

## Attachment D

### **Service Narrative** Youth Service Bureau Administration Coordination

#### **PROVIDER NARRATIVE**

Respondents should only submit one Provider narrative per proposal. The provider narrative must address the following topics:

##### **1. Administer the YSB Accreditation Process**

This section should document plan for accreditation process of YSB Fund Grantees across the state in accordance with IC 31-26-1. Proposal should include outline of method and timeline of submitting accreditation recommendations to DCS.

##### **2. Peer Review Process**

This section should outline the peer review process. Proposal should include Respondents role, role of YSB site, DCS role (if applicable), materials to review, follow up plan, remediation levels (if applicable) and plan, and how the results of the peer review process will be communicated to DCS. Proposal should include how peer reviews will be used in the accreditation process.

##### **3. Develop, Distribute and review of Service Standards and a Request for Proposals for the Youth Service Bureau Fund**

###### **a. RFP process:**

This section should include plan for developing the RFP process (for contract period 7/1/14-6/30/15), including creating the RFP, posting plan and timeline, scoring criteria, scoring teams and method of announcing RFP and award recipients to accredited YSB's.

###### **b. Adherence to state processes:**

Proposal should include how this process will adhere to IC 31-26-1 as well as the state RFP and contracting processes.

###### **c. Service Standards:**

Proposal should include how suggestions for edits to the YSB Service Standards will be gathered, vetted, implemented and communicated back to the YSB sites.

###### **d. Funding Allocation**

Proposal should include proposed funding allocation methodology.

###### **e. Reporting to DCS:**

Proposal should also include proposed process to submit recommendations for the following to DCS:

- RFP plan and process
- RFP scoring and scoring teams
- Funding allocation methodology
- RFP award recipients
- Proposed edits to the YSB Service Standards

#### **4. YSB Fund Grantee list effective 7/1/13**

This section should include a plan for ensuring services are available as of 7/1/13. This section should include funding allocation methodology to be used to determine funding for the first year of funding, if methodology differs from the funding allocation methodology included in the YSB Fund Grantee posted RFP (available at <http://www.in.gov/dcs/3158.htm>)

#### **5. Oversee Service Provision of YSB Fund Grantees**

a. Contract and Service Standard Compliance:

This section should include a description of how respondent will ensure YSB Fund Grantee's will adhere to YSB contract and Service Standard.

b. Training:

This section should include plan for providing quarterly trainings to YSB Fund Grantees including potential topics to be covered, plan for providing trainings across the state, plan for ensuring mandatory attendance of YSB Fund Grantees and how such attendance may affect peer reviews and/or accreditation, plan for offering trainings beyond YSB Fund Grantees, plan for consulting with DCS on training ideas and potential locations, training evaluation plan and how respondent may seek additional funding for training outside of DCS resources.

c. Outcomes:

This section should include description of process to develop outcomes measures for the direct service provided by the YSB Fund Grantees. Proposals should include how input from YSB Fund Grantees will be gathered.

d. Web based reporting tool:

This section should include plan for developing a comprehensive, web-based outcome report tool to be used by the YSB Fund Grantees for reporting direct services for billing. Proposals should include plan and timeline. Proposal should include description of roles and responsibilities of respondent and any sub-contractors, if applicable.

This section should include a process to gather data/outcomes from the YSB Fund Grantees, data analysis methodology and plan to report outcomes to DCS. Proposal may include a proposed sample report for DCS.

e. YSB Fund Grantee Billing:

This section should include a description of the YSB Fund Grantees monthly claiming process to ensure claims are paid timely. Proposal should include how reports will be used in the billing process and how any late billing will be handled.

f. Reporting to DCS

This section should include a plan to work with DCS on developing a quarterly report. Proposal may include a proposed sample report. Proposal should include how data will be gathered by the YSB Fund Grantees.

g. Growing YSB Fund Grantees

This section should include creative ideas for capacity building and expanding the number of YSB Fund Grantees. Proposal may include ideas on how to increase the fund, pursuant to IC 31-26-1-4, by fundraising, supplementing state revenue, etc.

**6. Administer Project Safe Place**

- a. This section should include a plan to administer the Project Safe Place according to the Statement of Work.