

Question	Answer
1. Does a youth have to opt in to Collaborative Care.	Youth have the choice to enter Collaborative Care
2. What about re-entry?	A youth will have the ability to re-enter foster care under Collaborative Care, if they meet the eligibility criteria for Collaborative Care.
3. What is different for probation?	Since it is unknown at this time how many probation involved youth will be interested and eligible for the program, bidders should consider current probation youth in out of home placements, aged 18-20 for their budgets.
4. Do we have access to the PowerPoint?	Yes, it is posted on the DCS Older Youth Service RFP website
5. Can an agency only do Staff Supported Housing?	Yes
6. Will housing be licensed?	Not the new placement types under Collaborative Care (Host Home, Shared Apartment/Housing, College Dorm, Own Apartment/Housing, Staff Supported Housing)
7. Is there a firm start date for proposed services?	Yes, July 1 <sup>st</sup> 2012
8. What is the maximum number of pages for a proposal?	There is no maximum, but please be concise.
9. Does our agency have to be a current Chafee provider?	No
10. How many youth in the region qualify?	See attachment K and additional guidance in Attachment B.
11. How many referrals can we expect?	See attachment K and additional guidance in Attachment B.
12. EG & S clarification	Emancipation Goods & Services remains as a \$1,000.00 lifetime cap. The \$500.00/year limit was suggested for budgeting purposes.
13. What page is attachment K in the RFP?	Consult the link <a href="http://www.in.gov/dcs/files/AttachmentKPlacementMix.pdf">http://www.in.gov/dcs/files/AttachmentKPlacementMix.pdf</a>
14. Do staff have to be at the Staff Supported Housing 24/7?	Staff must be available, on site 24/7.
15. If you propose for Staff Supported Housing or Specialized Vocational Education Program does it have to be in multiple regions?	No
16. Proposal Category Clarification	a. Older Youth Services—Must include:

	<ul style="list-style-type: none"> <li>– Chafee Independent Living Services</li> <li>– Collaborative Care Placement Supervision and Services</li> <li>– Chafee Voluntary Independent Living Services</li> </ul> <p>b. Staff Supported Housing</p> <p>c. Specialized Vocational Education Programs</p>
17. Clarification of Placement Types and Services?	See chart 1 in the RFP.
18. How do I become a Chafee Provider?	This RFP includes what has been traditionally called Chafee Independent Living services. The Older Youth Services portion of this RFP includes these services.
19. Chafee Services, are they going away?	No, these services are included in this RFP.
20. Does daily supervision in Staff Supported Housing have to be done by bachelor level staff?	Yes
21. The RFP requests that providers co-sign on leases, does this make provider responsible if youth has damages, breaks lease, etc.?	Regarding liability; in some cases, it will be necessary for the service provider to cosign leases. It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.
22. Is there any flexibility in only providing for 1 region in the new “areas” listed in RFP?	No, there is no flexibility except for Staff Supported Housing and Specialized Vocation Education Programs.
23. Will youth currently in TLP’s who are younger than 18 be moved?	The youth in collaboration with the youth’s team will make decisions regarding the best interest of the youth.
24. You said we have to serve a region. If we are full can we put youth on a wait list?	Given that this program is very new, DCS will collaborate closely with the provider to ensure youth are appropriately served.
25. What is the expected length of stay for each service?	Time will be based upon the individual youth and their plan.
26. Would it be possible for the provider to subcontract out the Specialized Vocational Education Program?	Yes
27. Do we have to call the project Collaborative Care in our proposal?	Collaborative Care replaces the term “foster care” for older youth who enter this program. The vendors chosen will be providing Older Youth Services, Staff Supported Housing or Specialized Vocation Education Programs.

28. Can providers recruit and train prospective host homes for youth or are these only homes that the youth already know/arrange for?	No, page 45 of the RFP states, "This placement shall be used when an existing positive adult relationship has been identified by the youth or members of the youth's team by the youth's agreement."
29. Do we submit 1 proposal for all services that are proposed?	Bidders will submit one proposal that may include multiple budgets. Respondents should only submit one Provider Narrative. Providers should submit a service narrative for each of the following for which they are proposing: 1. Older Youth Services 2. Staff Supported Housing 3. Specialized Vocation Education Programs
30. Each Service narrative is scored separately. Is the provider narrative scored the same for each service narrative?	Yes
31. Is there a window for developing/building proposed services?	Services are expected to start July 1 <sup>st</sup> of 2012
32. In reviewing the RFP for Older Youth Services, we are having some confusion on whether or not a tutoring provider would qualify to provide services to these students. We currently provide tutoring to DCS students for reading and math. However, we do offer instruction for SAT/ACT, Study Skills, Writing, Advanced Math, College Prep Writing and GED test prep help. Is Judge Payne looking for educational opportunities in these areas for the older students?	If bidding for Older Youth Services, any selected provider must be able to perform the entire spectrum of services as expressed in the RFP.
33. Is there a limit on the number of pages for the ATTACHMENT D-SERVICE NARRATIVE?	No
34. Is there a limit on the number of pages for the ATTACHMENT C-PROVIDER NARRATIVE-	No
35. Please clarify whether bidding on Older Youth Services as defined on page 7 of the RFP includes the requirement to bid on Additional Older Youth Services, i.e. Staff	a. Older Youth Services—Must include: <ul style="list-style-type: none"> <li>– Chafee Independent Living Services</li> <li>– Collaborative Care Placement Supervision and Services</li> <li>– Chafee Voluntary Independent Living Services</li> </ul>

Supported Housing Placement Supervision and Services.	b. Staff Supported Housing c. Specialized Vocational Education Programs
36. Please clarify whether bidding on Older Youth Services as defined on page 7 of the RFP includes the requirement to bid on Specialized Vocational Educational Programs or whether this program is optional to bid on.	No
37. Is it possible to submit a Specialized Vocational Educational Programming proposal only?	Yes
38. If yes to question #37 above, how should our agency respond to the questions in Attachment D? Should we not answer Question 10 found on page 90?	See updated Service Narratives.
39. If a proposal for Specialized Vocational Educational Programming is submitted, is the proposer required to directly provide all services or can they be delivered based on referrals to other community organizations and resources such as workforce development boards?	No, you are not required to directly provide all services. Partnerships with community resources are encouraged.
40. How should our agency address Question 3 in the Service Narrative if we do not wish to submit a proposal to provide the optional Staff Supported Housing or the Specialized Vocational Educational Programming? The question states: "Proposals should outline the plan for service delivery to all service components, including the optional Staff Supported Housing and/or the specialized vocational educational programming."	Answer question 3 for the service in which you are proposing. Providers are not required to propose for Staff Supported Housing or Specialized Vocation Education Programs.
41. Please clarify whether all 3 program	Independent Living Services should be provided to youth in care who are over the age of 16.

<p>components listed as part of the Older Youth Services presented on page 7 (Chafee Independent Living Services, Chafee Voluntary Independent Living Services and Collaborative Care Placement Supervision and Services) are all voluntary programs.</p>	<p>These services are provided by the Older Youth Services provider and other placement providers as identified in Chart 1. Typically, Independent Living services are voluntary as the youth is able to refuse services at any time. Youth are able to choose whether or not to enter Collaborative Care. Voluntary Independent Living Services are voluntary and youth access these services as they need them.</p>
<p>42. Based on the fact that many of the services in the RFP are voluntary, is it permissible to offer youth either monetary or non-monetary incentives to participate?</p>	<p>Proposals for this RFP should not include DCS funding for such incentives.</p>
<p>43. For those services that are voluntary, is the selected vendor responsible for conducting outreach and marketing to potential youth who are eligible for the program?</p>	<p>No</p>
<p>44. With regard to Host Homes as described on pages 45 and 46 of the RFP, can we assume that the vendor selected is solely responsible for securing host homes and providing ongoing training and oversight?</p>	<p>The host home placement supervision will be supervised by DCS.</p>
<p>45. Referencing page 45, will the clients 18 years of age and older be using the adult form of the CANS and who is responsible for administering the testing? Will DCS conduct the training on this?</p>	<p>DCS Collaborative Care Case Managers (3CMs) will conduct the CANS.</p>
<p>46. Will Developmentally Disabled youth be considered eligible for this program as long as they are eligible for an educational program and are capable of working on independent living goals?</p>	<p>Developmentally disabled youth will not be excluded from this program.</p>
<p>47. Is it permissible to house Older Youth served through this RFP in the same home as 16-18 year olds who reside in a DCS</p>	<p>A building must be either a licensed group home or a Staffed Supported Housing program. Within the group home license, you would not have beds designated for Staffed Supported Housing.</p>

licensed independent living group home?	
48. Related to the previous question, will DCS generate Behavioral Health referrals for those older youth, some of whom may well still be in need of these services and could be billed to Medicaid?	DCS will continue to provide other services as needed.
49. Referencing page 2 of the RFP, please clarify the method by which all 18 regions of the State will be served if it is anticipated that 10 contract awards will be made?	DCS anticipates selecting one provider per service area to provide Older Youth Services. If areas where the population of youth is large, DCS may need to select an additional provider if no one bidder is able to serve the entire area.
50. Referencing Attachment K: Placement Mix of Older Youth, can you please clarify the information provided at the bidders conference with respect to the number of youth, in each Out of Home Placement Category, that you anticipate to receive Older Youth Services under this RFP.	Attachment K shows the estimated number of youth by placement type currently. Additional guidance for estimating percentages of these youth is provided in Attachment B.
51. Can we name the program something different?	See question 27.
52. Can this proposal be a combination of individual and group functions?	Yes. Please detail in proposal.
53. Is the state looking for providers to formally collaborate and partner with each other or work with subcontractors?	Each contract will be with a single provider, each of those provides can make decisions about their business relationships.
54. Does applying for Staff Supported Housing in addition to the full array of Older Youth Services affect the proposal scoring?	No
55. Are providers expected to submit a unique Provider Narrative with each Service Narrative per Area or 1 Provider Narrative for all services and areas?	Respondents should only submit one Provider Narrative. Respondents should submit a service narrative for each of the following for which they are proposing: 1. Older Youth Services 2. Staff Supported Housing 3. Specialized Vocation Education Programs
56. For example, if an agency is applying for Chafee Independent Living, Chafee	Respondents should only submit one Provider Narrative. The proposal might have multiple budgets.

<p>Voluntary Independent Living and Collaborative Care Placement Supervision and Services in Area 1 and Area 2, then should the agency submit:</p> <ul style="list-style-type: none"> <li>• 1 Provider Narrative</li> <li>• 1 Service Narrative (Chafee Independent Living) for Area 1</li> <li>• Budget 1 for Area 1</li> <li>• 1 Service Narrative (Chafee Voluntary Independent Living) for Area 1</li> <li>• Budget 4 for Area 1</li> <li>• 1 Service Narrative (Collaborative Care) for Area 1</li> <li>• Budget 2 for Area 1</li> <li>• 1 Service Narrative (Chafee Independent Living) for Area 2</li> <li>• Budget 1 for Area 2</li> <li>• 1 Service Narrative (Chafee Voluntary Independent Living) for Area 2</li> <li>• Budget 4 for Area 2</li> <li>• 1 Service Narrative (Collaborative Care) for Area 2</li> <li>• Budget 2 for Area 2</li> </ul>	<p>Respondents should submit a service narrative for each of the following for which they are proposing: 1. Older Youth Services 2. Staff Supported Housing 3. Specialized Vocation Education Programs.</p> <p>If proposing for Older Youth Services, then the service narrative should include a separate program description for each of the following:  Chafee Independent Living  Collaborative Care Placement and Supervision  Chafee Voluntary Independent Living</p>
<p>57. If the above is not correct, what narrative/budgets documents would need to be submitted for that scenario?</p>	<p>Respondents should only submit one Provider Narrative. Providers should submit a service narrative for each of the following for which they are proposing: 1. Older Youth Services 2. Staff Supported Housing 3. Specialized Vocation Education Programs. Bidders should also submit budgets 1, 2, and 4 for each service area.</p>
<p>58. Where are the application pages?</p>	<p>This was an error. There are no application pages.</p>
<p>59. If agencies need only submit 1 Provider narrative for the entire proposal, will agencies all receive the same score per evaluator for their Provider Narrative for each score sheet (per service and area)?</p>	<p>The scores will be based on the strength of the proposals based on area.</p>
<p>60. Host Homes are supervised by DCS,</p>	<p>No, page 45 of the RFP states, "This placement shall be used when an existing positive adult</p>

<p>however, can a provider agency recruit host homes for the youth to consider and/or provide training for the host home adults that are serving older youth the agencies Independent Living service care?</p>	<p>relationship has been identified by the youth or members of the youth's team by the youth's agreement."</p>
<p>61. Will DCS be administering the CANS and providing the information to the Older Youth Service Provider?</p>	<p>DCS Collaborative Care Case Managers (3CMs) will conduct the CANS.</p>
<p>62. Define "Intensive Case Management."</p>	<p>Page 48 of the RFP states, "Unless otherwise directed by the referring 3CM the expectation for the Older Youth Service Provider is to have a minimum of three (3) face to face meetings with the Collaborative Care Youth per week for the first four weeks after a placement transition (i.e. moving from a Host Home to Own Apartment/Housing; moving from Own Apartment/Housing to Shared Apartment/Housing.) At least two of these face to face meetings must take place in the youth's residence. Supplementing the face to face meetings will consist of a daily phone call between the Older Youth Service Provider and Collaborative Care Youth. Intensive case management will be allowed for the first month of placement, with decreased supervision over time in order to build Independent Living skills and strengthen the youth's social network resulting in increased social capital." The contact level defined here would constitute typical intensive case management contact. Contact may vary based on the needs of the youth.</p>
<p>63. Are the household furnishings and supplies paid for by DCS directly or through the Older Youth Services contract?</p>	<p>They are paid through the Older Youth Services contract.</p>
<p>64. Do staff have to stay overnight in the housing?</p>	<p>Staff must be available, on site 24/7.</p>
<p>65. Housing should be gender specific, correct? (re: Staff Supported Housing)</p>	<p>This is dependent on the structure of the staff supported housing. Mixed gender housing could be appropriate in certain settings such as a program that provides individual apartments with onsite staff assistance.</p>
<p>66. On page 11, the RFP states that the contract activation date is July 1, 2012. Will DCS allow providers a "ramp-up" phase if providers are able to demonstrate a clear plan for rolling out services?</p>	<p>No.</p>
<p>67. On page 22, the RFP states that the</p>	<p>A team of DCS staff will utilizing the scoring tool to determine which proposed programs will</p>



<p>Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State. Please clarify this statement.</p>	<p>best meet the needs of the youth in the Collaborative Care program.</p>
<p>68. On page 53, the RFP states that the expectation of Older Youth Services Providers (Older Youth Services) is to serve in the role of community resources broker for youth receiving Independent Living services and that the Older Youth Service Providers need to first seek out community resources providers to provide direct services associated with the outcome areas. Would DCS allow an OYS provider to provide direct care services even if there are community resources if the Older Youth Service provider uses best practices and evidence-based interventions that are supported by outcome data?</p>	<p>DCS is willing to consider proposals that include additional service provision by the Older Youth Services provider.</p>
<p>69. On page 55, the RFP states that room and board payments will only be made through a contracted service provider who is providing independent living case management services to youth. Does this also mean that the contracted service provider is required to sign apartment leases and therefore responsible for any damages to the apartment/housing?</p>	<p>Yes. It will be important for the provider to develop relationships with landlords in order to best manage that risk. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.</p>
<p>70. On page 55, the RFP states that room and board payments will only be made through a contracted service provider who is</p>	<p>On page 55 of the RFP is referring to Chafee Voluntary Independent Living Services. The placement types of Shared Housing and Apartments is under Collaborative Care, not Voluntary Independent Living.</p>

<p>providing independent living case management services to youth. Please explain the responsibilities and liabilities of the service provider for shared apartment/housing and own apartment/housing.</p>	<p>Regarding liability for Shared Housing/Apartments; in some cases, it will be necessary for the service provider to cosign leases. It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.</p>
<p>71. Under staffing qualifications the RFP states that a supervisor must have a Master's degree in social work, psychology, or other directly related human services field or Bachelor's degree with a minimum of 5 years/preferred 7 years of experience in social services, case management, education in a community setting, or other relevant experience. Is DCS willing to consider a Bachelor's degree with 2 years of experience if the supervisor receives a high level of training and supervision by a licensed clinician?</p>	<p>No</p>
<p>72. It was stated during the Bidder's conference that youth would be eligible to opt to participate in Collaborative Care which can include moving into an apartment. Youth cannot sign a legal lease before they are age 18. If they are 17 ½ and the team agrees to this plan, who assumes responsibility for co-signing for the apartment.</p>	<p>Youth cannot move into an apartment until they reach the age 18.</p>
<p>73. If we apply to provide services for option (1) Older youth Services does the housing options include the 24/7 staff supported housing?</p>	<p>No</p>
<p>74. Do we have to have staff available 24/7 on</p>	<p>Staff must be available, on site 24/7.</p>

site?	
75. What is the client to staff case management ratio?	There is no required ratio.
76. When will the contract be awarded to give us a better idea of when we will need to have implementation of services in place?	The preferred contract start date will be 7/1/12. DCS may negotiate individually with providers who are unable to start services on 7/1/12.
77. Are there any exceptions to providing services to some counties but not all in the service area?	It depends on what service component you are proposing for based upon the RFP. There are no exceptions for Older Youth Services.
78. P14 describes Social Networking as a primary form of communication for youth. DCS states it wants applicants to use innovative technology, so are use of communication tools like Facebook, Skype, Twitter, texting, and MySpace encouraged or expected? If so, is there reimbursement for such technology?	Any anticipated costs should be outlined in your budget.
79. Can Host Homes be former foster placements?	Yes
80. Will youth who are currently in a scattered-site Transitional Living program be allowed to remain in their program after July 1, 2012?	Yes, but no new placements will be made on or after July 1 <sup>st</sup> of 2012. The youth in collaboration with the youth's team will make decisions regarding the best interest of the youth.
81. Will youth in current Transitional Living programs be transitioned to Older Youth Services Providers?	Yes
82. How will those youth receiving Chafee Independent Living services on June 30, 2012 be transitioned to Older Youth Service Providers?	All current referrals and VSAs will expire on June 30 <sup>th</sup> and clients will transition to a new provider effective July 1 <sup>st</sup> . Chafee Independent Living contracts will be extended for 3 months to assist with a smooth transition for youth.
83. Are providers required to submit proposals that include the non-optional Chafee Independent Living service, Collaborative Care – Services and	Older Youth Services consist of all of these components.

<p>Placement Supervision, and Chafee Independent Living Services – Voluntary? Or can a provider propose only one or two of the above services?</p>	
<p>84. Would DCS consider extending the due date for proposals beyond April 9 based on the fact that we, and possibly other contractors, are also in the process of responding to the DCS RFP for Residential Treatment Services?</p>	<p>No</p>
<p>85. If a youth is 19 years old and is not in placement nor does he have an open case and is a former ward that was in Foster Care? Does the youth have the discretion to choose which Older Youth Services Provider he selects?</p>	<p>Only if the youth lives in a Service Area with more than one Older Youth Service Provider.</p>
<p>86. With the CHINS/Probation Placement, does the older youth service provider overlap services with the placement provider (i.e. group home, etc.) for six months during a transition period?</p>	<p>Yes, the Older Youth Services provider will focus on transitional related issues such as housing, employment, education. Whereas the placement provider will focus on softer Independent Living skills, such as social skills, conflict management, etc.</p>
<p>87. Is there a case load size limit for the Older Youth Service provider?</p>	<p>No</p>
<p>88. What is the expected number of youths, from each service area, that will participate in Staff Supported Housing and the apartment type living portion of Collaborative Care-services?</p>	<p>These determinations will be made after receiving input from the youth, CANS scores, etc. Those numbers are not currently available. However, it is expected that most youth will transition to the least restrictive placement following their high school graduation. For those who are not attending school, that transition may occur sooner.</p>
<p>89. Will two providers be chosen for Area 5?</p>	<p>It is possible that an additional provider will be selected to provide services in one additional area in the State. It is anticipated that there will be one service provider selected for Older Youth Services in Area 5.</p>
<p>90. Does the RFP allow for sub-contracting of services?</p>	<p>Yes</p>

91. If awarded, what is the length of the contract?	7/1/12-6/30/14
92. Clarification: Staff supportive housing is an option but not required and that it must be responded to separately.	Correct
93. Clarification: A provider must be able to supply Chafee services (both wardship and voluntary) and Scattered Sites (placement supervision) to be considered for the collaborative care portion of the Older Youth RFP.	Correct
94. Is a budget proposal Attachment B required for each area applied for or is one budget required to cover all areas.	A budget is required for each budget type for each service area as defined in Attachment B. For example, if bidding for ALL programs in AREA 1 and 2, the provider would submit 10 budgets (5 for Area 1 and 5 for Area 2)
95. May youth who are in Collaborative Care placements live in shared housing with someone who is not a ward? If so, should each resident be on the lease?	Yes, in most cases, all residents should be on the lease. There may be exceptions to this if it is in the best interest of the youth. It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.
96. What is the DCS plan for circumstances where the collaborative care youth's roommate does not follow through on paying their portion of the rent, utilities, etc.?	It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.
97. Are utilities like cable television, home phone/internet allowable expenses for youth with roommates? There would likely be conflict if the roommate is responsible for 100% of those expenses, but the collaborative care youth benefits from them.	The youth would be responsible for paying for his/her share of these types of non-essential expenses. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.
98. Is it DCS' expectation that the provider will	Yes, in some cases it will be necessary to cosign leases. There may be exceptions to this if it

<p>co-sign leases for older youth in placement in shared or own apartment/housing?</p>	<p>is in the best interest of the youth. It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease. DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.</p>
<p>99. When utilizing the curriculum and resource's from Ansel Casey, are additional evidence based models required?</p>	<p>Proposals should include any and all evidence based models that will be included in your program</p>
<p>100. We have a group home that would be changed to Staff Supported Housing. Can this one facility be utilized when proposing to do Staff Supported Housing for more than one area?</p>	<p>These will be statewide contracts, thus provider may get placements from across the state.</p>
<p>101. The Older Youth Services staff qualifications indicate that direct workers are required to have a Bachelor Degree in specific areas. Our agencies starting salaries for a Bachelor Degree begin at \$24,500 annually. Our agency has to compete with the State Department of Child Services base salary of \$33,000 annually for Family Case Managers, with the same or similar qualifications. This makes it difficult to maintain trained staff for daily supervision. Do the staff qualifications for 24 hour daily supervision in a Staff Supported Housing program also require a Bachelor Degree?</p>	<p>Staffing Qualification for Staff Supported Housing: Direct Worker: Bachelors Degree is highly recommend OR at minimum have 3 years experience in child focus setting.</p>
<p>102. How much liability does the provider have for living quarters (and contents such as included appliances and amenities) rented</p>	<p>In some cases, it will be necessary for the service provider to cosign leases. It will be important for the provider to develop relationships with landlords in order to best manage the risk associated with cosigning the lease.</p>

<p>by the youth involved in this program? Is the provider expected to co-sign on leases, etc?</p>	<p>Regarding liability DCS cannot give legal advice to private entities. We recommend providers consult with their legal counsel.</p>
<p>103. Social media has no expectation of complete privacy in their policies, therefore, even with privacy settings enabled, anything posted, sent or received is not be deemed private by HIPAA standards  “Friending” a client would be equivalent to identifying them as a client and, therefore, be in violation of HIPAA  Interacting via social media with clients is not recommended by many social work organizations and even considered by some to be an ethical violation</p>	<p>Further guidance will be developed in collaboration with the chosen service providers as it pertains to the usage of social networks.</p>
<p>104. Section 2.3 (p.19): If a service provider determines that behavioral health services are needed for an Older Youth to ensure that youth's success in the program, can the provider be reimbursed for those services? If so, would the provider submit those costs with supporting documentation with the monthly expense report?</p>	<p>Additional service referrals will be made by DCS outside of these contracts.</p>
<p>105. Attachment A, 1.c (p.33): For pregnant and/or parenting youth, would the service provider pay for referrals by the organizations listed? Does the service provider need to establish a relationship with those organizations prior to submitting the RFP if not currently partnering with those organizations?</p>	<p>The community services/resources referenced do not require additional referrals. No previous relationship with these agencies would be necessary prior to submitting a proposal</p>
<p>106. Can you provide clarification on</p>	<p>The expectation is that each provider will cover each region for which they propose. There is</p>

<p>expectations for covering service areas? For example, are there expectations that each area, region, or county would have a designated number of employees, slots, etc.?</p>	<p>currently no designated number for staff per region.</p>
<p>107. The deadline for submitting proposals is April 9, 2012. One electronic version and 3 hard copies. Do the 3 hard copies need to be in the hands of the State DCS on April 9, 2012 or can they have a post mark of April 9, 2012?</p>	<p>To be considered, proposals must be received no later than 10:00am on April 9, 2012</p>
<p>108. Can current in-state foster care providers provide and be reimbursed for the proposed Independent Living services to youth in their own foster care programs (in addition to the current foster care reimbursement)?</p>	<p>The LCPA master contract already includes Independent Living services, thus the provider cannot bill under the Older Youth Services contract also.</p>
<p>109. What is the current utilization rate of these services?</p>	<p>This is a new service in Indiana. See Attachment B for guidance on estimating service utilization.</p>
<p>110. Must Independent Living workers providing services under these new contracts be new hires, or can providers use existing staff?</p>	<p>No, existing staff can be utilized</p>
<p>111. How many youth are expected to use the services under the new contracts (in volume, not percentages)?</p>	<p>Please refer to attachment K and additional guidance under Attachment B.</p>
<p>112. What is the process to discontinue services with youth that don't comply with program guidelines after multiple efforts, but don't officially discontinue services (to keep financial assistance)?</p>	<p>Youth participating in Collaborative Care agree to participate in services. Should barriers to participation occur, the youth along with their team will meet to determine the youth's interest in remaining in the program.</p>
<p>113. How much liability does the provider have for living quarters (and contents such as included appliances and amenities) rented</p>	<p>Yes. It will be important for the provider to develop relationships with landlords in order to best manage that risk. DCS cannot give legal advice to private entities. We recommend providers consult with their</p>



by the youth involved in this program? Is the provider expected to co-sign on leases, etc?	legal counsel.
114. On the .pdf budget form provided in the DCS RFP link, you didn't give us space under section (what should be 3B but is also labeled 3A) for Other Occupancy Costs (e.g. taxes, insurance) – so we can't fill that part out on the file.	This has been updated
115. Is the same DCS invoice used?	A new invoice form will be provided prior to implementation as well as invoice training for all selected providers.
116. What is "indirect" rate?	Indirect rate is the ratio of non-program dedicated administrative costs allocated to the program to total direct (non-administrative) program costs. Examples of non-dedicated administrative costs would be centralized accounting and human resources functions which serve multiple programs.
117. If we have a CHINS placement (residential) and that youth opts for Collaborative Care and a Staff Supported Housing but stays in the same place, how does that affect the rate?	As long as the Collaborative Care youth is in a traditional residential placement, the Older Youth provider would only provide Independent Living services starting at six months before placement transition. The residential provider would continue to receive its DCS contract rate for residential treatment services. If the residential provider is also a OYS provider, Independent Living services are in the master contract and should be billed separately under this contract.
118. What does it mean to be responsible for placement cost and supervision?	Older Youth provider is responsible for the costs to place the child (IV-E room and board) and supervise the child. The provider would also be responsible for signing or cosigning leases where needed.
119. When providers are financially responsible for placement, can that be billed dollar for dollar?	Yes, this is a cost reimbursement contract. Hence your monthly invoice will include a summary of your actual expenses incurred in the prior month.
120. Costs will be unallowable if DCS deems this is too high. What is the ceiling?	DCS review monthly invoices and actual costs for consistency with the approved program budget. Significant variations in cost per youth service day will be questioned by DCS staff.
121. For agencies that do not have other	Alternative funding streams is but one of many factors that will be evaluated. No

<p>funding streams, it will be difficult to meet youth expenses and program costs, will those providers not be selected?</p>	<p>provider will be eliminated from consideration based solely on that factor.</p>
<p>122. Payment for services will be based on cost, how can providers be assured that they will be paid if DCS can choose not to approve?</p>	<p>Once a program budget is approved by DCS, the department will not make unilateral disallowances on monthly invoices. However, significant variations from budget in cost per youth service day will be questioned by DCS staff in conversations with the provider. This could ultimately lead to a program audit by DCS and cost disallowances.</p>
<p>123. When a provider assumes fiscal responsibility for the client in the new placement settings, does the provider pay the landlord or the client to pay for services?</p>	<p>The service provider is to ensure the landlord is paid. The provider should be working with the youth and allowing the youth to have increasing responsibility for paying the bills. This can be accomplished through joint banking accounts or other creative methods.</p>
<p>124. What does billing look like, can we only bill for face to face time? How is it paid out?</p>	<p>This is a cost reimbursement contract. Monthly invoices will include a summary of your actual expenses incurred in the prior month.</p>
<p>125. Does cost reimbursement plan mean a set amount per month regardless of the number of youth or expenses incurred?</p>	<p>No, actual costs incurred in the prior month will be reimbursed. However, significant variations from budget in cost per youth service day will be questioned by DCS staff in conversations with the provider. This could ultimately lead to a program audit by DCS and cost disallowances.</p>
<p>126. For Older Youth remaining in foster care, how is host home/foster home compensated?</p>	<p>DCS will pay the foster care per diem.</p>
<p>127. Budget numbers are very confusing, what combines with what?</p>	<p>There are 5 potential budgets than could be submitted per service area. The clients and services to be included in those budgets are outlined in Chart 1.</p>
<p>128. What is the anticipated contract amount?</p>	<p>Total costs for a given program per the final approved program budget.</p>
<p>129. What is the anticipated cost per youth?</p>	<p>The cost per youth will vary based on the proposed program and housing costs in the service area.</p>
<p>130. How are Chafee funds to be integrated in budget as they originate from the Feds? Should they be considered the same as the State funds used to reimburse for services provided?</p>	<p>DCS will be responsible for managing its funding sources. Chafee funding should be considered the same as State funds by the provider.</p>

<p>131. The RFP was not clear on payment for placement. Will the State pay the LCPA provider for the placement of the youth? Will the State pay the group home provider for the placement of the youth? If so, does the State intend to pay the IV-E rate?</p>	<p>For traditional foster care residential and foster home placements, DCS will pay the placement provider at the provider’s contract payment rate.</p>
<p>132. Is this contract zero-based or does DCS intend to guarantee a certain number of placements?</p>	<p>This is not a zero based contract. The contract amount for each program will equal the final approved program budget. Providers will be compensated on an actual cost reimbursement basis, not to exceed the contract amount. Costs associated with referrals in excess of the budgeted number will require a contract amendment. DCS will not guarantee a certain number of placements. However, DCS anticipates selecting a single provider for Older Youth Services in each service area. Please see Attachment K for an estimated number of youth who are currently in the various placement types. Additional guidance is offered in Attachment B, budget worksheets. This program will involve moving those youth to less restrictive kinds of settings including those supervised by the Older Youth Services providers. A limited number of youth may be placed with Staff Supported Housing providers and Specialized Education Vocation Programs.</p>
<p>133. May “in-kind” donations be considered for the external funding piece of the proposal requirements?</p>	<p>Yes</p>
<p>134. Do we need to submit any additional budget documents (like a narrative) other than the required budget attachments?</p>	<p>No</p>
<p>135. Budget line 11: Personal Allowance, The instructions seem to contradict the budget. On which budgets are we supposed to include the personal allowance?</p>	<p>Budget 2 (Collaborative Care – services and placement supervision) only.</p>
<p>136. We need to indicate if our agency is MBE/WBE or Buy Indiana. Is that considered in the scoring?</p>	<p>No</p>

137. Is the cost escalation factor for the entire budget or just sections?	For the entire budget.
138. Is the cost escalation factor considered in the score?	The proposed cost escalation factor will be considered in evaluating the cost component of the RFP/proposal.
139. Is there a max amount for client food, clothing, supplies and incidentals?	No; however, in order to be included in the final approved program budget such costs must be reasonable in relation to other proposals and other DCS programs.
140. What is the total amount that DCS has allocated and/or anticipates awarding for this RFP?	DCS will review the proposed services and determine the amount to be allocated.
141. The Pro Forma budget worksheet includes a line item for personal allowance. Does this mean the Older Youth Service provider is required to provide a stipend directly to youth receiving services? If so, in what increments is the funding to be disbursed (daily, weekly, monthly, one lump sum, etc.)?	Personal allowance is available to pay for those items that maybe outside the youth's basic needs, such as; prom dresses, band instrument, sports equipment, etc. With regarding to stipends paid to youth, DCS is open to creative ideas
142. What types of allowance are permitted for sustainability?	The service provider is to ensure the youth's bills are paid. The provider should be working with the youth and allowing the youth to have increasing responsibility for paying the bills. This can be accomplished through joint banking accounts or other creative methods.
143. Can you layer grants to help supplement the program?	Yes, this will be considered by DCS in its evaluation of the cost component of the RFP/proposal.
144. Are you allowed to ask for funds to support a work program for the youth being served?	This could be considered part of a program to provide Specialized Vocational Education Program (budget 5). Actual payment of youth work time should not be included in the budget.
145. Are we able to use CAPRTF for sustainability?	Under the service model, the Older Youth Services provider is to take a broker of services approach by access services in the community. If this service is available in the community and the youth is eligible, it would be expected that the provider would work with the youth and his/her team to determine if the youth should be connected to the service.
146. Is this contract zero-based or does DCS	This is a cost reimbursement (with a not to exceed) contract, not a zero based

<p>intend to guarantee a certain number of placements?</p>	<p>contract. DCS will not guarantee a certain number of placements. However, DCS anticipates selecting a single provider for Older Youth Services in each service area. Please see Attachment K for an estimated number of youth who are currently in the various placement types. Additional guidance is offered in Attachment B, budget worksheets. This program will involve moving those youth to less restrictive kinds of settings including those supervised by the Older Youth Services providers. A limited number of youth may be placed with Staff Supported Housing providers and Specialized Education Vocation Programs.</p>
<p>147. If the contract is zero-based and what # of youth should we project to serve in Marion County Region 10?</p>	<p>This is a cost reimbursement (with a not to exceed) contract, not a zero based contract. DCS will not guarantee a certain number of placements. However, DCS anticipates selecting a single provider for Older Youth Services in each service area. Please see Attachment K for an estimated number of youth who are currently in the various placement types. Additional guidance is offered in Attachment B, budget worksheets. This program will involve moving those youth to less restrictive kinds of settings including those supervised by the Older Youth Services providers. A limited number of youth may be placed with Staff Supported Housing providers and Specialized Education Vocation Programs.</p>
<p>148. In regards to page 39. Chafee Independent Living Services “If a youth is 16 or older, up to 6 months before transition out of placement and is placed in a foster home supervised by a Licensed Childcare Placing Agency (LCPA), a Residential Facility or a Group Home, the agency providing the placement supervision and case management is responsible for providing independent</p>	<p>DCS will pay the placement provider directly under the residential or LCPA contract.</p>

<p>living services according to the corresponding Service Standard. “ Does DCS intend to pay for the placement of the youth in the LCPA home or Group Home? Do we need to submit a budget for this service?</p>	
<p>149. Page 40. In the example for Path 1 the youth named Christine. If the youth is in LCPA placement does the State pay the LCPA agency and at what rate?</p>	<p>DCS will pay the LCPA agency its contract payment rate under the LCPA contract.</p>
<p>150. Page 40. In the example for Path 3 for Skye. Once the youth re-enters foster care. Will the youth be placed with an LCPA? IF so, does the State pay the LCPA for placement?</p>	<p>If the youth is placed in a LCPA home, DCS will pay the LCPA under the LCPA contract, its contract payment rate.</p>
<p>151. On page 35 of the RFP under Traditional Category-Group Home, who pays for placement at the Group Home for the youth? Does the DCS FCM make a referral for placement to the group home to the Group Home Provider?</p>	<p>DCS will pay the group home under the residential contract and DCS will make the referral.</p>
<p>152. On page 35 of the RFP under Traditional Category-Foster Home LCPA, who pays for placement in the LCPA Home? Would the rate be the LCPA Home? If we are an LCPA provider are we submitting a budget that includes placement or just Oder Youth Services?</p>	<p>If the youth is placed in a LCPA home, DCS will pay the LCPA its contract payment rate under the LCPA contract. The Older Youth Service program budget would only include Independent Living services for youth in this placement type (see chart 1). However, if a provider is proposing for Older Youth Services, they must also be willing to provide placement supervision and fiscal responsibility for the new placement categories as outlined in Chart 1, budget 2: shared apartment housing and own apartment housing.</p>
<p>153. On page 34 of the RFP under Traditional Category-Group Home and <u>Collaborative Care</u>, who pays for placement at the Group Home for the Youth? If DCS is paying for placement would the DCS FCM</p>	<p>If the youth is placed in a group home, DCS will pay the group home its contract payment rate under the residential contract. The Older Youth Service program budget would only include Independent Living services for youth in this placement type (see chart 1).</p>

<p>make a <u>separate referral</u> for placement to the group home? If we are a Group Home Provider do we need to submit a budget that includes: group home placement and/or Older Youth Services-Independent Living and/or Internal Case Management and/or placement supervision?</p>	
<p>154. On the bottom of page 35 of the RFP under Traditional Category-LCPA and <u>Collaborative Care</u>, who pays for placement at the LCPA home for the Youth? If DCS is paying for placement would the DCS FCM make a <u>separate referral</u> for placement to the lcpa provider If we are a LCPA Provider do we need to submit a budget that includes: LCPA placement and/or Older Youth Services-Independent Living and/or Internal Case Management and/or placement supervision?</p>	<p>If the youth is placed in a LCPA home, DCS will pay the LCPA its contract payment rate through the LCPA contract. The Older Youth Service program budget would only include Independent Living services for youth in this placement type (see chart 1). FCM would make a separate referral for placement.</p>
<p>155. For Older Youth Services-Shared Apartment/Housing. Do we need to include in our budget the cost for rent, electricity and other utilities?</p>	<p>Yes, under occupancy costs – client.</p>
<p>156. For Older Youth Services: Staff Supported Housing. Our cost would include: rent, utilities, food, Independent Living Services, Placement supervision and Internal case management. Should our cost be a daily per diem?</p>	<p>No, this program component will also be a cost reimbursement contract.</p>
<p>157. Regarding Budget 2, “Collaborative Care – services and placement supervision,” does an agency who is awarded an older youth services contract need to pay per diem</p>	<p>Provider will include placement costs in budgets only for Shared Apartment/Housing, Own Apartment/Housing, and Staff Supported Housing. Those agencies proposing under Specialized Vocation Education programs may or may not include placement costs.</p>

<p>charges for a youth placed in a facility and therefore include these charges in the budget?</p>	
<p>158. Regarding Budget 3, “Staff Supported Housing,” does an agency who is awarded an older youth services contract need to pay per diem charges for a youth placed in a facility and therefore include these charges in the budget?</p>	<p>A youth placed in Staff Supported Housing will only reside in a placement that is controlled and administered by the Staff Supported Housing Program provider. The youth will not also have an Older Youth Services provider if the youth is in this type of placement.</p>
<p>159. Regarding Budget 3, “Staff Supported Housing,” if budgeting for apartment rental costs, how many months of rent will DCS allow paid? Is there a maximum cap on the monthly apartment rent?</p>	<p>The service model anticipates youth will live in these settings 6 months on average. Housing costs vary in different service areas. Providers are expected to include reasonable housing cost projections. Housing costs should not exceed that which the youth would potentially be able to afford after case closure (regardless of whether or not the youth is able to remain in that actual housing) as part of the service provision includes educating the youth on bill payment and budgeting funds.</p>
<p>160. Please clarify and further define the method of payment?</p>	<p>Providers will be reimbursed on a monthly basis for their actual costs incurred.</p>
<p>161. We would like a clear understanding of unallowable costs noted in section (A thru D) page 19 of the RFP.  A. Salaries: What are the maximum allowable amounts determined by DCS and how is it calculated.  B. Fringe Benefit: What is the maximum allowable fringe benefit rate allowable as determined by DCS and how is it calculated?  C. Case Management Caseload ratios: What is the reasonable caseload ratio referenced and how is it calculated?  D. Total Administrative Costs: What is the total administrative expense rate determined by DCS and how is it calculated?</p>	<p>Cost caps will be addressed at the time of program budget negotiations. Any caps or limits will be a function of the reasonableness of any given provider’s costs to the aggregate of all bidders.</p>



<p>162. Section 1.2(1) (p.7): May the service provider awarded a given Area subcontract part of the services to another provider (subgrantee)? If so, does the subgrantee need to be identified in the RFP submission?</p>	<p>Yes, subcontracting will be permitted if the subcontractor is identified and approved by DCS.</p>
<p>163. Is the Staff Supportive Housing reimbursed at a dollar for dollar basis?</p>	<p>Yes</p>
<p>164. To keep the Staff Supported Housing program available, trained staff will need to be in place at all times so the program may be utilized when needed. Will personnel expenses to sustain the program be allowed each month during times that there is no utilization of the program?</p>	<p>Yes DCS prefers to place youth in housing settings in which they will be able to remain when the DCS case closes. Staff supported housing that does not provide this opportunity will be used only on a limited basis for youth who are unable to live in less restrictive settings.</p>
<p>165. What is the maximum allowable administrative rate that can be included in the proposed budget?</p>	<p>Any limits on administrative costs will be addressed at the time of program budget negotiations. Any caps or limits will be a function of the reasonableness of any given provider's costs to the aggregate of all bidders.</p>