

Athens County Children Services OHIO START Program

Request for Qualification and Proposal (hereinafter “RFP”)

Introduction

Athens County Children Services (hereinafter referred to as “ACCS”) serves abused, neglected, and dependent children and provides services to promote child safety, permanency, and overall well-being for all children served. To accomplish its mission, the agency provides a variety of services predicated on the belief that, whenever possible, the best place for children is in their own home. ACCS makes efforts to support parents while ensuring the safety of their children by providing and/or securing services that address parental issues that contribute to child maltreatment.

To best meet the needs of the children and families it serves, ACCS is seeking to collaborate with existing AOD/MH providers for developing a START program with peer mentors/recovery coaches. Ohio START will focus on keeping children safely with their parent(s) whenever possible and avoiding child removal by front-loading services to the entire family, with special emphasis placed on connecting the child to trauma-informed services and supports.

Scope

Athens County Children Services is accepting multi-year proposals to collaborate with a community behavioral health provider to develop, recruit, train and support recovery coaches or peer mentors for parents served by ACCS based on the Sobriety Treatment and Recovery Teams (START) model. This provider will assure ongoing, intensive, wrap-around AOD services to families. Proposals should also incorporate integration of a primary parent peer program following the Helping Ohio Parent Effective (HOPE) Parent Partner model (<http://www.pcsao.org/programs/primary-parents>) in the array of peer development and support (See Exhibit A – Ohio Primary Parent Partners – A Design Guide).

Description

Ohio START (Sobriety, Treatment, and Reducing Trauma) is an intervention program that will provide specialized victim services, such as intensive trauma counseling, to children who have suffered victimization due to parental drug use. The program will also provide drug treatment for parents of children referred to the program. Created through the office of Ohio Attorney General Mike DeWine, Ohio START requires the partnering of county Public Children Services Agencies (PCSAs), behavioral health providers, and juvenile/family courts. A key element of this program will be certified peer recovery supporters who will be paired with a child welfare caseworker to provide intensive case management services. The coaches/mentors will help parents develop the coping skills, tools and linkages to impact the reoccurrence of maltreatment or possibility of reentry of youth into the custody of ACCS. Casey Family Programs is joining

with the Ohio Attorney General in investing in promising strategies for Ohio START in southern Ohio.

The children involved with this program are the victims that have at least one parent that has a substance use disorder (SUD) and has mistreated the child. The child and the family will be identified by the PCSAs through the screening and assessment process. The county PCSAs will be entering into a memorandum of understanding (MOU) with their behavioral health providers and juvenile/family court to implement Ohio START. The behavioral health providers will be employing certified peer recovery supports who quite possibly have been victims of crime in their lives with history of trauma.

The project targets families that meet the following criteria:

- To qualify for referral to Ohio START, a family must have co-occurring child maltreatment and substance abuse.
- This includes families where the child remains in the home, where the child is removed from the home, and those referred to alternative response.

Major program goals included:

- Increase parents' access, retention and engagement in behavioral health treatment and community recovery supports and long-term well-being
- Quickly provide children and families within Ohio START with needed mental health, substance abuse, and physical health services that they require
- Prompt, timely assessment and treatment recovery engagement
- Enhance the resources and coordination of resources for parents and children during the program
- Improve the capacity of parents affected by substance abuse to care for their children's needs, promote their child's well-being and reduce child abuse potential
- Keep children safe with their parents if possible, reunify families and promote attachment for children needing relative or foster care placement
- Reduce the number of repeat referrals to ACCS, and repeat recurrence of child abuse and neglect among families served
- Enhance child developmental and emotional well-being

Key Program Services:

- Case Management and In-Home Services
 - Intensive/Coordinated Case Management
 - Family Group Decision Making/Family Case Conferencing

- Wraparound/Intensive In-Home Comprehensive Services
- Engagement/Involvement of Fathers
 - Targeted Outreach
- Mental Health and Trauma Services for Adults and Children
 - Trauma-Informed Services
 - Evidence-based approaches and therapies
- Substance Abuse Treatment for Adults
 - Aftercare/Continuing Care/Recovery Community Support Services
- Specialized Outreach, Engagement and Retention
 - Cognitive Behavioral Strategies – Motivational Interviewing
 - Peer/Parent Mentor
- Family-Centered Substance Abuse Treatment
- Screening and Assessment
 - Screening and Assessment for Substance Use Disorders
 - Other Specialized Adult Screening and Assessment – Psycho-Social,
- Health/Medical referrals for assessment and relevant treatment

- Pediatric mental health providers will provide trauma-informed treatment for child victims.

- Behavioral health providers will provide high quality, trauma-informed, gender-specific, and co-occurring disorder treatment using evidence-based approaches and therapies

Deliverables

- 1) The Provider will collaborate with ACCS to establish a service model and work plan.
- 2) Establish the strong teams required for Ohio START, including the development of information sharing systems and formalized procedures for program management and workload sharing.
- 3) The Provider will provide documentation regarding program development, recruitment of recovery coaches, training plans, service initiation, and staff supports.
- 4) The behavioral health providers will be employ certified recovery coaches who quite possibly have been victims of crime in their lives with history of trauma that led to a SUD and child maltreatment.
- 5) The Peer Recovery Supporter will work jointly with the behavioral health provider, PCSA caseworker, and the juvenile court to best deliver intensive wrap-around services to a child and his or her family.

The PCSA caseworker and Peer Recovery Supporter, as well as case managers from the juvenile or family drug court, will provide intensive case management and service delivery for the child and his or her family.

- 6) Provider will have regular contact with an ACCS identified staff person to address issues, progress and concerns.

- Communications will include:
 - parent drug result tests,
 - missed mental health,
 - substance abuse, and other medical appointments,
 - safety concerns,
 - written weekly reports of treatment attendance/progress,
 - monthly direct line and teaming meetings, and
 - monthly case reviews.
- 7) The Provider meets at least quarterly with ACCS staff to review program development work plan and service model.
 - 8) The peer recovery supporter will ensure that the parent undergoes and remains in substance abuse treatment.
 - 9) The Provider will collect necessary program and service data and provide reports that are completed in an accurate manner and on a timely basis.
 - 10) The Provider will develop a plan for program sustainability.

Qualifications

Provider must provide the services in Athens County, Ohio. ACCS will extend preferential consideration to Providers holding one of more of the following certifications/accreditations: ODJFS Title IV-E Certification, Ohio Department of Mental Health Council on Accreditation/CWLA, Medicaid Certification.

When applicable, Provider must maintain a current State of Ohio license for program operation, physical facilities, and practicing professionals/staff.

Provider must hold all treatment licenses and credentials as required by the laws of the State of Ohio.

Provider employees must submit to criminal background checks. If a Provider employee has any record of crimes concerning children, crimes involving weapons or violence, he/she is disqualified from participating in the program. Upon execution of an agreement, the selected Provider shall provide a written statement to ACCS indicating that background checks have been completed in compliance with this request for proposal and any resulting agreement.

Conditions of this Request for Proposal (“RFP”)

All licenses required by the State of Ohio and/or local community, if any, which are necessary to perform the contract, must be obtained prior to submitting a response to this RFP.

No reports, summaries, information (written or verbal), letters, or other documents regarding this Proposal, or employees or clients of ACCS will be released without the prior, express written approval of the Executive Director of ACCS.

The RFP, the selected Proposal, and any written documents supplementing, amending, or incorporating the RFP and the selected proposal shall be the entire and integrated Agreement between Provider and ACCS, and shall supersede all prior negotiations, representations, or agreements, whether written or oral. Such Agreement may be amended only by written agreement of the Provider and ACCS.

Provider will indemnify and save harmless ACCS and Athens County and their respective officers, agents and employees from and against all suits or claims that may be based upon any injury to persons or property arising out of any error, omission, willful misconduct or negligent act of Provider or its subcontractors; and Provider will at its own expense, defend: ACCS and Athens County and their respective officers, agents and employees; in all litigation, pay all attorney fees, damages, court costs, and other expenses arising out of such litigation or claims incurred in connection therewith; and shall at its own expense satisfy and cause to be discharged such judgments as may be obtained against ACCS and/or Athens County, and/or their respective officers, agents or employees, as a result of such litigation.

Any contract executed as a result of this RFP is subject to all applicable provisions of local, state and federal law.

Availability of Funds

These funds are available on a one-time only basis. No additional funding is expected. Athens County Children Services is not required to compensate any vendor for any expenses incurred as a result of the RFP process. The maximum amount of the contract will follow the funding schedule below:

- April 1st, 2017 to September 30th, 2017 – Up to \$42,500
- October 1st, 2017 to September 30th, 2018 – Up to \$85,000
- October 1st, 2018 to September 30th, 2019 – Up to \$85,000

The funding through this application is for capacity building for the development of the service system in the Athens community. ACCS will assure staff availability for training, collaboration and service delivery as members of the sobriety treatment and recovery teams. ACCS will assure that all START team members will have the necessary team development training to participate on the teams.

Match requirements

This grant requires a 20% match. These match funds can be in the form of in-kind contributions, cash contributions, or a combination of both methods. Provider is required to assist and/or provide match funds to ACCS to meet the requirement.

Match requirements are not able to be met with federal funds or federally funded service activities.

Insurance

The Provider shall purchase and maintain for the term of any agreement awarded as a result of this RFP insurance of the types and amounts described below and provide to ACCS on or before the effective date of any agreement awarded as a result of this RFP, written proof of compliance with the insurance requirements described below, including if requested by ACCS, certified copies of all insurance policies. ACCS may request such written proof or certified copies from time to time as determined in its sole discretion:

- a) General Liability insurance with limits of liability not less than One Million Dollars (\$1,000,000) for each occurrence, Three Million Dollars (\$3,000,000) aggregate, for bodily injury, including death, or property damage, including products and completed operations, personal and advertising injury, and liability assumed under the contract. Service Provider's General Liability insurance requirements may be satisfied by purchasing a combination of primary, excess and/or umbrella insurance policies.
- b) Workers' Compensation insurance as statutorily required, and Employer's Liability Insurance, Ohio Stop Gap, with limits of not less than One Million dollars (\$1,000,000) for each accident/each employee.
- c) Commercial Auto Liability insurance with limits of liability of not less than Two Million Dollars (\$2,000,000), combined single limit bodily injury and property damage, including hired and non-owned, and uninsured and underinsured motorists coverage at full policy limits, with the fellow-employee exclusion deleted.
- d) Professional Liability insurance, responding to claims of acts, errors, or omissions and professional liability arising from or connected with Provider's performance of, and that of any employee or agent of Provider, including any physician, pharmacist, nurse practitioner, or certified registered nurse anesthetist, employed or engaged by Provider, or its or their failure to perform, services in accordance with this RFP, any agreement awarded as a result of the RFP, and the Provider's response proposal, which insurance shall have limits of not less than Two Million Dollars (\$2,000,000) for each claim in the aggregate.
- e) All insurance hereby required of Provider shall respond to liability asserted against Provider, its employees, volunteers, and board members, and any subcontractor, board member, volunteer, agent, or employee of the Provider

that performs services for ACCS under any Agreement resulting from this RFP.

- f) Except for Workers' Compensation insurance, all insurance required of the selected Provider shall be endorsed to provide, and all insurance certificates shall include the statement, that the insurance covered by the certificate shall not be cancelled, notice to ACCS.
- g) ACCS and Athens County, and their employees, elected and appointed officials, agents and representatives shall be included as additional insured's under the selected Provider's Commercial General Liability and Auto Liability insurance, using ISO additional insured endorsement CG 20 11 or a substitute for providing equivalent coverage, and under the Provider's Commercial Umbrella policy, if any; Provider's Commercial General Liability, Commercial Auto Liability, Commercial Umbrella insurance shall apply, as primary insurance with respect to any other insurance or self-insurance programs afforded to ACCS. There shall be no endorsement or modification of the Commercial General Liability, Commercial Auto Liability, or Commercial Umbrella to make any of these three (3) policies excess over other available insurance, if being understood to mean that any liability insurance of ACCS, if any, shall be non-contributing.
- h) All insurance purchased by the selected Provider as required by any agreement awarded as a result of this RFP, shall be purchased from insurers whose AM Best rating shall be "A-, VII" or higher.
- i) Provider shall be responsible for any deductibles or retentions existing within the insurance purchased by it.
- j) If the Provider fails to maintain the insurance as required herein, ACCS shall have the right but not the obligation, to purchase said insurance at Provider's expense, which funds may be, at ACCS discretion, withheld from any payment due Provider.
- k) Provider's failure to maintain the required insurance may result in the termination of any agreement awarded as a result of this RFP, at ACCS' option, notwithstanding any contradictory provisions in this RFP.
- l) Provider shall require all subcontractors, persons, agents, or independent contractors engaged by Provider to provide services hereunder (hereinafter referred to as "Subcontractors"), to purchase and maintain insurance coverage, including terms, conditions and limits of liability, substantially similar (as determined in ACCS' sole discretion) to those required by this Section respecting the selected Provider. Upon request from ACCS, the selected Provider shall deliver to ACCS written proof of all such insurance purchased and maintained by all Subcontractors.
- m) Provider shall report to ACCS any claim, suit, or other proceeding asserted against or otherwise implicating the Provider or any Subcontractor that, in the reasonable commercial opinion of Provider, may result in a liability of the selected Provider or Subcontractor exceeding Five Hundred Thousand Dollars (\$500,000), which notice by the Provider to ACCS shall be in writing and sent to ACCS within thirty (30) days of the Provider's receipt of such claim, suit,

or other proceeding, whether or not such claim, suit, or proceeding is or may be covered by insurance.

- n) To the extent any insurance purchased by Provider or a Subcontractor is issued on a claims-made basis, such policy shall include an Extended Reporting Period endorsement option providing continuing coverage under such policy of not fewer than three (3) years after the date of termination of the policy period.
- o) By requiring insurance herein, ACCS does not represent that coverage and limits will necessarily be adequate to protect Provider or any Subcontractor, and such coverage and limits shall not be deemed as a limitation on Provider's liability under the indemnities granted to ACCS and others in the RFP or any contract awarded as a result of this RFP.
- p) ACCS reserves the right to amend, revise or otherwise supplement the insurance requirements imposed upon Provider, and may do so by communicating in writing such amendment or revision to Provider.

Provider must list current certifications/licenses/credentials. Do NOT submit copies of these documents with the Proposal. If Provider's Proposal is accepted, copies of these documents must be submitted to ACCS prior to execution of any agreement arising from this RFP.

Provider will perform its duties under any contract arising from this RFP as an independent contractor, not as an employee of ACCS. Provider will not have or claim any right arising from employee status. Provider will be responsible for supplying a Federal Identification Number to ACCS and Provider will be responsible for payment of all Federal, State and Local taxes as applicable.

Any contract that may be executed as a result of this RFP may be terminated immediately by ACCS in the event of breach of any provision of the contract by Provider, or, by either party for any reason upon a thirty (30) day written notice. ACCS reserves the right to reject any or all Proposals for any reason whatsoever. All Proposals may be rejected if funding cannot be appropriated. ACCS reserves the right to not accept the lowest bid. ACCS is not liable for any Proposal preparation expenses Provider incurs. ACCS will not be contractually bound until and unless a formal written agreement has been fully executed. It is expected that any contract executed as a result of this RFP would be active during calendar years 2017 to 2019, beginning at the execution of the contract.

Any questions pertaining to the RFP must be submitted by email to the attention of Cathy Hill, Executive Director, at Catherine.Hill@jfs.ohio.gov

Three (3) copies of the Proposal, with fully completed Qualification Statements attached, must be submitted to Cathy Hill, Executive Director, Athens County Children Services, 18 Stonybrook Drive Athens, Ohio 45701, no later than **August 18th, 2017, at 4:30 (local time)**. Proposals submitted after the time set for the receipt will not be considered. Proposals should be labeled: "Response to RFP for ACCS Ohio START Program".

Each written response should be fewer than 10 pages (with the exclusion of Program Budget and Budget Narrative) and contain the following information:

- 1) Program Description and project outline including timeframes
- 2) Organizational/Company Background
- 3) Expertise/Experience in providing such services, including program outcomes.
- 4) An organizational budget outlining the following program costs:
- 5) Staff cost, including any salaries, payroll expenses, administration costs, consultation fees, rent, utilities, repair and maintenance, insurance, indirect cost, other miscellaneous and depreciation of equipment (**Must utilize the Program Budget and Budget Narrative format as included in this RFP**).
- 6) Any information deemed relevant to the RFP.

Review of RFP

Proposals will be reviewed and assigned points based on the following scale:

Skill Level of Provider and Ability to meet the needs of the client population

- 1) Accreditation by ODJFS, IV-E, Certification, DMH or CWLA-COA
- 2) Program description meets needs of Agency Children/Clients
- 3) Program Philosophy
- 4) Ability to accept and timely service referrals
- 5) Adequate, trained trauma-informed staffing
- 6) Recovery Coach Training, Development and support Program
- 7) Adequate emergency coverage plan
- 8) Appropriate organizational structure to support program development and administration
- 9) Ability to comply with RFP/Contract requirements including data sharing
- 10) Professionalism of the Program

ACCS reserves the right to award or deny submitted proposals as it deems necessary.

**ATHENS COUNTY CHILDREN SERVICES
QUALIFICATION STATEMENT PROFESSIONAL SERVICES**

Date:	
Name of Business Entity:	
Form of Business:	
If partnership, list all partners:	
Branches or additional location, if any:	
Length of time in business or practice:	
Service:	
Statements of service available (include areas of specialization)	
Description of Service facilities (personnel, equipment, resources):	
Experience:	

Additional information to be submitted on 8 ½ plain bond paper

Ohio START Program Budget

Vendor Name: _____

Period: April 1, 2017 - September 30, 2017

Total Award: **\$52,734.21**

VOCA Amount: \$42,500.00

PCSA In-Kind Amount: \$10,234.21

Budget:

Source of Funds

Items:	VOCA	In-Kind
Personnel	\$ -	\$ -
Equipment/Furniture	\$ -	\$ -
Services (describe)	\$ -	\$ -
Supplies	\$ -	\$ -
Mileage	\$ -	\$ -
Other (describe)	\$ -	\$ -
TOTAL	\$ -	\$ -

Ohio START Budget Narrative

County: _____

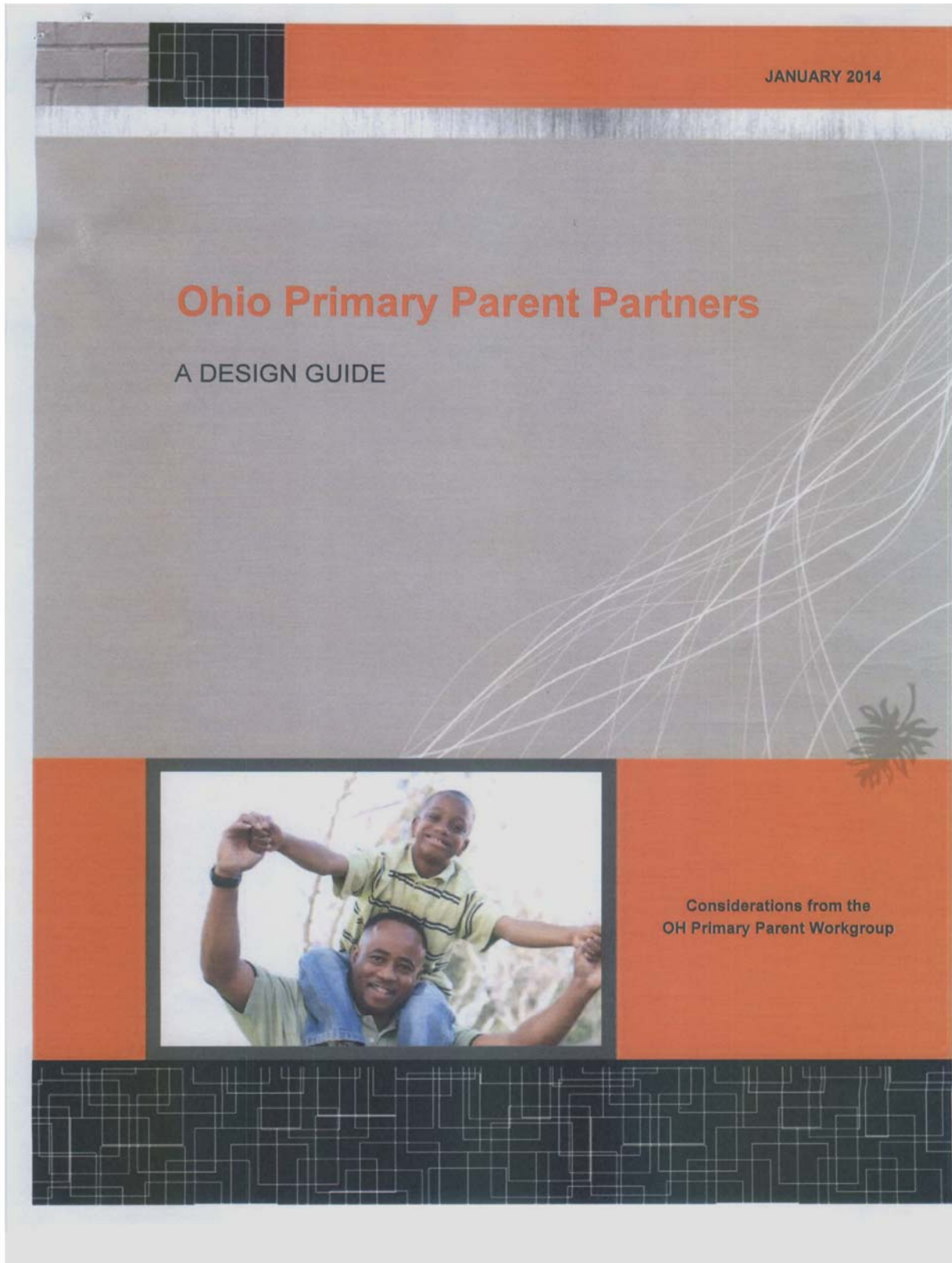
Period: April 1, 2017 - September 30, 2017

Total Award: \$52,734.21
 VOCA Amount: \$42,500.00
 PCSA In-Kind Amount: \$10,234.21

Budget Narrative: Please describe each budget item being funded under this award. Refer to Exhibit F: Financial Policies and Procedures and Exhibit G: Guidelines and Eligibility to view allowable and unallowable expenses.

Items:	Budget Narrative:
Personnel	
Equipment/Furniture	
Services	
Supplies	
Mileage	
Other	

EXHIBIT A (Pages 12-17)





WHO ARE PRIMARY PARENT PARTNERS?

Primary Parent Partners are parents who previously had involvement in the child welfare system either by way of allegation/investigation or removal of their children from their home. They journeyed with their case workers, GAL's, community supports, and foster/kinship caregivers to reach the best outcome for their children. Their experience informs the way they connect with primary parents who are currently in the system. Primary Parent Partners help recipient parents work toward successful permanent options for their children in out-of-home care. They do this by helping recipient parents work with foster/kinship caregivers, case workers, and community resources in a way that is affirming, fear-reducing, and solution-focused. Primary Parent Partners have been there, understand the chaos and trauma, thereby able to lend a familiar hand to engage recipient parents in a unique and meaningful way.

WHY PRIMARY PARENT PARTNERS?

PARENT PARTNERS HAVE A SPECIAL ROLE

- Empowers parents to advocate for themselves and their children
- Helps to engage parents in case planning and implementation
- Helps build trusting relationships between primary parents, foster/kin caregivers, and caseworkers
- Leads to better outcomes such as family stability, connections to children and support networks (i.e., Parents Anonymous groups, community programs, etc.) – this is being demonstrated in counties that are implementing differential response approaches
- Provides opportunities for parents to give back some of the help they received to help other parents
- Supports parents in developing leadership skills
- Provides multi-generational benefits to families as children see their parents model positive leadership roles
- Saves funding by reducing the dollars spent on maintaining children in foster care
- Helps families reunite/stay together by providing needed supports
- Builds skills when training is provided to caseworkers and foster/kinship caregivers to help them address challenges
- Parent Partners help recipient parents navigate the system and ensure they have input in their case plan
- Parent Partners help recipient parents maintain communications with their children, regardless of the final outcome of the case
- Parent Partners assist child welfare systems in welcoming fathers and including them in the development and implementation of the case plan

COMPONENTS OF A PARENT PARTNER PROGRAM

CORE COMPONENTS

- Buy-in and support from child welfare leadership, front-line staff, foster/kinship caregivers, and other community resources based on a theoretical framework that values parent partnerships
- Demonstrated respect for all involved, including recipient parents, parent partners, child welfare staff, collaborating agencies, etc.
- Infrastructure, identified leadership and sufficient staffing: One or more designated staff who will recruit, supervise, train and support parent partners
- Operational guidelines regarding eligibility, caseload size, and the frequency, location and timing of contacts with recipient parents, etc.
- Role description (characteristics, experience, qualifications, expectations, paid or volunteer status, etc.)
- Process for recruitment and selection of parent partners that ensures:
 - gender, ethnic and cultural diversity
 - a range of life experiences (i.e., drug use, domestic violence, etc.)
 - experience with one or more children placed in out-of-home care or an allegation/investigation of neglect or abuse
 - successful resolution inclusive of family preservation, reunification, kinship care, or alternate permanency
- Program guidelines, clearly defined services, expectations and other materials to be given to the recipient parent considering accepting services
- Sustainability funding (funding to develop and maintain the program, space, etc.)
- A strength-based approach that helps families build protective factors
- Systems for documentation, tracking and reporting mechanisms and accountability
- Training for caseworkers regarding effective strategies for working with parent partners
- Initial and ongoing training and supervision for parent partners regarding working with recipient parents, their role in the child welfare system and self-care

COMPONENTS OF A PARENT PARTNER PROGRAM

ADDITIONAL COMPONENTS

- Collaborations across multiple systems, including schools and non-traditional partners
- Opportunities for parent partners to engage in all levels of the child welfare system to ensure a strong parent voice
- Develop marketing materials to distribute to workers and new families

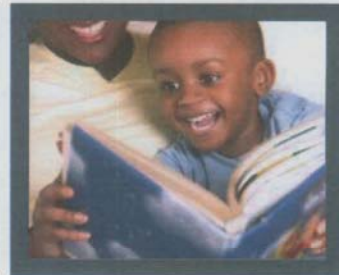
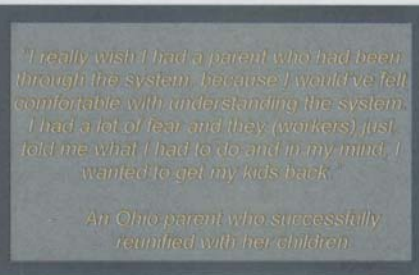
RESOURCES

Alliance scan links – put it up on their site and link to the Excel doc?

OPPAC

Video of OH Primary Parents:

<https://www.youtube.com/watch?v=aFYMsc2KJzE>



WHO IS THE OH PRIMARY PARENT WORKGROUP?

The Workgroup's mission is to build resources for parents with open in-home cases or open removals in the child welfare system. Its vision is, "Parents helping parents reach successful outcomes." The Workgroup includes primary parents, members of the Ohio Primary Parent Advisory Council (OPPAC), Ohio Family Care Association (OFCA), Public Children Services Association of Ohio (PCSAO), Parent Advocacy Connection (National Alliance on Mental Illness Ohio), Ohio Children's Trust Foundation, Ohio Department of Job & Family Services (ODJFS), Lucas County, and Casey Family Programs. The Workgroup has focused on team building, identified opportunities to partner with other parents and organizations, explored strategies to formalize their efforts, looked at various parent partner programs across the states and discussed key programmatic and structural elements that could promote parent engagement work in Ohio.



SERVICES PARENT PARTNERS MAY PROVIDE

- one-to-one mentoring
- peer support groups for primary parents
- orientation for new families
- support during court hearings
- attendance at family group decision-making meetings
- assistance with medical and educational appointments
- building relationships between the primary parent and foster parents
- crisis diversion & intervention
- linkages to community resources

Ohio Department of
Job and Family Services



For more information on how to get started in your county, please contact: