

**THE PROVISION OF INTENSIVE IN HOME INDIVIDUALIZED
CLINICAL AND THERAPEUTIC SUPPORTS AND SERVICES FOR CHILDREN
WITH INTELLECTUAL AND/OR DEVELOPMENTAL DISABILITIES**

Questions and Answers

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

Phone number and contact person for date of delivery:

Main Number: 609-292-5665

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Deliver proposal to:

101 South Broad Street, 7th floor, Trenton NJ 08625

- 1. Re: Page 9 Does the applicant's businesses have to only focus on intellectually/developmentally disabled youth under the age of 21 years?**

No.

- 2. Can the company also have other programming that services other populations (for example, an outpatient practice that services individuals, child, and families)?**

Yes. Each individual responding must have demonstrated expertise in serving the I/DD population in accordance with the requirements set forth in the RFQ, however, that does not preclude them from having expertise in other areas.

- 3. If the applicant is an individual and not a company, are they allowed to also service other populations, but are willing to focus on intellectually/developmentally disabled youth under the age of 21 years?**

Yes, the individual responding must have demonstrated expertise in serving the I/DD population in accordance with the requirements set forth in the RFQ, however, that does not preclude them from having expertise in other areas.

4. Re: Page 12 If the company opened for business in 2012, is the applicant eligible for the RFQ?

Yes.

5. Re: Page 14 If the applicant is rejected at either level, does DCF give them the reasons for rejection and is the applicant able to reapply and correct what was missing and or needed?

Yes. DCF will provide the reason(s) for rejection. The applicant may reapply prior to the closing date of the RFQ.

6. RE: Page 17 How does the required trainings (listed above) need to be documented?

Applicable proof of satisfactory training completion is required; this may be in the form of certificates, transcripts, etc.

7. Are certificates of trainings and/or classes required to be submitted?

Yes, applicable proof of satisfactory training completion is required, please see answer to question # 6.

8. Do trainings have to be completed through the New Jersey Department of Children and Families?

No; however training must be provided by nationally accredited or recognized programs.

9. Can the training be obtained outside of New Jersey?

Yes; however training must be provided by nationally accredited or recognized programs.

10. If all trainings have not been completed, does that make the applicant ineligible for the RFQ?

Yes, however, interested individuals may still apply; DCF CSOC will qualify individuals upon completion of all training requirements.

11. Is a Tax Clearance Certificate required for each grant, specific to that grant? Do I need to do a separate one for DCF? Will documentation that we have sent an application suffice?

A separate Tax Clearance Certificate for DCF is not required.

A Tax Clearance Application will not be accepted. The organization must submit the Certification within the last 12 months.

12. Is utilizing physical restraint mechanisms preferred?

Absolutely not, the Children's System of Care (CSOC) prohibits the use of aversive procedures or techniques but recognizes that it may be necessary to employ restrictive procedures necessary to protect the youth or others from harm in a crisis situation. All such procedures must be implemented in the least restrictive intervention reasonable and effective to maintain safety, only after exhausting all possible positive interventions.

13. Is there a format to the service plan or guidelines as to what needs to be included? I current use DDD standards and protocol, but that is not intended at justifying reimbursement, so I figured there might be differences.

Yes. A Behavior Support Plan template has been developed by DCF CSOC.

14. Are there guidelines or expectations as to how much time per week/month can be put into the service plan based upon level of need?

No. CSOC relies on the expertise of the professional developing the plan; however, all service plans require clinical review and authorization by the CSA prior to implementation.

15. Can hours for client observation/interaction as part of ongoing assessment be included for hours of reimbursement?

Yes, units of service are defined as 15 continuous minutes of direct contact service provided to, or on behalf of, the child, youth, adolescent or young adult.

16. Are there guidelines as to when adverse techniques can be recommended or procedures in getting these recommendations approved as with DDD?

DDD Division Circular # 34 defines the levels of strategies; aversives are defined as Level III strategies. We direct your attention to the Behavioral Intervention Supports and Services RFQ which states, "Use of ABA services requires the preparation of a formal comprehensive assessment and submission of any behavioral support program, DDD Circular 34 Level III, to the provider agency's internal Behavior Management Committee & Human Rights Committee or the State's Behavior Management Committee & Human Rights Committee for assurance of compliance to Division of Developmental Disabilities Circulars 5,18,19 & 34 for approval prior to implementation." Please refer to the Division of Developmental Disabilities (DDD) Circulars referenced in this RFQ until such time CSOC develops regulations or policies regarding this.

17. How/where do we submit the services plan for approval to be administered?

PerformCare, the Contracted System Administrator (CSA), is the DCF Children's System of Care (CSOC) single point of entry. The CSA facilitates service access and authorization, linkages, referral coordination, and monitoring of children's system of care services across all child-serving systems.

18. We currently use: <http://www.therapservices.net/>

This is the system we currently use for logging, data tracking, client management, etc. It would be convenient to use this system for community clients as well, but I wasn't sure how that would work with your inspections and requirements. Do we need prior approval to use this for documentation and behavior tracking?

PerformCare, the Contracted System Administrator (CSA) for the DCF Children's System of Care (CSOC) maintains an electronic record for each youth enrolled in the system. Qualified providers will be required to utilize this system. Providers are free to utilize additional systems for documentation.

19. We use Personal Control Techniques (emergency manual restraint) within our group homes. We have an agency trainer who teaches that class. Can we use this as part of a service plan and be reimbursed for having parents or family members trained, even though I as the service provider would not be the one teaching the class?

DDD Division Circular # 34 defines the levels of strategies; manual restraint is defined as a Level III strategy. We direct your attention to the Behavioral Intervention Supports and Services RFQ which states, "Use of ABA services requires the preparation of a formal comprehensive assessment and submission of any behavioral support program, DDD Circular 34 Level III, to the provider agency's internal Behavior Management Committee & Human Rights Committee or the State's Behavior Management Committee & Human Rights Committee for assurance of compliance to Division of Developmental Disabilities Circulars 5,18,19 & 34 for approval prior to implementation." Please refer to the Division of Developmental Disabilities (DDD) Circulars referenced in this RFQ until such time CSOC develops regulations or policies regarding this.

For those providers that include the use of restrictive procedures, trainers must be credentialed/certified by an accredited or nationally recognized program and provide documentation, for example: Handle With Care, Crisis Prevention Institute, Professional Crisis Management, etc. Please see the answer to question # 11 for additional information.

No additional reimbursement is provided for training under this RFQ.

20. Is it acceptable to submit the checklist hand-written for Part 1? I can't seem to find an online version that isn't a pdf, so I figured the only way to submit that portion would be to fill it out by hand, sign it, and scan into the computer.

Yes.

21. It seems as if no other written proposal portion is required, correct?

Yes, that is correct.

22. Page 3-4 Section I A-B: If an agency is already an Intensive In-Community (IIC) provider under CSOC, is it necessary to apply to this RFQ?

Yes. Existing CSOC IIC providers are not pre-qualified as IIC providers.

23. Page 3-4 Section I A-B: If notified of approval for this RFQ (IIH) will this allow the agency to provide IIC services as well (if not already an IIC provider), or is this another process/RFP?

No. IIC is a separate and distinct service which requires an additional application process. CSOC is not enrolling additional IIC providers at this time.

24. Page 9 Eligible Applicants: Are Independent Practitioners able to change their status to a for-profit agency after the notification process, and therefore hire/train additional staff? If yes, what does this process entail? How do Independent Practitioners change to for-profit entities within this system of care? Or do Independent Practitioners need to enroll initially as a for-profit entity with the intent to have colleagues involved in the practice?

Notification would need to be provided to Medicaid and DCF CSOC to initiate this process.

25. Page 16 Section II: In the Checklist, what supporting documentation is required, since it then states additional pages will not be considered?

All "checked boxes" require additional supporting documentation. Where a "free text" section exists, the applicant must provide a brief summary within the space allotted. No additional pages are permitted.

26. Page 16 Section II: Is the Checklist just a check list for the inquiry stage of this RFQ, or do you need documents to support each checked box at this time?

Supporting documentation for checked boxes is required at this time.

27. Page 16 A: Are all checkboxes needing to be checked for specific staff or are the checkboxes to be checked for what is being developed for the program servicing this identified population?

A checklist with accompanying documentation is required for specific staff.

28. Page 19 Proof of Training: As a start-up agency developed to service the identified population, can the "proof of training for all in home staff" be produced as the agency develops and training intensifies for new hires?

Yes, other individuals can be added once the initial qualification period is complete; CSOC will qualify individuals upon completion of all training requirements.

29. Page 19 Geographic location where services will be provided: Can the geographic location be expanded upon as the RFQ determination occurs and additional identified needs pertaining to location arise?

Yes, provide notification to DCF CSOC of the expanded service area.

30. Page 21 Part II #1: Is the resume of just the CEO required for Independent Practitioners? What is the protocol for Independent Practitioners who plan to have additional staff as the program develops?

Resumes of all staffs providing in home services are required as well as key personnel in an agency. Please see the answer to question # 28 for additional information.

31. Page 21 Part II #2: If already an approved NJ Medicaid Provider as an IIC provider, what additionally needs to occur to become an IIH Provider for Medicaid?

Existing CSOC IIC providers are not pre-qualified as IIH providers. A response to this RFQ is required.

32. Page 21 Part II #5: What is an Affiliation Agreement?

Affiliation Agreement means a working agreement outlining the association of two or more entities for the advancement of a specific goal or purpose.

33. Page 21 Part II #8: Where can I locate these forms?

Please refer to Page 22 of the RFQ following # 21 for links to all required forms.

34. Page 21 Part II #9: If not completing the form, do I just write NA?

Tax Clearance Certificates are required by all respondents.

35. Page 21 Part II #17 and #19: Where can I locate these forms?

Please refer to Page 22 of the RFQ following # 21 for links to all required forms.

36. As this is an RFQ and we are an agency wishing to submit a response for consideration which demonstrates our ability to find and place qualified personnel, is it necessary for each possible employee we have on staff to complete the Applicant Eligibility Checklist?

Yes

37. If so, does that negate our ability to place other Master Level Clinicians on this contract in the future?

No, other individuals may become qualified, this is not a contract. Please see the answer to question # 28 for additional information.

38. Part I: requires supporting documentation be provided as well. The RFQ states, however, “do not exceed allotted amount of space within the check list by affixing additional pages as these additional pages will not be considered”; may additional attachments be referenced and included within another section as the supporting documentation?

All “checked boxes” require additional supporting documentation. Where a “free text” section exists, the applicant must provide a brief summary within the space allotted. No additional pages are permitted.

39. Part II: Appendices says to include updated résumés. Are these résumés to be from the Master Level Clinicians working with the youth or key personnel in charge of the contract?

Resumes of all staffs providing in home services are required as well as key personnel in an agency.

40. What will be the length of the awarded contract?

This is not a contract; providers will be qualified to provide this service and paid on a fee for service basis.

41. What is the anticipated level of need on an annual basis?

Services were transferred from DHS DDD on January 1, 2013; DCF CSOC continues to assess the level of need.

42. #17 in Appendices-Where is the Certification of Employee Information AA302 form located?

http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

43. #18 in Appendices-Where is the Board of Resolution form located?

http://www.nj.gov/dcf/documents/contract/manuals/CPIM_p1_board.pdf

44. #18 in Appendices – Is the Board of Resolution form separate from the Chapter 51/271 forms that are not required for non-profits? It's all listed under the same item.

The Board Resolution Validation form is required for all non-profit entities. See #43 above.

45. The Tax Clearance Application form requests the name of the State agency contact person as well as contact information. Will that be provided?

- **Name of Issuer:** Department of Children and Families
- **Due Date:** Enter Due Date of RFQ/RFP
- **Name of Assistance Program:** Enter Name of Grant
- **Application #:** N/A
- **Agency Contact Person:** Catherine Schafer, Director of Grants Management, Auditing and Records
- **Agency Address:**
101 South Broad Street, 7th Floor,
Trenton, NJ 08625
- **Agency Phone Number:** 609-292-5665
- **Agency Fax #:** (609) 292-3931
- **Agency Contact Email:** DCFASKRFP@DCF.STATE.NJ.US