

QUESTIONS AND ANSWERS

GROUP HOME LEVEL 1-I/DD INTENSITY OF SERVICES (IOS) Two awards available (\$4,555,200 total, \$2,277,600 per award)

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact

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Deliver proposal to: 50 East State Street, 3rd Floor
Trenton, NJ

Notices:

- **Attachment 1 Guide-Staffing Template has been updated. Please see attachment below.**
- **Appendix Item #41 *Most recent Audit or Financial Statement* is no longer required. A new checklist is attached to this QA.**

1. What are the age ranges and will there be potential changes? DCF cannot predict with certainty at this time.

DCF/CSOC can say that we presently have had quite a few younger youth in our population. We may need a home for 12 to 15 year olds. DCF would provide a contract modification. The homes may flex the age ranges. Because of the variety of needs, DCF expects a hub of staff that may be deployed based upon need.

2. What if CMO wants to keep in a higher level of care home?

DCF expects you to work with the CMO, the family and the youth. DCF does not want to move a child from one hub home to another and a strong proposal shall demonstrate how your agency will handle the needs of the youth and your system partners in the care of the youth. All clinical decisions and IOS disputes are subject to the review of the CSA

3. What is required for disabled youth in each home?

Basically, we require that one ramp be available in each home. Additionally, the licensing regulation, N.J.A.C. 10:44B, requires one bedroom and one bathroom in each home to be ADA compliant.

4. How do floating staff operate?

This should be as flexible as possible. Staff may be needed during a crisis or for family engagement.

5. Are all clinicians to be full time staff?

Clinicians can be part time. This is indicated in the RFP.

6. Are collaborations permitted?

To strengthen your proposal any relationship with another agency or person should be fully explained within your proposal, and a lead agency identified. A *Memorandum of Agreement* or *Letter of Commitment* between the two collaborating agencies is to be submitted with the proposal.

ATTACHMENT 1

New Jersey Department of Children and Families
Children's System of Care (CSOC)

GROUP HOME LEVEL 1-/DD INTENSITY OF SERVICES (IOS)

Guide-Staffing Template

Please note this is a guide for program operations, and serves to provide a template to assure shifts are covered according to the RFP requirements

**Group Home Level I IDD-Hub/Cluster
3 houses with up to 5 youth each-with 29 FTE**

Milieu Staff	Weekday shifts (for 3 houses)	Weekend shifts (for 3 houses)	Total shifts (5 weekdays + 2 weekend days)	Total hours (total shifts x 8 hours)
Designated-1st shift	3 (1/house)	6 (2/house)	27	216
Designated-2nd shift	6 (2/house)	6 (2/house)	42	336
Designated-3rd shift	6 (2/home)	6 (2/house)	42	336
Designated totals	15	18	111	888
Floating-1 st Shift	1	2	9	72
Floating -2 nd shift	2	3	16	128
Floating -3 rd shift	1	2	9	72
Floating totals	4	7	34	272
Total shifts:	19	25	145	1160

NOTE: Shifts must overlap for additional support during transitions