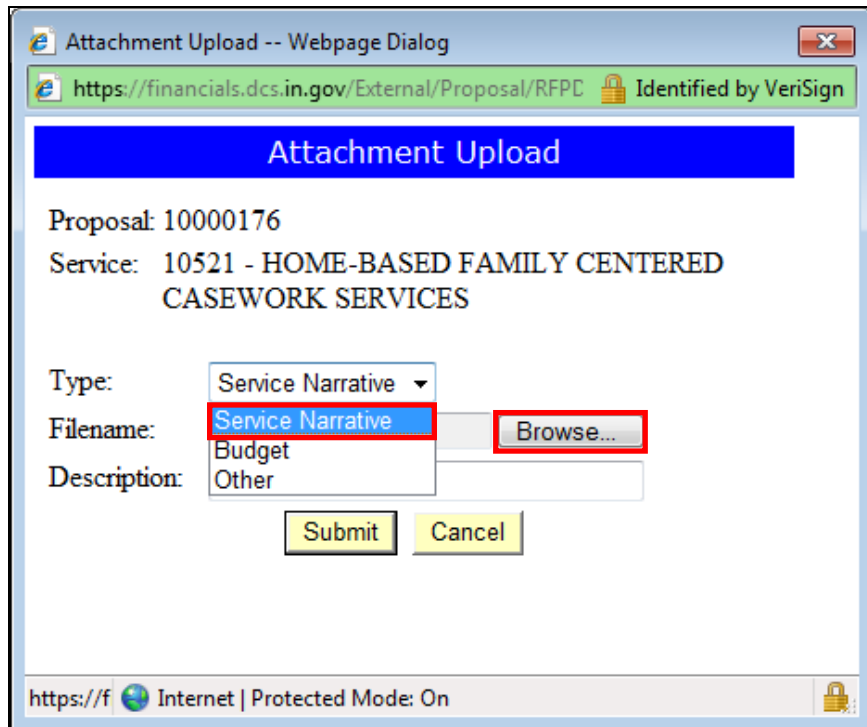
Filename: **Browse...**

Description:

Submit **Cancel**

https://f Internet | Protected Mode: On

Click on the dropdown menu arrow to select the type of document to be uploaded. Next, click on the *Browse* button to navigate to the document that is to be uploaded.



Attachment Upload -- Webpage Dialog

https://financials.dcs.in.gov/External/Proposal/RFPD Identified by VeriSign

Attachment Upload

Proposal: 10000176
Service: 10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES

Type: **Service Narrative** ▾

Filename: **Service Narrative** **Browse...**

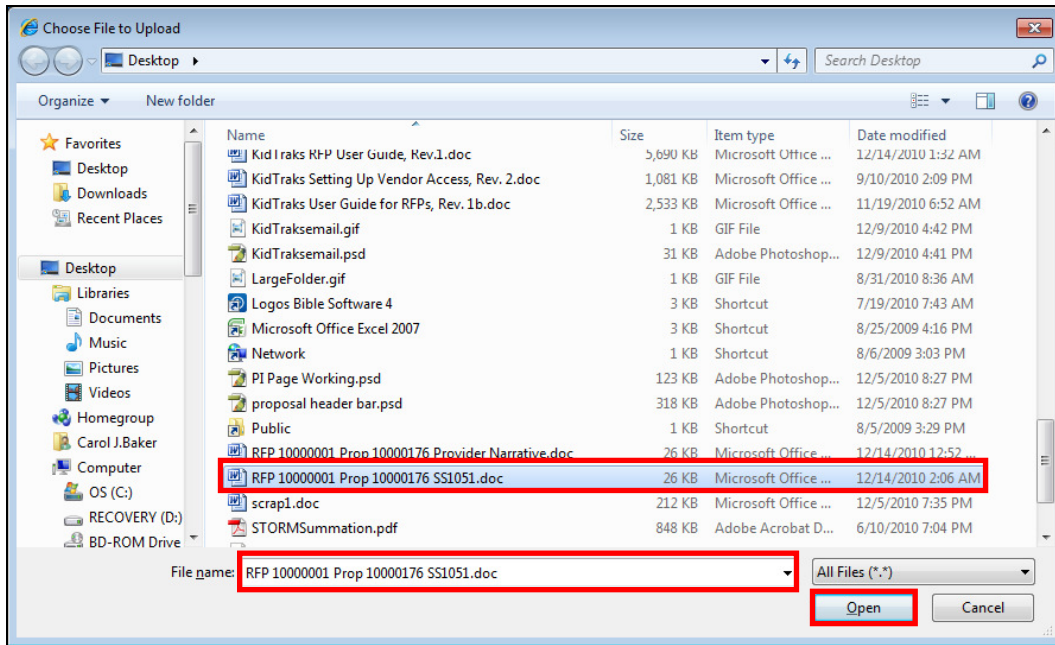
Description:

Submit **Cancel**

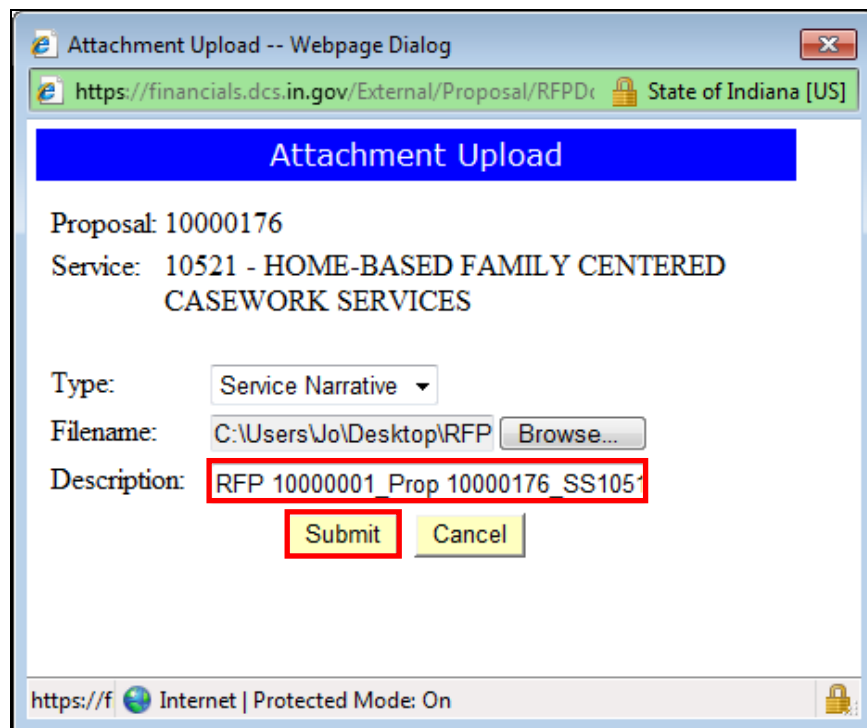
https://f Internet | Protected Mode: On

Once the *Browse* button has been selected, a Windows dialog box will appear providing the ability to navigate to the attachment document located on your hard drive. When the correct document has been selected, click on the *Open* button.

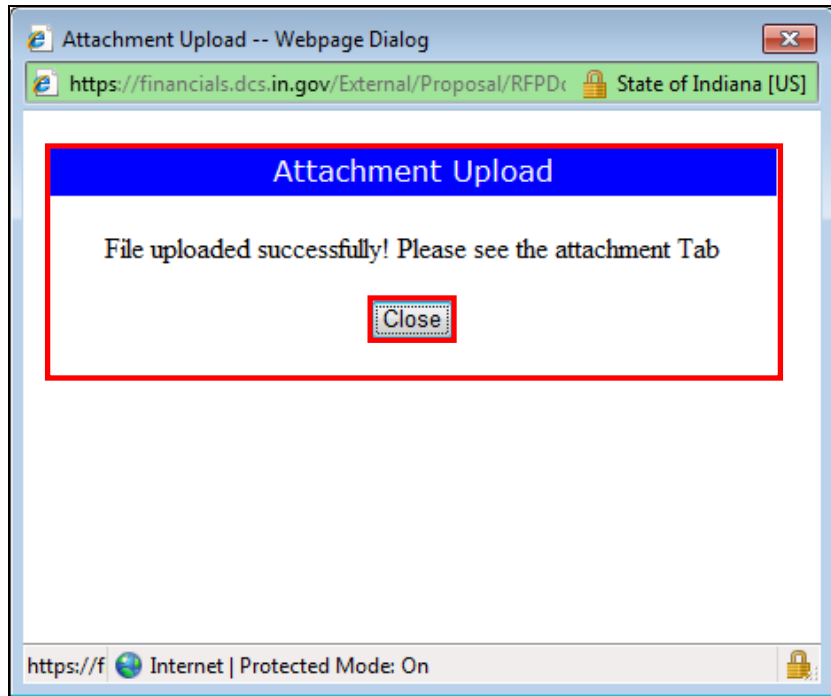
Note: Please make the title and description of the document as descriptive as possible.



Having selected the document to be uploaded, enter a description for the document. It is suggested that you include the *Service Standard Code* in your file description so that it will be easily identified under your list of attachments should you need to make attachment changes prior to submission. Below we've indicated that the document is a *Service Narrative*, and it corresponds with *Proposal Number* 10000176 and *Service Standard Code* 10521. Next, click on the *Submit* button.



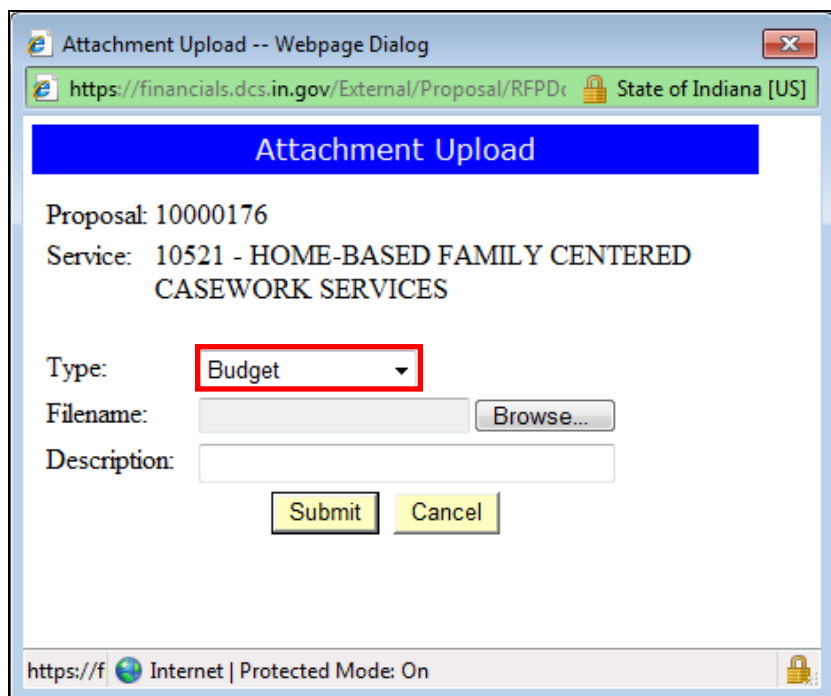
Once the *Submit* button has been selected, an *Attachment Upload* dialog box will appear indicating that the upload was completed successfully. Click on the *Close* button.



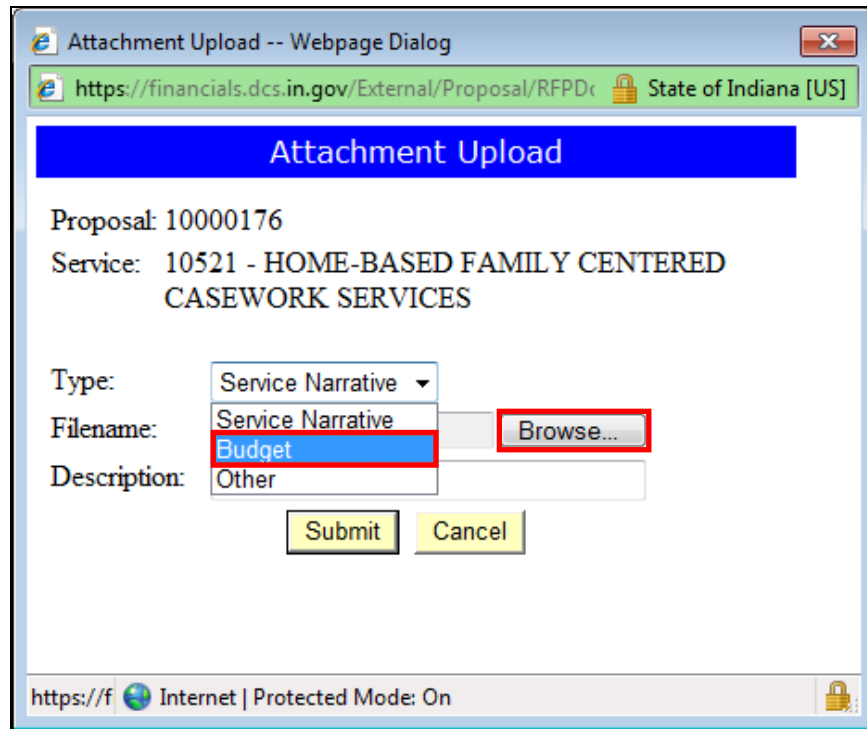
4.3.1.4 Upload Budget Document Attachments

Note: Should a component rate entry be zero or exceed the corresponding standardized rate, a *Budget Document* must be uploaded as an attachment.

As we listed one of the components of our *Service Standard* example with a rate of \$0.00 (1201, Supervised Visitation), we must now upload a *Budget Document* providing an explanation as to why there is no rate provided. Again, from the *Proposed Standard* form for our working *Service Standard* (10521, Home-Based Family Centered Casework Services), we click on the *Attach Documents* link.

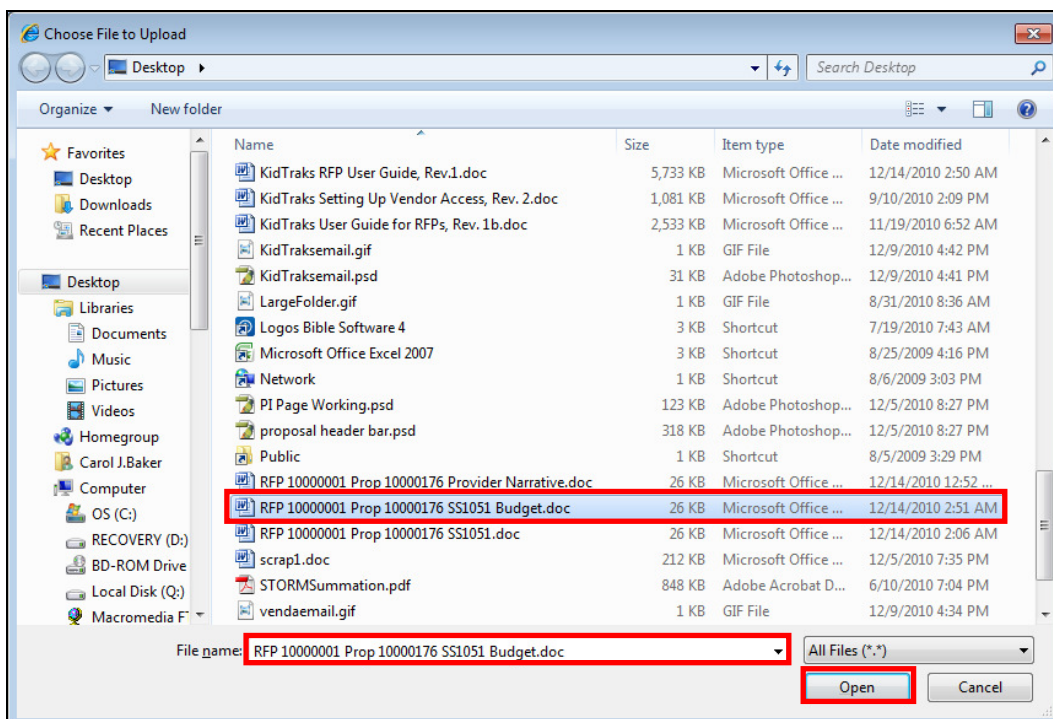


Click on the dropdown menu arrow to select the type of document (*Budget*) to be uploaded. Next, click on the *Browse* button to navigate to the document that is to be uploaded.

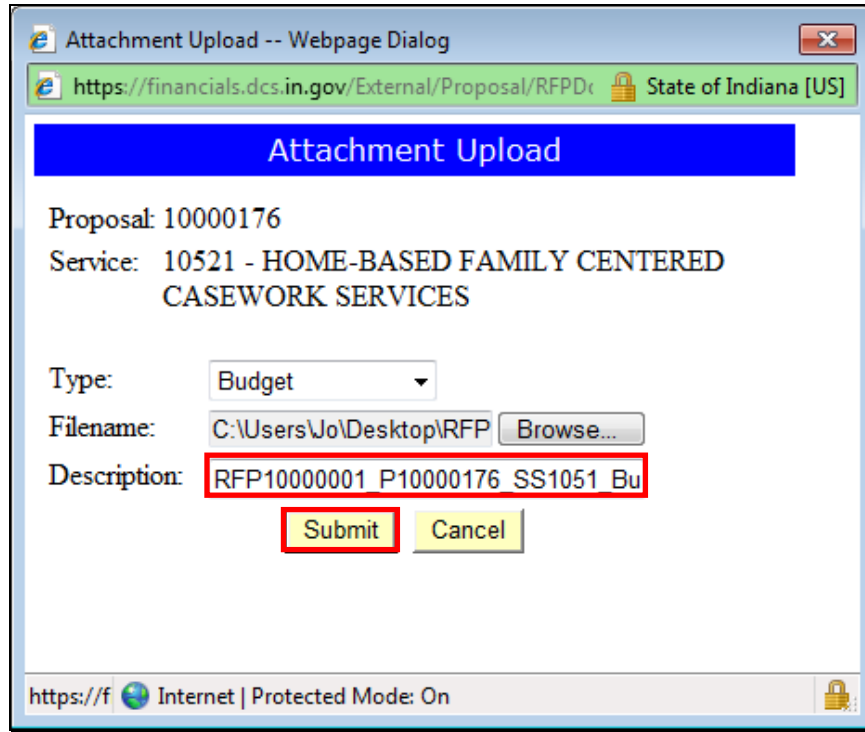


Once the *Browse* button has been selected, a Windows dialog box will appear providing the ability to navigate to the attachment document located on your hard drive. When the correct document has been selected, click on the *Open* button.

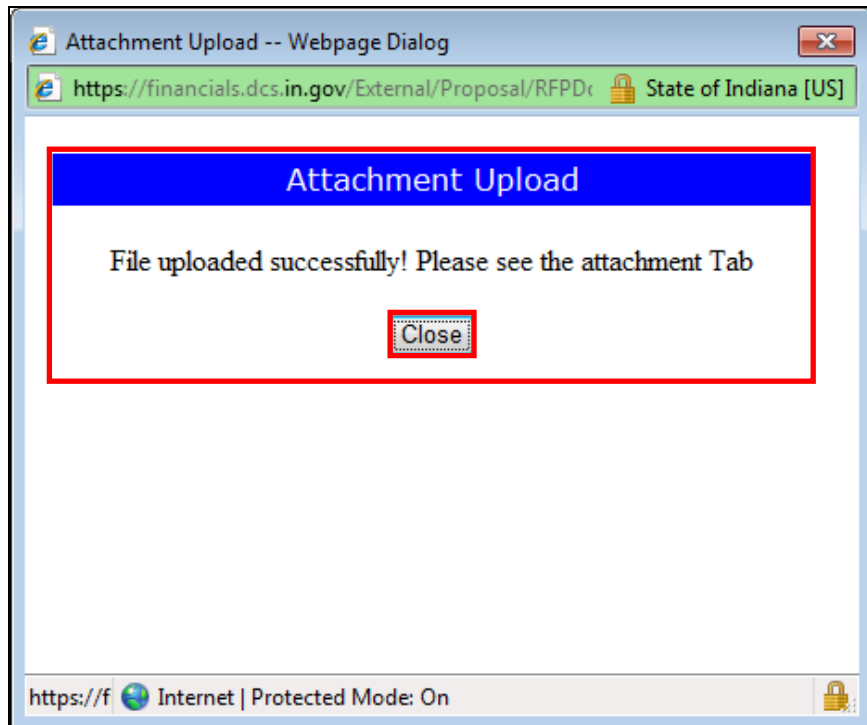
Note: Please make the title and description of the document as descriptive as possible.



Having selected the document to be uploaded, enter a description for the document. It is suggested that you include the *Service Standard Code* in your file description so that it will be easily identified under your list of attachments should you need to make attachment changes prior to submission. Below we've indicated that the document is a *Budget Document*, and it corresponds with *Proposal Number* 10000176 and *Service Standard Code* 10521. Next, click on the *Submit* button.



Once the *Submit* button has been selected, an *Attachment Upload* dialog box will appear indicating that the upload was completed successfully. Click on the *Close* button.



4.3.1.5 Selecting Additional Services for Proposal

Remember to return to the *Proposed Services Section* (via the *Back To Service List* link) of the *Proposal Information Page* and verify that all applicable services are depicted as completed prior to the proposal submission. Review all of *Section 4.3.1, Proposed Services Form* of this document as necessary when completing additional *Proposed Services* forms.

Having correctly filled out the *Proposed Services* form for *Service Standard 10521, Home-Based Family Centered Casework Services*, and having attached the required supporting documentation, the Service Standard registers *Yes* under the *Completed* column and the *Eligible to Submit* icon in the *Proposal Header* now registers as green.

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IN.gov Indiana Department of Child Services

Request Inquiry

Proposal Information

Action:

Proposal Header
 Proposal ID: 10000176 Eligible to Submit:
 Request Title: Community Based Services

Basic Information Proposed Services Errors Attachment

Proposed Services

Service Code	Service Description	Completed
10529	CARE NETWORK	No
10515	CHILD PREPARATION	No
10531	CHINS PARENT SUPPORT SERVICES	No
10532	COUNSELING	No
10533	CROSS-SYSTEM CARE COORDINATION	No
10549	DAY TREATMENT	No
10806	DETOXIFICATION SERVICES	No
10534	DIAGNOSTIC AND EVALUATION SERVICES	No
10811	DOMESTIC VIOLENCE BATTERERS	No
10812	DOMESTIC VIOLENCE VICTIM AND CHILD	No
10541	DRUG TESTING AND SUPPLIES	No
10516	FAMILY PREPARATION	No
10813	FATHER ENGAGEMENT PROGRAMS	No
10528	FOSTER HOME STUDIES / UPDATES / RE-LICENSING STUDIES	No
10536	FUNCTIONAL FAMILY THERAPY	No
10521	HOME-BASED FAMILY CENTERED CASEWORK SERVICES	Yes
10522	HOME-BASED FAMILY CENTERED THERAPY SERVICES	No

4.4 ATTACHMENTS SECTION OF THE PROPOSAL INFORMATION PAGE

Selecting the *Attachment* tab found on the *Proposal Information Page* provides the applicant with a listing of the supporting documentation that has already been uploaded and included with the chosen RFP.

To upload additional supporting documentation, click on the *Add* button.

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Request Inquiry

Proposal Information

Proposal Header
Proposal ID: 10000176
Request Title: Community Based Services
Eligible to Submit: ●

Basic Information | Proposed Services | Error | **Attachment**

Add

Type	Description	Attachments	
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc	X
Service Narrative	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP 10000001_Prop 10000176_SS1051	RFP 10000001 Prop 10000176 SS1051.doc	X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc	X

Click on the dropdown menu arrow to select the type of document to be uploaded. Next, click on the *Browse* button to navigate to the document that is to be uploaded.

Attachment Upload -- Webpage Dialog
https://financials.dcs.in.gov/External/Proposal/RFPDocumentUpload.aspx | State of Indiana [US]

Attachment Upload

Proposal: 10000176

Type: Other ▼
Provider Narrative
Other

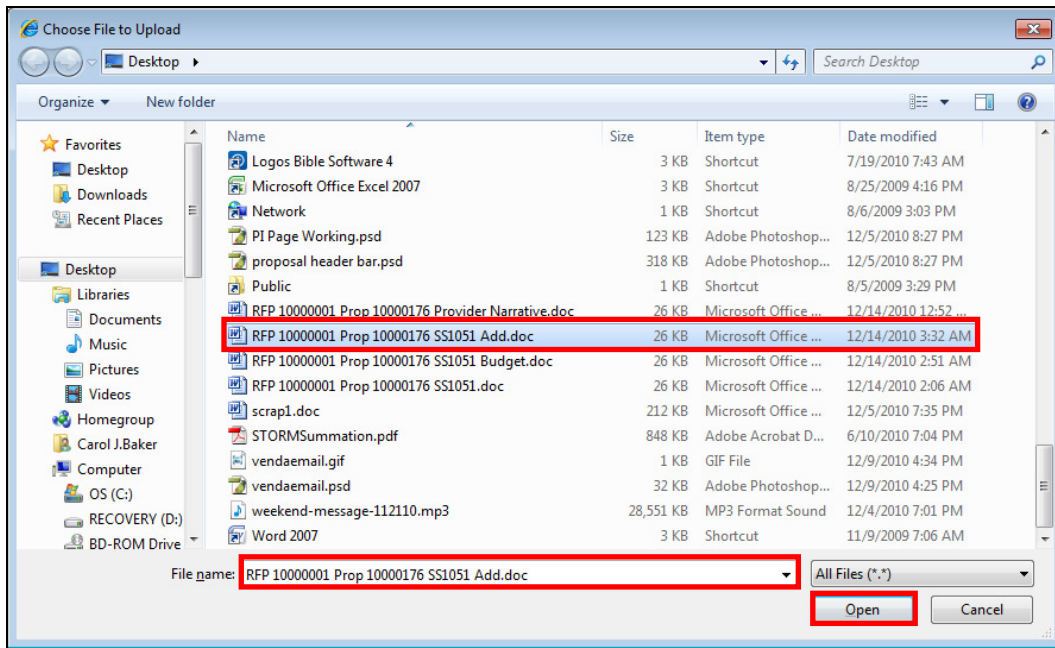
Filename: Browse...

Description:

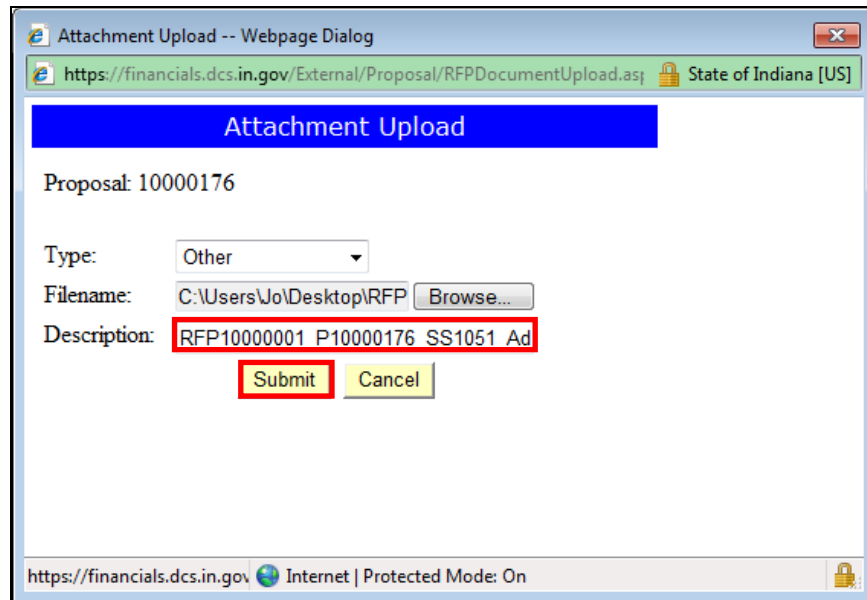
Submit Cancel

https://financials.dcs.in.gov | Internet | Protected Mode: On

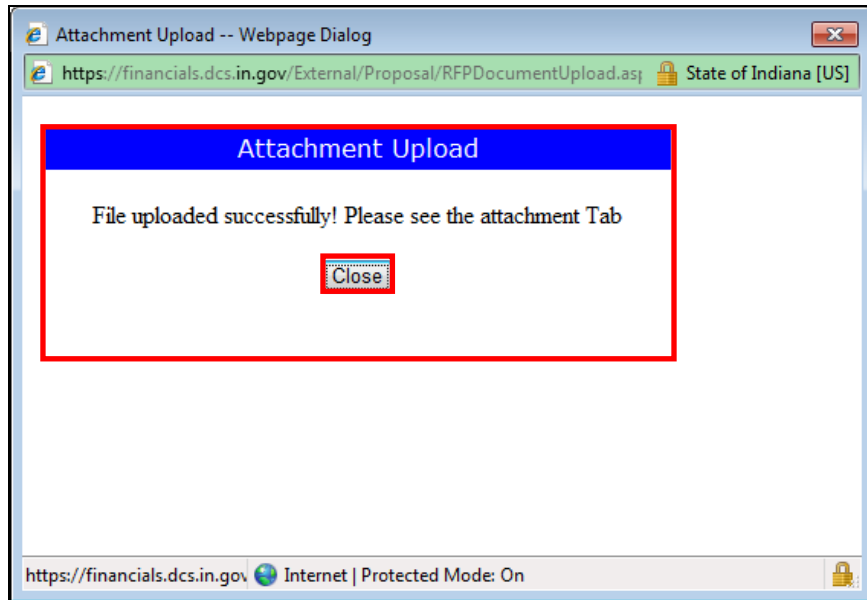
Once the *Browse* button has been selected, a Windows dialog box will appear providing the ability to navigate to the attachment document located on your hard drive. When the correct document has been selected, click on the *Open* button.



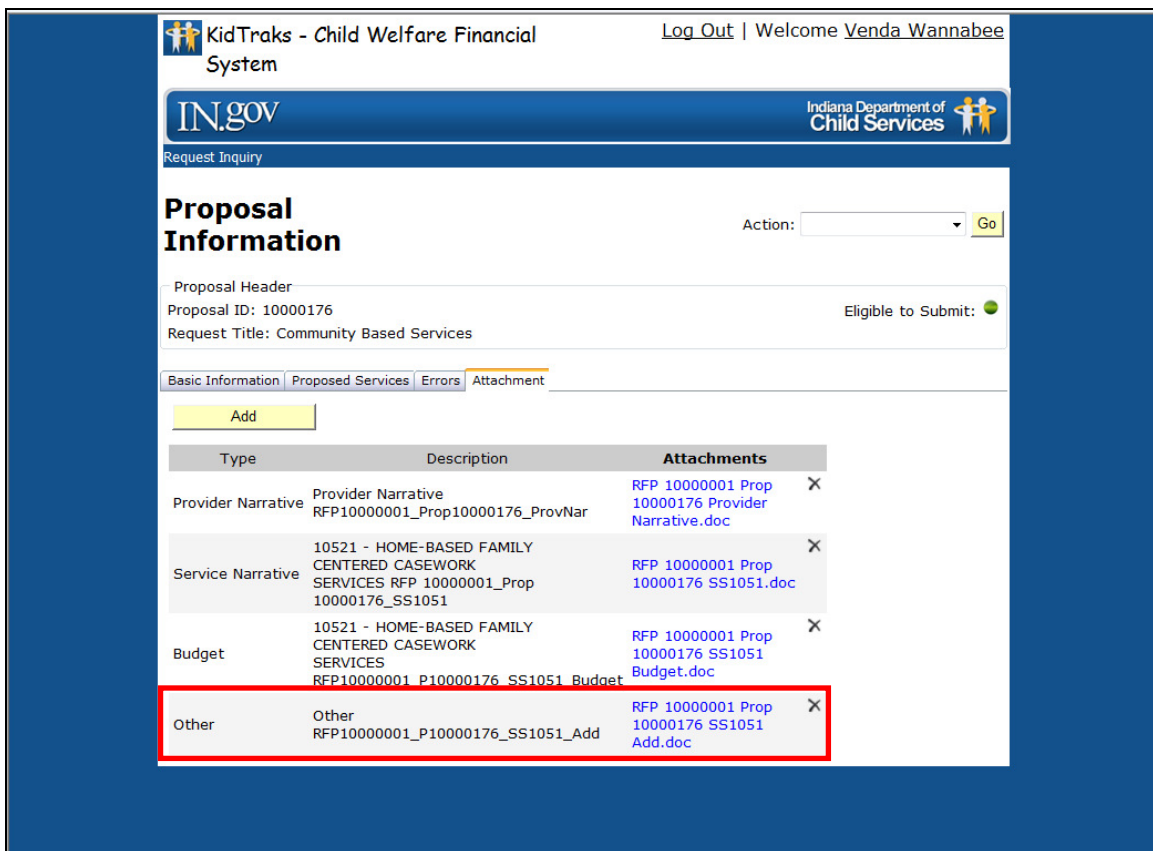
Having selected the document to be uploaded, enter a description for the document. Below we've indicated that the document is *Additional Information*, and it corresponds with *Proposal Number* 10000176, and *Service Standard Code* 10521. Next, click on the *Submit* button.



Once the *Submit* button has been selected, an *Attachment Upload* dialog box will appear indicating that the upload was completed successfully. Click on the *Close* button.



The user is returned to the *Attachment Section* of the *Proposal Information Page*, and the newly uploaded document is now reflected in the attachment list.



4.4.1 Deleting Supporting Documentation Attachments

To delete attachments from your proposal, simply click on the “X” next to the attachment you wish to delete.

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Request Inquiry

Proposal Information

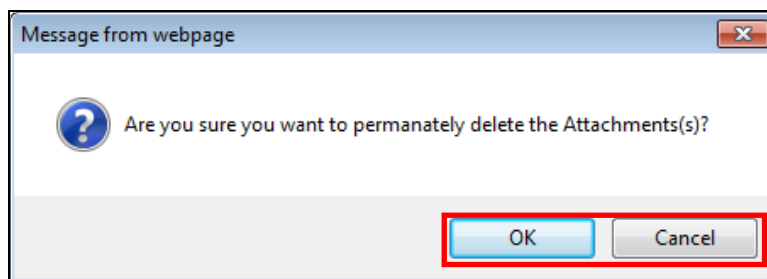
Proposal Header
Proposal ID: 10000176 | Eligible to Submit: ●
Request Title: Community Based Services

Basic Information | Proposed Services | Error | **Attachment**

Add

Type	Description	Attachments	
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc	X
Service Narrative	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP 10000001_Prop 10000176_SS1051	RFP 10000001 Prop 10000176 SS1051.doc	X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc	X
Other	Other RFP10000001_P10000176_SS1051_Add	RFP 10000001 Prop 10000176 SS1051 Add.doc	X

When an attachment has been selected for deletion and the “X” has been clicked upon, a message window will appear asking you to verify that you want to delete the chosen attachment from the proposal. Click *OK* to continue with the deletion or *Cancel* to cancel the deletion.



5.0 PROPOSAL SUBMISSION

Once all sections of the proposal have been completed, select *Submit* from the *Action* dropdown list located on the *Proposal Information Page* and click on the *Go* button.

Note: Verify the proposal is ready for submission by confirming that the *Eligible to Submit* icon is green.

Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.

Note: It is not possible to edit or delete a proposal once it has been successfully submitted.

KidTraks - Child Welfare Financial System | Log Out | Welcome Vanda Wannabee

IN.gov | Request Inquiry | Child Services

Proposal Information

Proposal Header
Proposal ID: 10000176
Request Title: Community Based Services

Eligible to Submit: ●

Basic Information | Proposed Services | Errors | Attachment

Add

Type	Description	Attachments	
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc	X
Service Narrative	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP 10000001_Prop 10000176_SS1051	RFP 10000001 Prop 10000176 SS1051.doc	X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc	X
Other	Other RFP10000001_P10000176_SS1051_Add	RFP 10000001 Prop 10000176 SS1051 Add.doc	X

5.1 ELIGIBLE TO SUBMIT ICON

The *Eligible to Submit* icon in the *Proposal Header* provides the applicant with a gauge as to whether or not the proposal is ready for submittal. When you click on the red icon, you will be transferred to the *Errors* tab where a listing of errors is provided.

KidTraks - Child Welfare Financial System | Log Out | Welcome Vanda Wannabee

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information

Proposal Header
Proposal ID: 10000176
Request Title: Community Based Services

Eligible to Submit

Basic Information | Proposed Services | Errors | Attachment

Add

Type	Description	Attachments	
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc	X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc	X
Other	Other RFP10000001_P10000176_SS1051_Add	RFP 10000001 Prop 10000176 SS1051 Add.doc	X

KidTraks - Child Welfare Financial System | Log Out | Welcome Vanda Wannabee

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information

Proposal Header
Proposal ID: 10000176
Request Title: Community Based Services

Eligible to Submit

Basic Information | Proposed Services | Errors | Attachment

Error_ID	Proposal_ID	Message	Severity_Desc
10016273	10000176	HOME-BASED FAMILY CENTERED CASEWORK SERVICES is missing Service Narrative. Please attach Service Narrative Document	Error

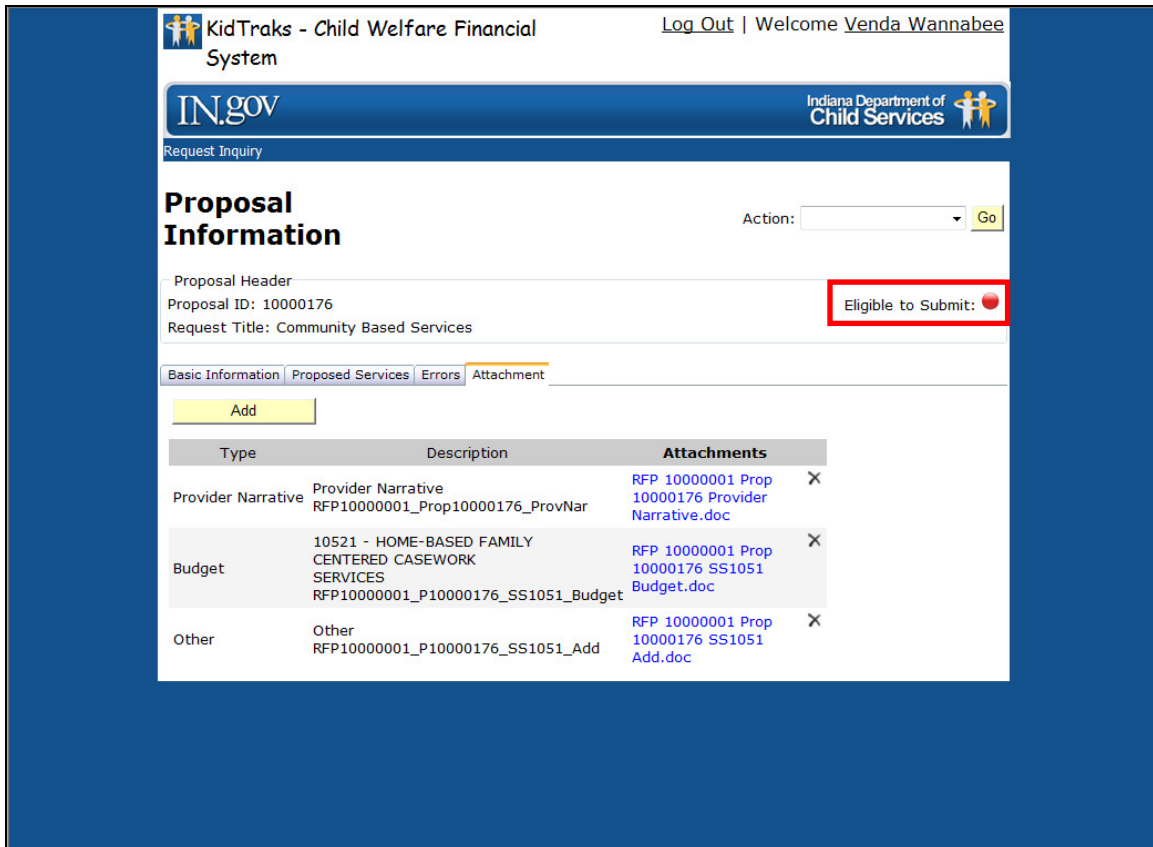
Verify that a proposal is ready for submission by confirming that the *Eligible to Submit* icon located in the *Proposal Header* is green.

The screenshot displays the 'KidTraks - Child Welfare Financial System' interface. At the top, it shows the user 'Venda Wannabee' and a 'Log Out' link. The main header includes the 'IN.gov' logo and the 'Indiana Department of Child Services' logo. Below this, the page is titled 'Request Inquiry' and 'Proposal Information'. A dropdown menu for 'Action:' is set to 'Go'. The 'Proposal Header' section, highlighted with a red box, shows 'Proposal ID: 10000176' and 'Request Title: Community Based Services'. To the right of the request title, the status 'Eligible to Submit:' is displayed with a green circle icon. Below the header, there are tabs for 'Basic Information', 'Proposed Services', 'Errors', and 'Attachment'. An 'Add' button is visible above a table of attachments. The table has columns for 'Type', 'Description', and 'Attachments'. The attachments listed are: 'Provider Narrative' (RFP10000001_Prop10000176_ProvNar), 'Service Narrative' (10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP 10000001_Prop 10000176_SS1051), 'Budget' (10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget), and 'Other' (RFP10000001_P10000176_SS1051_Add). Each attachment has a link to the document and an 'X' icon for removal.

Type	Description	Attachments
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc X
Service Narrative	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP 10000001_Prop 10000176_SS1051	RFP 10000001 Prop 10000176 SS1051.doc X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc X
Other	Other RFP10000001_P10000176_SS1051_Add	RFP 10000001 Prop 10000176 SS1051 Add.doc X

5.2 SUBMISSION ERRORS

A proposal submission will fail if any of the forms are filled out incorrectly and/or incompletely, or the required supporting documentation has not been attached to the proposal. An indicator that the proposal is not ready for submission is when the *Eligible to Submit* icon is red.



The screenshot displays the 'KidTraks - Child Welfare Financial System' interface. At the top, it shows the user 'Venda Wannabee' and a 'Log Out' link. The main header includes the 'IN.gov' logo and the 'Indiana Department of Child Services' logo. Below this is a 'Request Inquiry' section with the title 'Proposal Information'. A search bar with an 'Action:' dropdown and a 'Go' button is present. The 'Proposal Header' section shows 'Proposal ID: 10000176' and 'Request Title: Community Based Services'. A red box highlights the 'Eligible to Submit:' status, which is accompanied by a red circle icon. Below this are tabs for 'Basic Information', 'Proposed Services', 'Errors', and 'Attachment'. An 'Add' button is located under the 'Attachment' tab. A table lists the attachments:

Type	Description	Attachments	
Provider Narrative	Provider Narrative RFP10000001_Prop10000176_ProvNar	RFP 10000001 Prop 10000176 Provider Narrative.doc	X
Budget	10521 - HOME-BASED FAMILY CENTERED CASEWORK SERVICES RFP10000001_P10000176_SS1051_Budget	RFP 10000001 Prop 10000176 SS1051 Budget.doc	X
Other	Other RFP10000001_P10000176_SS1051_Add	RFP 10000001 Prop 10000176 SS1051 Add.doc	X


Error notices can be found by selecting the *Errors* tab found on the *Proposal Information Page* or by clicking on the red *Eligible to Submit* icon which transfers you to the *Errors* tab. Illustrated below is one example.

KidTraks - Child Welfare Financial System | Log Out | Welcome Venda Wannabee

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information | Action: [Dropdown] | Go

Proposal Header
 Proposal ID: 10000176 | Eligible to Submit: 
 Request Title: Community Based Services

Basic Information | Proposed Services | **Errors** | Attachment

Error_ID	Proposal_ID	Message	Severity_Desc
10016273	10000176	HOME-BASED FAMILY CENTERED CASEWORK SERVICES is missing Service Narrative. Please attach Service Narrative Document	Error

Following are two examples of submission errors you may receive immediately upon selecting *Submit* from the *Action* dropdown menu and clicking on the *Go* Button.

Cannot Submit Proposal

Basic Information - Required Field(s) Missing

Action Result

Errors while submitting proposal, Please review error tab.

The applicant must review all sections pertinent to the proposal and check for any mistakes or omissions before attempting to resubmit the proposal.

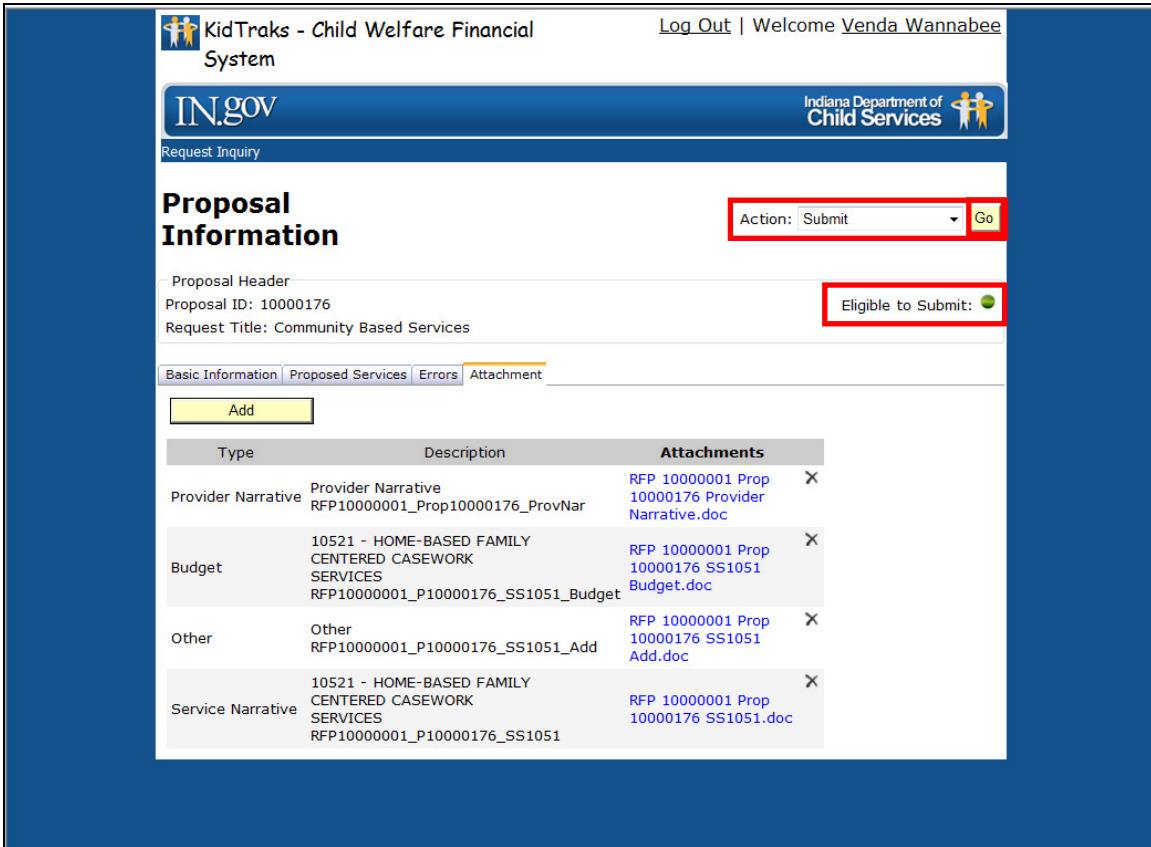
5.3 SUCCESSFUL PROPOSAL SUBMISSION

Once **all** sections of the proposal have been completed, select *Submit* from the *Action* dropdown list located on the *Proposal Information Page* and click on the *Go* button.

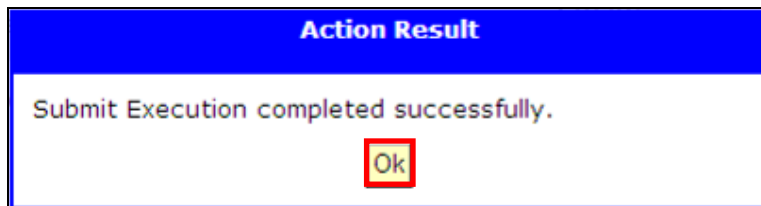
Note: Verify the proposal is ready for submission by confirming that the *Eligible to Submit* icon is green.

Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.

Note: It is not possible to edit or delete a proposal once it has been successfully submitted.



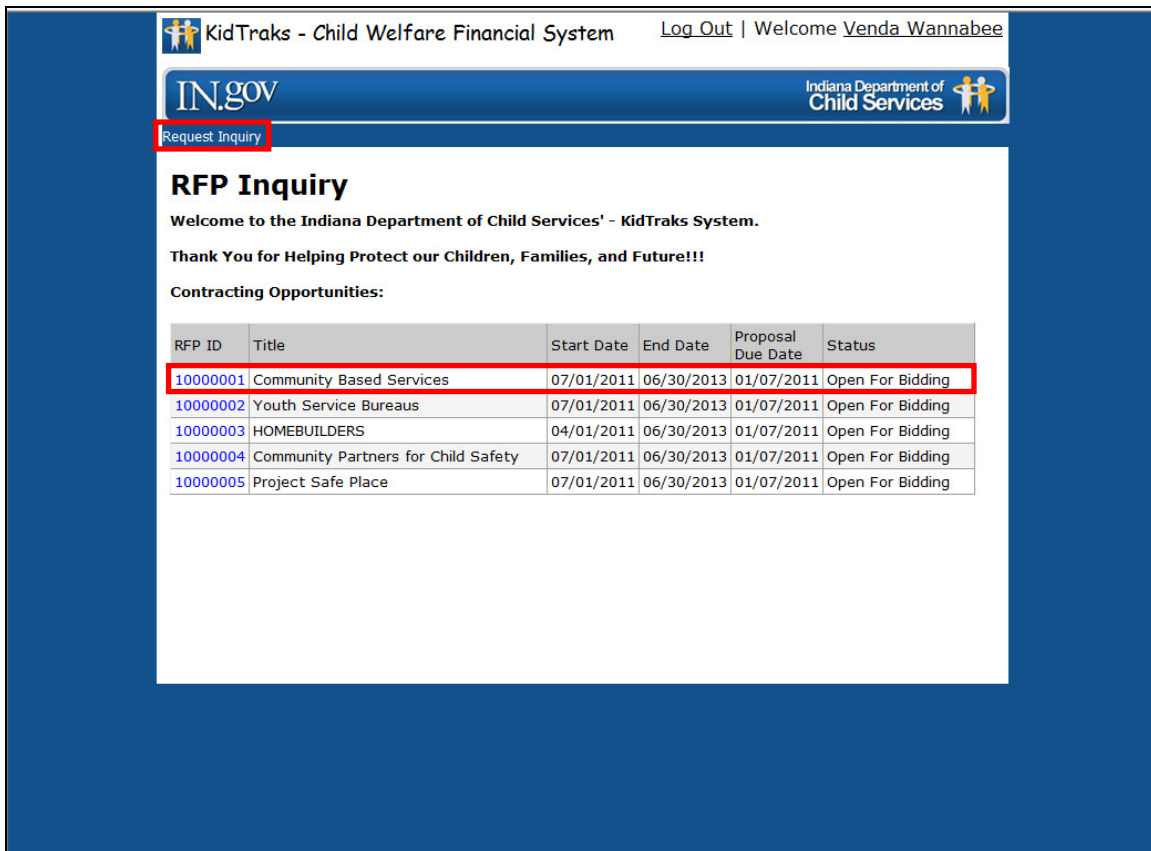
Upon successful submission of a proposal, the following *Action Result* message will appear. Click on the *OK* button.



5.4 REVIEW PROPOSAL SUBMISSION(S)

To review your submitted proposal(s), simply return to the *RFP Inquiry Page* by clicking on the *Request Inquiry* link found throughout the KidTraks RFP Web site. Next, click on the *RFP ID* that corresponds with the RFP proposal you wish to review.

Note: It is possible to review your proposal both before and after submission.



The screenshot displays the 'Request Inquiry' page of the KidTraks system. The page header includes the system name 'KidTraks - Child Welfare Financial System', a 'Log Out' link, and a user welcome message 'Welcome Venda Wannabee'. The IN.gov logo and the Indiana Department of Child Services logo are also present. A 'Request Inquiry' link is highlighted in the navigation bar. The main content area is titled 'RFP Inquiry' and includes a welcome message and a 'Thank You' note. Below this, a section titled 'Contracting Opportunities:' contains a table with the following data:

RFP ID	Title	Start Date	End Date	Proposal Due Date	Status
10000001	Community Based Services	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000002	Youth Service Bureaus	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000003	HOMEBUILDERS	04/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000004	Community Partners for Child Safety	07/01/2011	06/30/2013	01/07/2011	Open For Bidding
10000005	Project Safe Place	07/01/2011	06/30/2013	01/07/2011	Open For Bidding

Once transferred to the *RFP Information Page*, you will find an *Existing Proposals Section*. If your proposal has been successfully submitted it will be reflected in the Status column. Click on the applicable *Proposal ID*.

KidTraks - Child Welfare Financial System [Log Out](#) | Welcome [Venda Wannabee](#)

IN.gov Indiana Department of Child Services

Request Inquiry

RFP Information

[RFP Inquiry](#) [Create Proposal](#)

RFP ID: **10000001** Status: Open For Bidding
 Title: Community Based Services
 Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
 Start Date: 7/1/2011 End Date: 6/30/2013
 Proposal Due Date: 1/7/2011

Existing Proposals:

Proposal ID	Request ID	Legal Name	DBA	Status
10000176	10000001	Venda's In-Home Child Services	Kiddie Casework and Therapy Services are Us	Submitted

Service Requested:

Code	Description
10515	CHILD PREPARATION
10516	FAMILY PREPARATION
10521	HOME-BASED FAMILY CENTERED CASEWORK SERVICES
10522	HOME-BASED FAMILY CENTERED THERAPY SERVICES
10525	HOMEMAKER/PARENT AID
10528	FOSTER HOME STUDIES / UPDATES / RE-LICENSING STUDIES
10529	CARE NETWORK
10531	CHINS PARENT SUPPORT SERVICES
10532	COUNSELING
10533	CROSS-SYSTEM CARE COORDINATION
10534	DIAGNOSTIC AND EVALUATION SERVICES
10536	FUNCTIONAL FAMILY THERAPY
10537	PARENT EDUCATION
10538	PARENTING / FAMILY FUNCTIONING ASSESSMENT
10539	SEX OFFENDER TREATMENT; VICTIMS OF SEX ABUSE TREATMENT
10540	VISITATION FACILITATION-PARENT/CHILD/SIBLING
10541	DRUG TESTING AND SUPPLIES
10543	RANDOM DRUG TESTING
10549	DAY TREATMENT
10550	QUALITY ASSURANCE FOR CHILDREN IN RESIDENTIAL PLACEMENT
10551	TRANSITION FROM RESTRICTIVE PLACEMENTS (TRP)
10552	TRUANCY TERMINATION
10553	TUTORING/LITERACY CLASSES
10805	RESIDENTIAL SUBSTANCE USE TREATMENT
10806	DETOXIFICATION SERVICES
10807	SUBSTANCE USE DISORDER ASSESSMENT
10808	SUBSTANCE USE OUTPATIENT TREATMENT
10809	SUPPORT GROUPS FOR RESOURCE FAMILIES
10810	RESOURCE FAMILIES SUPPORT SERVICES
10811	DOMESTIC VIOLENCE BATTERERS
10812	DOMESTIC VIOLENCE VICTIM AND CHILD
10813	FATHER ENGAGEMENT PROGRAMS

When a proposal has been submitted and then accessed for review, the *Eligible to Submit* icon is no longer visible in the *Proposal Header* on the *Proposal Information Page*, and the status of the proposal on the *Basic Information* form is listed as *Submitted* rather than *Open*.

Note: It is not possible to edit or delete a proposal once it has been submitted.

KidTraks - Child Welfare Financial System | [Log Out](#) | Welcome Venda Wannabee

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information

Action:

Proposal Header
 Proposal ID: 10000176
 Request Title: Community Based Services

Submitted

Basic Information | Proposed Services | Errors | Attachment

RFP Information:
 RFP ID: **10000001** Status: Open For Bidding
 Title: **Community Based Services**
 Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
 Start Date: 7/1/2011 End Date: 6/30/2013
 Proposal Due Date: 1/7/2011

Proposal ID: 10000176 [Attach Document\(s\)](#)
 Status: **Submitted**
 Legal Applicant/Agency Name: Venda's In-Home Child Services
 Doing Business As: Kiddie Casework and Therapy Services are Us
 Registered with Secretary of State: Not Registered Registered
 Federal EIN # or SS#: 000-00-0000 Medicaid ID:

Physical Address same as Mailing Address

Mailing Address: Address Line 1: 123 Main Street
 Address Line 2:
 City: Totsville
 State: IN
 Zip5: 12345
 Zip4: 0000

Physical Address: Address Line 1: 123 Main Street
 Address Line 2:
 City: Totsville
 State: IN
 Zip5: 12345
 Zip4: 0000

Applicant's Legal Status: For Profit Certified Minority Owned Business
 Not For Profit Certified Women Owned Business
 Sole Proprietorship Buy Indiana Entity
 Partnership
 Other

Chief Executive Officer:
 Name: Venda Wannabee Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Financial Officer:
 Name: Venda Wannabee Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Contact Person for Proposal:
 Name: Venda Wannabee Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Disaster Contact:
 Name: Venda Wannabee Telephone: 555.555.5555
 Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

6.0 DELETING PROPOSALS

Note: It is not possible to edit or delete a proposal once it has been successfully submitted.

Should you decide you don't want to submit a proposal for the selected RFP or should you wish to start the online proposal process from the beginning, select the *Delete* option from the *Action* dropdown list as demonstrated below. Next, click on the *Go* button.

Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.

KidTraks - Child Welfare Financial System | [Log Out](#) | Welcome [Venda Wannabee](#)

IN.gov | Indiana Department of Child Services

Request Inquiry

Proposal Information

Proposal Header
Proposal ID: 10000177
Request Title: Youth Service Bureaus

Action: [Dropdown] **Go**

Eligible to Submit: **Delete**
 Submit
 Print Proposal

Basic Information | Proposed Services | Errors | Attachment

RFP Information:
RFP ID: **10000002** Status: Open For Bidding
Title: **Youth Service Bureaus**
Description: **The Youth Service Bureau Fund is designed to provide reimbursement for community-based services delivered by a certified Youth Services Bureau in accordance with the four (4) core roles as outlined in Indiana Code 31-26-1. For purposes of this request for proposal, Juvenile Delinquency Prevention services will be the focus. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
Start Date: 7/1/2011 End Date: 6/30/2013
Proposal Due Date: 1/7/2011

Proposal ID: 10000177 [Attach Document\(s\)](#)
Status: Open
Legal Applicant/Agency Name: Venda's In-Home Child Services
Doing Business As: Kiddie Casework and Therapy Services are Us
Registered with Secretary of State: Not Registered Registered
Federal EIN # or SS#: 000-00-0000 Medicaid ID: [Field]

Physical Address same as Mailing Address

Mailing Address:
Address Line 1: 123 Main Street
Address Line 2: [Field]
City: Totsville
State: IN
Zip5: 12345
Zip4: 0000

Physical Address:
Address Line 1: 123 Main Street
Address Line 2: [Field]
City: Totsville
State: IN
Zip5: 12345
Zip4: 0000

Applicant's Legal Status: For Profit Certified Minority Owned Business
 Not For Profit Certified Women Owned Business
 Sole Proprietorship Buy Indiana Entity
 Partnership Other

Chief Executive Officer:
Name: Venda Wannabee Telephone: 555.555.5555
Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Financial Officer:
Name: Venda Wannabee Telephone: 555.555.5555
Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Contact Person for Proposal:
Name: Venda Wannabee Telephone: 555.555.5555
Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Disaster Contact:
Name: Venda Wannabee Telephone: 555.555.5555
Email Address: wannabee@serviceprovider.com Fax: 555.444.4444

Upon selection of the *Go* button, the following *Delete Proposal* message appears and requests that you verify your intent to delete the selected proposal. Click on the *OK* button if you wish to continue with the proposal deletion. Should you wish to cancel the proposal deletion, click on the *Cancel* button.

The screenshot shows the 'KidTraks - Child Welfare Financial System' interface. At the top, there is a navigation bar with 'Log Out | Welcome Vanda Wannabee' and the 'IN.gov' logo. Below this is a 'Request Inquiry' section with a 'Proposal Information' header. The 'Action' dropdown is set to 'Delete' and a 'Go' button is visible. The 'Proposal Header' section displays 'Proposal ID: 10000177' and 'Request Title: Youth Service Bureaus'. A 'Delete Proposal' dialog box is overlaid on the page, containing the text 'Are you sure you want to delete this Proposal?' and two buttons: 'Ok' and 'Cancel'. The background shows details for RFP ID 10000002, titled 'Youth Ser...', with a description about juvenile delinquency prevention services. Other details include start and end dates, status (Open), and applicant information for 'Venda's In-Home Child Services'.

Were you to try to delete a proposal which had already been successfully submitted, the below *Action Result* error message would be displayed. To exit from the *Action Result* message, click on the *OK* button.

The screenshot shows an 'Action Result' dialog box with a blue header. The main text reads 'Delete can perform operation only on open Proposal.' Below the text is an 'Ok' button.

7.0 PRINTING PROPOSALS

To print a proposal (submitted or open), select the *Print Proposal* option from the *Action* dropdown list as demonstrated below. Next, click on the *Go* button.

Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.

KidTraks - Child Welfare Financial System [Log Out](#) | Welcome [Venda Wannabee](#)

IN.gov Indiana Department of Child Services

Request Inquiry

Proposal Information

Action: **Print Proposal** **Go**

Proposal Header
Proposal ID: 10000176
Request Title: Community Based Services

Basic Information | Proposed Services | Errors | Attachment

RFP Information:
RFP ID: **10000001** Status: Open For Bidding
Title: **Community Based Services**
Description: **Community Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including adoptive, foster and extended families). They are also designed to help families at risk or in crisis including services to assist families in preventing disruption and the unnecessary removal of children from their home. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs. Community Based Services are identified by the following categories: Adoption, Resource Parent Services, Family Centered Services, Other Services, Addictions Services, and Probation Services. For more information about this and other current contracting opportunities, please visit <http://www.in.gov/dcs/3151.htm>**
Start Date: 7/1/2011 End Date: 6/30/2013
Proposal Due Date: 1/7/2011

Proposal ID: 10000176 [Attach Document\(s\)](#)
Status: Submitted
Legal Applicant/Agency Name: *
Doing Business As:

Clicking on the *Go* button will launch a separate Internet Explorer window providing the selected proposal in its entirety depicted in Adobe Acrobat for printing.

8.0 TIPS AND TRICKS

- This guide is best viewed in the screen resolutions of 1024 x 768 or 800 x 600.
- It is recommended that applicants use Internet Explorer as their browser.
- Those vendors using IE browsers which include the “Compatibility View” feature should have it deselected when viewing KidTraks sites.
- Some of the pages in this guide are legal size (8.5”x14”) rather than letter size (8.5”x11) in order to accommodate the graphics.
- For new users requesting authorization, please check your spam folder for password emails. Confirmation emails are sent out immediately upon registration submission.
- **Do Not** use the browser *Back* button to return to previously viewed pages!
- If you navigate away from the *Proposal Information Page* forms prior to clicking on the *Save* button, all entries will be lost.
- For most proposal submissions, it is requested that all referenced service forms pertaining to a given RFP be completed. If not, please include an explanation in the corresponding *Services Narrative* uploaded attachment.
- All listed components for a given *Service Standard* should have entries in their corresponding proposed rates fields. Also, should a prospective vendor wish to *not* submit a rate bid for a given component, enter zero.
- *Service Code* refers to the number assigned to a *Service Standard*.
- *Component Code* refers to the number assigned to a *Component (Business Unit)*.
- Both *Service Codes* and *Component Codes* are used in the billing for services and will appear in *Attachment A* if a contract is entered into.
- A *Provider Narrative* is required for each proposal submission. A *Service Narrative* is required for each *Service Standard* proposed.
- A *Budget Document* must be uploaded as an attachment when a rate entry of zero is entered, or when the rate entry exceeds the standardized rate.
- Please refer to your RFP to clarify which document attachments are required for submission completion.
- When uploading attachments, file formats are restricted to Word documents (.doc), Excel documents (.xls), and Adobe Acrobat documents (.pdf).
- When naming document attachments and entering their descriptions, please be as descriptive as possible.
- If an applicant elects to delete an open proposal, the entire proposal will be deleted. Only open proposals may be deleted or edited.
- Only completed proposals will qualify for submission.
- Proposals can be edited after they have been saved. They can not be edited after they have been submitted.
- The option to Print Proposal is available at any time in the process.

The Department of Child Services (DCS) has legal limitations in answering questions regarding the RFP process. All questions/inquiries regarding an RFP should have been submitted in writing by the deadline listed in the RFP. To access a list of responses to submitted questions please refer to the DCS Web site. Only answers posted on the DCS Web site, (<http://www.in.gov/dcs/3151.htm>), will be considered official and valid by the State. Inquiries are not to be directed to any staff member of DCS. Such action may disqualify the respondent from further consideration for a contract resulting from an RFP. However, for questions regarding technical issues with the online application, please email referral@dcs.in.gov.