



Protecting our children,  
families and future

## ATTACHMENT K PROPOSAL SCORING TOOL

<b>Proposal ID:</b> _____	<b>County:</b> _____	<b>Date:</b> __/__/____
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**Provider:** \_\_\_\_\_

**Service:** \_\_\_\_\_

**Instructions:**

1. Adherence to mandatory requirements is Pass/Fail. The DCS Central Office will supply information of Pass/Fail for this question.
2. Please complete one score sheet for each service narrative.
3. Remember to rate each statement listed on the score sheet. A rating should be selected for each numbered item.

The leader will collect the evaluations and the confidentiality forms and return them to the Regional Child Welfare Services Coordinator.

Adherence to Mandatory Requirements (followed instructions and standard format and inclusion of a budget if applicable)	(circle one) <b>PASS      FAIL</b>
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**Justification for Fail:**

**1. HISTORY OF QUALITY SERVICES**  
This section of the narrative should describe your agency's ability to deliver community-based services to at-risk children and their families. This section should document your agency's history of collaboration and work with DCS, Probation, schools or other community agencies. Information should be specific to county/agency/region served.

Fail (0 Points)	Does Not Meet Criteria (1-2 Points)		Meets Criteria (3- 4 Points)		Exceeds Criteria (5 Points)
0	1	2	3	4	5
Proposal fails to address this section.	Proposal does not clearly state service provision history. They fail to deliver an effective plan for providing forensic interviews for at risk children and families. The agency does not clearly define history of working relationships with DCS, Probation, schools, or other community agencies within proposed county or region.		The proposal provides a detailed history of past services rendered. The plan for delivering forensic interviews for at risk families and children is clear and concise and takes into account demographic information for the areas served and provides documentation of experience in serving that demographic.		The proposal provides a concise, detailed outline specific to the forensic interviews for at risk children and their families. The agency provides documentation of an exemplary long standing partnership with DCS, Probation, schools, or other community agencies within the specific counties or regions served.

**2. PROGRAM NAME/SERVICE STANDARD & INTAKE/REFERRAL PROCESS**  
The Service Narrative should identify the service standard and description of the intake/ referral process. Description of the intake/ referral process should include from the time an agency receives the referral to the initiation of services for the referral. Identify key positions that ensure the initiation timeframes of the forensic interviews will be met as outlined in DCS service standards. (e.g., how is referral email monitored, timeframes, FCM or Probation Officer contact, family contact, initiation to provide forensic interviews)

Fail (0 Points)	Does Not Meet Criteria (1-2 Points)		Meets Criteria (3- 4 Points)		Exceeds Criteria (5 Points)
0	1	2	3	4	5
Proposal fails to address this section.	Proposal does not clearly define the service standard and does not have a clear description of the intake/referral process. Fails to identify the plan for initiation of the forensic interview. Fails to identify the staff members that will ensure compliance to the timeframes stated in the service standard.		Identifies the correct service standard and proposes a structured and clear intake process. Includes detailed information regarding the initiation process for the forensic interview and how timelines will be adhered to. Key staff members are identified in regards to responsibilities in adhering to the timeframes established in the DCS service standard.		Recognition of the proposed service standard initiation timeframes and a concise/detailed explanation of the agency's referral and initiation process. Provides detailed information, in regards to the organization of the agency: focusing on the key elements of ensuring the intake/referral process is smooth (even in the absence of the reported key personnel), including a back-up plan to ensure timelines are always met.

**3. SERVICE DEMOGRAPHICS**  
Describe the capacity of your agency to provide the service within the county you are proposing. Please indicate any specialized populations you are able to serve or specialized staff expertise. (e.g., clients suffering from substance use disorders, mental health issues, multilingual staff availability, special training or credentials) Describe your agency's ability to serve diverse cultural populations.

Fail	Does Not Meet Criteria (1-2 Points)		Meets Criteria (3- 4 Points)		Exceeds Criteria (5 Points)
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<b>(0 Points)</b>					
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Proposal fails to address this section.	Proposal fails to identify a specific/target population that will benefit from the service. Fails to identify how families will be able to access the forensic interviews within the county. Fails to address agency capacity and availability. Fails to describe agency's effort to serve a culturally diverse population.		Agency clearly identifies the target service population. Proposal provides information as to how the families will access services in the county and agency capacity and availability as well as identifies the agency's ability to serve a culturally diverse population.		Agency provides demographic information for the area to be served and matches that information with their proposed target population. Provides concrete and detailed information regarding how families access services, the agency's capacity and availability, and a detailed plan for increasing capacity if needed in the future, including plans for model sustainability. Agency provides a detailed description of ability to serve the identified cultures in the proposed area.
<b>4. PRACTICE MODEL</b>					
Describe any specific standards associated with Child Advocacy Centers that will be utilized in delivering the proposed service. Describe Respondent's experience and training related to the service delivery model for forensic interviewing and the ongoing training of the Multidisciplinary Team Members. Is the agency accredited by the National Children's Alliance? What specific certifications do the staff members have to provide forensic interviews? Please attach a copy of the certification.					
<b>Fail (0 Points)</b>	<b>Does Not Meet Criteria (1-2 Points)</b>		<b>Meets Criteria (3- 4 Points)</b>		<b>Exceeds Criteria (5 Points)</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Proposal fails to address this section.	The proposal fails to: describe standards used for the delivery of service; the proposal fails to adequately describe the components of the model/practice; the standards referenced do not coincide with the proposed practice; and/or the proposal does not demonstrate a sufficient understanding of the standards associated with CACs including training, certification, fidelity, and assurance.		The proposal effectively describes standards that coincide with the proposed service. If the standards associated with CACs are not being utilized, the agency describes a model that is appropriate for the proposed service. The description clearly and concisely describes the components of the model/practice they intend to utilize. The agency clearly articulates how model fidelity will be ensured.		The agency proposes to implement standards associated with CACs, which meets the needs of the target population. The proposal provides a clear and concise plan for implementation, sustainability, and integration into daily service provision. The proposal demonstrates a full understanding of CACs and components including training, certification, fidelity, and assurance.
<b>5. PROGRAM EVALUATION</b>					
The Service Narrative should describe the agency's tracking of the number of forensic interviews and quarterly reporting. In addition, the service narrative should provide information on response to referrals, timeliness of the interviews, and impact on the community. Description should also include specific quality improvement/ assurance plans that the agency has implemented to ensure quality service delivery. Proposal has an example of when data were used to make decisions about the program.					
<b>Fail (0 Points)</b>	<b>Does Not Meet Criteria (1-2 Points)</b>		<b>Meets Criteria (3- 4 Points)</b>		<b>Exceeds Criteria (5 Points)</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Proposal fails to address this section.	Proposal fails to describe how the agency will track the forensic interviews, the quarterly reports and/or does not describe the agency's plan to capture quality outcomes or its impact on the community. No mention of quality improvement or quality assurance is included.		The agency's tracking and reporting are discussed and/or the proposal described the agency's plan to capture outcomes along with the impact on the community. A detailed quality improvement/quality assurance plan is referenced.		The agency clearly demonstrates collection of data, quarterly reporting, impact on the community, and implementing their quality improvement/quality assurance plan. An effective use of data is provided in planning improvements.
<b>STEP 2 TOTAL POINTS</b>					<b>/25</b>

**Comments:**

<b>Evaluator Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Evaluator Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
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