

## Indiana Regional Plan for Child Welfare Services

### 2009-2011 Regional Services for Child Welfare Services – Additional Requests for Proposals-Wave IV

**TO: All ICWIS Users; Child Welfare Services Regional Coordinators; All Regional Service Council Members; Providers of Services; All Judges with Juvenile Jurisdiction; All Chief Probation Officers**

**FROM: James W. Payne, Director  
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Program and Services**

**DATE: September 15, 2008**

With the implementation of HEA 1001, all Child Welfare/Probation Services provided to counties/regions **must** be provided under State contract after January 1, 2009. **Wave IV is for the purpose of placing under state contract those services, previously paid by the local office and designated specifically for the probation population.** Exception: Detoxification: because the standard was not ready for Wave III. Providers that delivered services under local agreements for which there is no published service standard need to submit a proposal in Wave IV for the newly published service standards. Refer to Attachment 1 for a listing of the new service standards. Descriptions are in Attachment C on the website. The link is: [www.in.gov/dcs/3456.htm](http://www.in.gov/dcs/3456.htm)

**The timeline for the wave IV is:**

Web Posting-New Service Standards	09/15/08
Submission of Proposals	10/15/08
Proposal Evaluation	10/15/08 to 11/15/08
Preparation of Regional Plan	11/15/08-12/15/08
Preparation of contracts	12/15/08
Contract Signature Process	12/15 to 01/15/08
Contract Activation	02/01/09

**Providers cannot apply for funding for the Revised Service Standards of Wave II and III in Wave IV. Proposals will only be accepted for the published Service Standards for Wave IV.**

**GENERAL INFORMATION**

The Child Welfare Services Plan for January 1, 2009 through June 30, 2011 was distributed on January 15, 2008. The primary purpose of Waves II, III, and IV is to accept proposals for placing under state contract those services that have been purchased by local agreement. Agencies submitting a Request for Funding Proposal must agree to provide services in a manner described in the Regional Child Welfare Services Request for Proposals (RFP) Plan for 2009-2011. Therefore it is extremely important that all agencies submitting proposals thoroughly read the document prior to preparing the proposal. Grantees submitting Request for Funding Proposals agree that State Funding will be considered the payer of last resort except in those instances where it is indicated otherwise. The proposal is located at: <http://www.in.gov/dcs/3456.htm>

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

### **Submission of the proposal**

The proposal format must be completed according to the instructions. The budget section must be completed for every service in Wave IV. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

**All proposal originals must be sent to the Regional Child Welfare Services Coordinator serving the Region(s) to which the proposal is directed and postmarked by 10/15/2008. Additionally, proposals must be submitted to:**

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

**Any proposal received with a postmark later than 10/15/2008 or is received unsigned will not be considered for a contract.** (Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.)

### **Budget and Written Justification**

A budget and written justification must be completed for Wave IV services. Budgets and justifications will be reviewed by Regional Managers, Local Office Directors, and Regional Coordinators and will ultimately be presented to Regional Service Councils. Final rate approval authority rests with Regional Service Councils.

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

### **Evaluation**

Please make sure special attention is paid to the information that needs to be collected for the evaluation process described in the evaluation section of the RFP.

### **Non-Compliance:**

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

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

Contracts will begin on January 1, 2009 and end on June 30, 2011. The contract periods will be from January 1, 2009 to June 30, 2009, and be from July 1, 2009 to June 30, 2010, and from July 1, 2010 to June 30, 2011.

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

**ATTACHMENT 1**

List of **SERVICE STANDARDS (2009-2011)**-(September 15, 2008)  
Service Standards Descriptions (Attachment C) are located on the DCS Website:  
<http://www.in.gov/dcs/3456.htm>

<b>Day Treatment/Day Reporting</b>
<b>Quality Assurance for Children in Residential Placement</b>
<b>Residential Detoxification</b>
<b>Transition from Restrictive Placements (TRP)</b>