



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

PHILIP MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CHRISTINE NORBUT BEYER
Commissioner

December 18, 2020

Richard Stagliano, President/CEO
Center for Family Services, Inc.
584 Benson St.
Camden, NJ 08103

New Contract
Contract #: **21AVDR**
Contract Term: 11/23/2020 – 3/22/2021

Dear Mr. Stagliano:

Enclosed is the fully executed contract between **Center for Family Services, Inc.** and Department of Children and Families' (DCF), Children's System of Care (CSOC). The maximum contract reimbursable ceiling is \$2,557,611.

Included in the enclosed package, you will find:

- Standard Language Document and SLD addendum
- Business Associate Agreement or HIPPA
- Annex B
- Annex A and Program Staffing Summary Report

In order to receive payment(s), please submit for review and approval a state payment voucher and corresponding ROE (Report of Expenditure) as needed. Final ROEs and vouchers will be due 180 days after the close of the contract.

If you have any questions, please contact me at [REDACTED] or by email at [REDACTED].

Thank you for your continued commitment to the children and families of New Jersey.

Sincerely,

Tabitha Heisler
Contract Supervisor

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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
STANDARD LANGUAGE DOCUMENT
FOR SOCIAL SERVICE AND TRAINING CONTRACTS

This CONTRACT is effective as of the date recorded on the signature page between the Department and the Provider Agency identified on the signature page.

WHEREAS the New Jersey Department of Children and Families (the "Department") has been duly designated under the authority of N.J.S.A. 30:1A-1, 30:1-11, 30:1-12, and 30:1-20 to administer or supervise the administration of social service and training programs and has, in turn, designated the Departmental Component to be directly responsible for the funding, implementation and administration of certain social service and training programs, including the program(s) covered by this Contract; and

WHEREAS the Department desires that the Provider Agency provide services and the Provider Agency has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE, the Department and the Provider Agency agree as follows:

I. DEFINITIONS

For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:

Additional Named Insured means an endorsement to an insurance policy extending the coverage to the State of New Jersey against loss in accordance with the terms of the policy. Naming the State as an additional named insured permits the Department to pay the premium should the named insured fail to do so.

Annex(es) means the attachment(s) to this document containing programmatic and financial information.

Contract means one of the Department's social service or training Contracts with a Provider Agency. Terms and conditions of the Contract are included in the Standard Language Document, Annex(es), appendices, attachments and Contract Modifications (including any approved assignments and subcontracts) and supporting documents. The Contract constitutes the entire binding agreement between the Department and the Provider Agency.

Department means the New Jersey Department of Children and Families. It means, where appropriate from the context, the Division, Commission, Bureau, Office, Unit or other designated component of the Department of Children and Families responsible for the administration of particular Contract programs.

Departmental Component means the Office of Contract Administration (OCA) as the unit within the Department responsible for the negotiation, administration, approval, closeout and monitoring of certain Contracts.

Expiration means the cessation of the Contract because its term has ended.

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Notice means an official written communication between the Department and the Provider Agency. All Notices shall be delivered in person or by certified mail, return receipt requested, and shall be directed to the persons and addresses specified for such purpose in the Annex(es) or to such other persons as either party may designate in writing.

The Notice shall also be sent by regular mail and shall be presumed to have been received by the addressee five days after being sent to the last address known by the Department.

Provider Agency (also Provider) means all for-profit and non-profit private and public entities that have either a Cost Reimbursement or fee for service Contract with the Department, regardless of whether the Department is the State Cognizant Department.

Termination means an official cessation of this Contract, prior to the expiration of its term that results from action taken by the Department or the Provider Agency in accordance with provisions contained in this Contract.

II. BASIC OBLIGATIONS OF THE DEPARTMENT

Section 2.01 Payment. As established in the Annex(es), payment for Contract services delivered shall be based on allowable expenditures or the specified rate per unit of service delivered. Such payment(s) shall be authorized by the Department in accordance with the time frames specified in the Annex(es). Total payments shall not exceed the maximum Contract amount, if any, specified in the Annex(es). All payments authorized by the Department under this Contract shall be subject to revision on the basis of an audit or audits conducted under Section 3.13 Audit or on the basis of any Department monitoring or evaluation of the Contract.

Section 2.02 Referenced Materials. Upon written request of the Provider Agency, the Department shall make available to the Provider Agency copies of federal and State regulations and other material specifically referenced in this document.

III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

Section 3.01 Contract Services. The Provider Agency shall provide services to eligible persons in accordance with all specifications contained in this Contract.

Section 3.02 Reporting. The Provider Agency shall submit to the Department programmatic and financial reports on forms provided by the Department and within the stated time parameters. The reporting frequency and due date(s) are specified and sample forms to be used are included in the Annex(es), or otherwise made available by the Departmental Component.

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Section 3.03 Compliance with Laws. The Provider Agency agrees in the performance of this Contract to comply with all applicable federal, State and local laws, rules and regulations (collectively, "laws"), including but not limited to the following:

- a. State and local laws relating to licensure; federal and State laws relating to safeguarding of client information;
- b. The federal Civil Rights Act of 1964 (as amended);
- c. P.L. 1975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts;
- d. The New Jersey Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.)
- e. The federal Equal Employment Opportunity Act;
- f. Section 504 of the federal Rehabilitation Act of 1973 pertaining to non-discrimination on the basis of handicap, and regulations thereunder;
- g. The Americans With Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; and
- h. Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b)

Failure to comply with the laws, rules and regulations referenced above shall be grounds for Termination of this Contract for cause.

If any provision of this Contract shall conflict with any federal or State law(s) or shall have the effect of causing the State to be ineligible for federal financial participation in payment for Contract services, the specific Contract provision shall be considered amended or nullified to conform to such law(s). All other Contract provisions shall remain unchanged and shall continue in full force and effect.

Section 3.04 Business Associate Agreements and State Confidentiality Statutes. DCF is a covered entity pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider Agency obtains or is permitted to access, to create, maintain or store Protected Health Information (PHI) as part of its responsibility under this Contract, the Provider Agency shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider Agency, whose work under this Contract does not involve PHI is not required to execute a BAA. DCF shall have the sole discretion to determine when a Provider Agency's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

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Provider Agencies that enter any subcontract where the work for the subcontract involves an individual's PHI shall require its subcontractor to execute a BAA that meets all the requirements of HIPAA, including those in 45 CFR 164.504(e). A standard form of BAA is available for a Provider Agency's use from the Department. If the BAA is breached by the Provider Agency, or its subcontractor, the Provider Agency shall notify the Department within 24 hours of the breach. The Department may, in its sole discretion and at any time, request a BAA compliance audit or investigation of the Provider Agency or its subcontractor with which the Provider Agency has entered into a BAA. The Provider Agency shall cooperate with all Department requests for a BAA compliance audit and/or investigation and shall require that its subcontractor cooperate with all Departmental requests for BAA compliance audits and investigations.

In addition to the confidentiality requirements of HIPAA, if applicable, a Provider Agency shall maintain the confidentiality of all certificates, applications, records and reports ("Records") that directly or indirectly identify any individual and shall not disclose these Records except where disclosure is consistent with applicable Department statute and regulations and the BAA, if any.

Section 3.05 Business Registration.

NOTE: This section does not apply to governmental agencies or non-profit organizations.

The Provider Agency must have a valid Business Registration Certificate (BRC) issued by the Department of Treasury, Division of Revenue prior to the award of a contract in accordance with N.J.S.A. 52:32-44(b). No State Agency may Contract with a Provider Agency if the Provider has not filed for its incorporation papers or filed its annual business registration. Furthermore, no Provider Agency that Contracts with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated in the State of New Jersey and its annual business registration is current, and follows the provisions prescribed in this Standard Language Document. Failure to comply with this paragraph or the above-referenced citation will result in cause for the Department to Terminate this Contract.

Section 3.06 Set-Off for State Tax and Child Support. Pursuant to N.J.S.A. 54:49-19, if the Provider is entitled to payment under the Contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State) or child support, the State Treasurer may set off that payment by the amount of the indebtedness.

Section 3.07 Source Disclosure. N.J.S.A. 52:34-13.2, that codified Public Law 2005, c.92 and Executive Order 129, requires when submitting a Request for Proposals and/or Contract, the Provider Agency shall submit as part of their proposal and/or Contract Certification listing where their contracted services will be performed and if the contracted

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services, or any portion thereof, will be subcontracted and where any subcontracted services will be performed.

Any changes to the information submitted in the Source Disclosure Certification during the term of the Contract must be immediately reported to the Director of the Division of Purchase and Property and to the Departmental Component within the Department for whom the contracted services are being performed. A Provider that shifts its activities outside the United States and its constituent Commonwealths and territories without prior written affirmation by the Director attesting to the fact that extraordinary circumstances required the shift or that the failure to shift the services would result in the infliction of economic hardships to the State of New Jersey, shall be deemed to be in breach of Contract which would be subject to Termination by the Department.

Section 3.08 Provider Certification and Disclosure of Political Contributions.

NOTE: Non-profit organizations are exempted from the requirements of Section 3.08.

N.J.S.A. 19:44A-20.13 to 19:44A-20.25, that codified Public Law 2005, Chapter 51 and Executive Order 134, and Executive Order 117, requires that any for-profit agency that seeks or contracts to provide services in the amount of \$17,500 or more must submit to the Department the Certification and Disclosure of Political Contribution forms. This form includes a certification that the business entity has not, during certain specified time frames, solicited or made any contribution of money, pledge of reportable contributions, including in-kind contributions, to any candidate committee and/or election fund of the Governor or Lieutenant Governor, any legislative leadership committee or any State, county or municipal political party committee. The form also requires disclosure of any of the above-referenced reportable contributions made by the business entity, its principals, officers, partners, directors, spouses, civil union partners and resident children.

If awarded a Contract, the Provider will, on a continuing basis, continue to report any Contribution it makes during the term of the Contract, and any extension(s) thereof. Failure to do so will result in Termination of the Contract and could result in the debarment from public contracting of the Provider for a period of up to five years.

Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider Agency is advised of its responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c.271, section 3 if the Provider Agency receives Contracts in excess of \$50,000 from a public entity in a calendar year. It is the Provider Agency's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us/

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Section 3.10 Equal Employment Opportunity. Pursuant to N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, during the performance of this Contract, the Provider Agency agrees as follows:

- a. The Provider Agency and any subcontractor(s) will not discriminate against any client, employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- b. Except with respect to affectional or sexual orientation and gender identity or expression, the Provider will take affirmative action to ensure that such applicants are recruited and employed by DCF contracted agencies.
- c. The Provider Agency will ensure that equal opportunity is afforded to all employees in recruitment and employment, and that all employees are treated equally during employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, disability, nationality or sex. Such action shall include, but not be limited to the following:
 - Employment;
 - Upgrading;
 - Demotion, or transfer;
 - Recruitment or recruitment advertising;
 - Layoff or termination;
 - Rates of pay or other forms of compensation; and
 - Selection for training, including apprenticeship.
- d. The Provider Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- e. The Provider Agency and subcontractor(s), in all solicitations or advertisements for employees placed by or on behalf of the Provider shall state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- f. The Provider Agency and subcontractor(s) will send a notice to each labor union or representative with which it has a collective bargaining agreement, other contract, or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Provider's commitments under this act and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

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- g. The Provider Agency and subcontractor(s) agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 *et seq.* as amended and supplemented from time to time and the Americans with Disabilities Act.
- h. The Provider Agency or subcontractor agrees to make a good faith attempt to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- i. The Provider Agency or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- j. The Provider Agency or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable State and federal law and applicable State and federal court decisions.
- k. The Provider Agency and subcontractor agree to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
- l. The Provider Agency and its subcontractors shall furnish such reports or other documents to the Department from time to time in order to carry out the purposes of these regulations, and the Department shall furnish such information to the Department of Treasury, Division of Contract Compliance and EEO, as may be requested by the DCF for conducting a compliance investigation pursuant to Subchapter 10 of N.J.A.C.17:27.

Section 3.10.1 Anti-Discrimination Provisions. Pursuant to N.J.S.A. 10:2-1, during the performance of this Contract, the Provider Agency agrees as follows:

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- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Section 3.11 Department Policies and Procedures. In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the Department including, but not limited to, the policies and procedures contained in the Department's Contract Reimbursement Manual (as from time to time amended) and the Department's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to Terminate this Contract.

Section 3.12 Financial Management System. The Provider Agency's financial management system shall provide for the following:

- a. Accurate, current and complete disclosure of the financial results of this Contract and any other contract, grant, program or other activity administered by the Provider Agency;

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- b. Records adequately identifying the source and application of all Provider Agency funds and all funds administered by the Provider Agency. These records shall contain information pertaining to all contract and grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- c. Effective internal control structure over all funds, property, and other assets. The Provider Agency shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes;
- d. Comparison of actual outlays with budgeted amounts for this Contract and for any other contract, grant, program or other activity administered by the Provider Agency;
- e. Accounting records supported by source documentation;
- f. Procedures to minimize elapsed time between any advance payment issued and the disbursement of such advance funds by the Provider Agency; and
- g. Procedures consistent with the provisions of any applicable Departmental policies and procedures for determining the reasonableness, allowability, and allocability of costs under this Contract.

Section 3.13 Audit. The Department requires a Provider Agency that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of \$100,000 or greater, to submit an annual organization-wide audit.

Audits shall be conducted in accordance with the Federal Single Audit Act of 1984, generally accepted auditing standards as specified in the Statements on Auditing Standards issued by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.

The Department may require, in its sole discretion, a Provider Agency that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of less than \$100,000, or that expends within their fiscal year any amount of Federal or State financial assistance or Medicaid payments for providing services to Medicaid eligible individuals from fee for service contracts, to submit one of the following:

- a. An annual program specific audit performed in accordance with the Uniform Guidance Subpart F for each program providing services under a New Jersey contract; or
- b. A copy of an already prepared annual financial statement audit of the organization performed in accordance with Government Auditing Standards (Yellow Book); or

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- c. A compilation of certified financial statements that includes an income statement, cash flow statement or balance sheet, prepared in accordance with generally accepted accounting principles and reviewed by a public accountant attesting to their accuracy.

At any time during the Contract term, the Provider Agency's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider Agency under Section 5.02 Assignment and Subcontracts may be subject to audit or review by the Department, by any other appropriate unit or agency of State or Federal government, and/or by a private firm or firms retained or approved by the Department for such purpose.

Whether or not such audits are conducted during the Contract term, a final financial and compliance audit of Contract operations, including the relevant operations of any assignees or subcontractors, may be conducted after Contract Termination or Expiration. The Provider Agency is subject to audit up to four years after Termination or Expiration of the Contract. If any audit has been started but not completed or resolved before the end of the four-year period, the Provider Agency continues to be subject to such audit until it is completed and resolved.

The Provider Agency shall maintain all documentation related to products, transactions or services under this Contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Section 3.14 Federal Davis-Bacon Act and New Jersey Prevailing Wage Act. Any Department Contract containing federal funds in excess of \$2,000 utilized for the construction, alteration, renovation, repair, or modification of public works or public buildings to which the federal government is a party or any Contract for similar work on public works financed with federal funds must comply with the federal Davis-Bacon Act, 40 U.S.C. section 276a et seq. The Davis-Bacon Act requires that the Provider must pay the prevailing wages to each designated worker class engaged under the Contract at wage rates determined by the U.S. Secretary of Labor.

Any subsequent Provider Agency, Contract, or subcontract for any public work in excess of \$2,000 State funds of which the Department is a party shall comply with the N.J. Prevailing Wage Act, N.J.S.A. 34:11-56.27. Such Contracts or subcontracts shall contain a provision stating that the prevailing wage rate, as designated by the New Jersey Commissioner of Labor, must be paid to all designated classes of workers employed through said Contracts or subcontracts. The Provider Agency must determine if the New Jersey Prevailing Wage Act applies and follow all directives per N.J.S.A. 34:11-56 et seq.

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Section 3.15 Contract Closeout. The Provider Agency shall comply with all requirements of Department Policy: DCF.P7.01 Contract Closeout. This includes the prompt submittal of the final Report of Expenditures and any other financial or programmatic reports required by the Department. All required documentation is due within 120 days of Contract Expiration or Termination.

IV. TERMINATION

The Department may Terminate or suspend this Contract in accordance with the sections listed below.

Section 4.01 Termination for Convenience by the Department or Provider Agency. The Department or Provider Agency may Terminate this Contract upon 60 Days written advance Notice to the other party for any reason whatsoever.

The parties expressly recognize and agree that the Department's ability to honor the terms and conditions of this Contract is contingent upon receipt of federal funds and/or appropriations of the State legislature. If during the term of this Contract, therefore, the federal and/or the State government reduces its allocation to the Department, the Department reserves the right, upon Notice to the Provider Agency, to reduce or Terminate the Contract.

Section 4.02 Default and Termination for Cause. If the Provider Agency fails to fulfill or comply with any of the terms or conditions of the Contract, in whole or in part, the Department may by Notice place the Provider Agency in default status, and take any action(s) listed in accordance with Department Policy DCF.P9.05, Contract Default. Notice shall follow the procedures established in the policy.

The above notwithstanding, the Department may immediately upon Notice Terminate the Contract prior to its expiration, in whole or in part, whenever it is determined that the Provider Agency has jeopardized the safety and welfare of the Department's clients, materially failed to comply with the terms and conditions of the Contract, or whenever the fiscal or programmatic integrity of the Contract has been compromised. The Notice of Termination shall state the reason for the action(s); the Provider Agency's informal review options, time frames, and procedures; the effective date of the Termination; and the fact that a request for a review of the decision for action(s) does not preclude the determined action(s) from being implemented.

Section 4.03 Termination Settlement. When a Contract is terminated under any section of Section IV or policy DCF.P9.05, Contract Default, the Provider Agency shall be prohibited from incurring additional obligations of Contract funds. The Department may allow costs which the Provider Agency could not reasonably avoid during the Termination process to the extent that said costs are determined to be necessary and reasonable.

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The Provider Agency and Department shall settle or adjust all accounts in a manner specified by the Department and shall be subject to a final audit under Section 3.13 Audit.

V. ADDITIONAL PROVISIONS

Section 5.01 Application of New Jersey Law. This Contract shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.) and the Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.).

Section 5.02 Assignment and Subcontracts. This Contract, in whole or in part, may not be assigned by the Provider Agency or assumed by another entity for any reason including but not limited to changes in the corporate status of the Provider Agency, without the prior written consent of the Department. Upon prior written notice of a proposed assignment, the Department may:

- a. Approve the assignment and continue the Contract to term;
- b. Approve the assignment conditioned upon the willingness of the assignee to accept all contractual modifications deemed necessary by the Department; or
- c. Disapprove the assignment and either terminate the Contract or continue the Contract with the original Provider Agency.

The Provider Agency may not subcontract any of the services that it has committed to perform or provide pursuant to this Contract without the prior written approval of the Department. Such consent to subcontract shall not relieve the Provider Agency of its full responsibilities under this Contract. Consent to the subcontracting of any part of the services shall not be construed to be an approval of said subcontract or of any of its terms, but shall operate only as an approval of the Provider Agency's request for the making of a subcontract between the Provider Agency and its chosen subcontractor. The Provider Agency shall be responsible for all services performed by the subcontractor and all such services shall conform to the provisions of this Contract.

Section 5.03 Client Fees. Other than as provided for in the Annex(es) and/or Departmental Component specific policies, the Provider Agency shall impose no fees or any other types of charges of any kind upon recipients of Contract services.

Section 5.04 Indemnification. The Provider Agency shall assume all risk of and responsibility for, and agrees to indemnify, defend and hold harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the

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work, service or materials provided under this Contract; or (2) any failure to perform the Provider's obligations under this Contract or any improper or deficient performance of the Provider's obligations under this Contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Contract, nor shall they be construed to relieve the Provider from any liability nor preclude the State of New Jersey, its Agencies, and/or the Department of Children and Families from taking any other actions available to them under any other provisions of this Contract or otherwise in law.

Section 5.05 Insurance. The Provider Agency shall maintain adequate insurance coverage. The State shall be included as an Additional Named Insured on any insurance policy applicable to this Contract. Should the Provider Agency fail to pay any premium on any insurance policy when due, the Department may Terminate the Contract for Cause.

Section 5.06 Modifications and Amendments. If both parties to this Contract agree to amend or supplement this Contract, any and all such amendments or supplements shall be in writing and signed by both parties. The amendment or supplement shall incorporate the entire Contract by reference and will not serve to contradict, amend, or supplement the Contract except as specifically expressed in the amendment or supplement.

Section 5.07 Statement of Non-Influence. No person employed by the State of New Jersey has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider Agency or any representative thereof in order to influence the awarding or administration of this Contract.

Section 5.08 Exercise of Rights. A failure or a delay on the part of the Department or the Provider Agency in exercising any right, power, or privilege under this Contract shall not waive that right, power, or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

Section 5.09 Recognition of Cultural Sensitivity. The Provider Agency agrees in the performance of this Contract to be sensitive to the needs of the minority populations (as described in section 3.10a of this policy) of the State of New Jersey. This sensitivity includes the employment, if possible, of a culturally diverse staff that can communicate with, and be representative of the entire community it serves.

The Provider Agency shall make programs linguistically appropriate and culturally relevant to underserved minority groups within the community. Appropriate accommodations for services shall be developed and maintained for those minority individuals who are deprived of reasonable access to those services due to language barriers or ethnic, affectional, and cultural differences. In addition, Provider Agencies shall make certain that all programs and services are reflective of the demographic needs of the community, while providing all

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minorities (as described in section 3.10a of this policy) the opportunity to experience any and all available social services irrespective of their ethnic, affectional, or cultural heritage. Section 5.10 Copyrights. The Department of Children and Families reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use any work or materials developed under a Department or federally funded Contract or subcontract. The Department also reserves the sole right to authorize others to reproduce, publish, or otherwise use any work or materials developed under said Contract or subcontract.

Section 5.11 Successor Contracts. If an audit or Contract closeout reveals that the Provider Agency has failed to comply with the terms and/or conditions of this Contract, the Department reserves the right to make all financial and/or programmatic adjustments it deems appropriate to any other Contract entered into between the Department and the Provider Agency.

Section 5.12 Sufficiency of Funds. The Provider Agency recognizes and agrees that both the initial provision of funding and the continuation of such funding under the Contract is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department to make any payment under its Contract with the Provider Agency or to observe and adhere to its performance obligation under the Contract as a result of the failure of the Legislature to appropriate the funds necessary to do so shall not constitute a breach of the Contract by the Department or default thereunder and the Department shall not be held financially liable therefore. In addition, future funding shall not be anticipated from the Department beyond the duration of the Contract with the Provider Agency and in no event shall the Contract be construed as a commitment by the Department to expend funds beyond the Termination date set therein.

Section 5.13 Collective Bargaining. State and federal law allows employees to organize themselves into a collective bargaining unit.

Funds provided under this Contract shall not be utilized to abridge the rights of employees to organize themselves into a collective bargaining organization or preclude them from negotiating with Provider Agency management. Funds may be utilized for legitimate and reasonable management purposes at the direction of the Provider Agency during the process of collective bargaining organization.

Section 5.14 Independent Employer Status. Employees of Provider Agencies that Contract with the Department of Children and Families are employees of the Provider Agency, not the State.

In accordance with the National Labor Relations Act, 29 U.S.C.A. 152(2) and State law, N.J.S.A. 34:13A-1 *et seq.*, Provider Agencies are independent, private employers with all the rights and obligations of such, and are not political subdivisions of the Department of Children and Families.

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As such, the Provider Agency acknowledges that it is an independent Provider, providing services to the Department of Children and Families, typically through a contract-for-services agreement. As independent contractors, Provider Agencies are responsible for the organization's overall functions that include the overseeing and monitoring of its operations, establishing the salary and benefit levels of its employees, and handling all personnel matters as the employer of its workers. This is also inclusive of any travel allocations the Provider Employee pays to its employees.

The Provider Agency acknowledges its relationship with its employees as that of employer. While the Department has an adjunct role with Provider Agencies through regulatory oversight and ensuring contractual performance, the Provider understands that the Department is not the employer of a Provider Agency's employees.

The Provider Agency further acknowledges that while the Department reimburses Provider Agencies for all allowable costs under the Contract, this funding mechanism does not translate into the Department being responsible for any of the elements of any collective bargaining agreements into which Provider Agencies may enter. Moreover, each Provider Agency understands that it is responsible for funding its own programs and is not limited to the amount of funding provided by the Department, and, in fact, is encouraged to solicit non-State sources of funding, whenever possible.

Section 5.15 Executive Order No. 189. Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a Contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

In compliance with Paragraph 3 of Executive Order No. 189, no Provider Agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such Provider Agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity, or other thing of value by any State officer or employee or special State officer or employee from any Provider Agency shall be reported in writing forthwith by the Provider Agency to the Attorney General and the Executive Commission on Ethical Standards.

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No Provider Agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such Provider Agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No Provider Agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No Provider Agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the Provider Agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Provider Agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

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CONTRACT SIGNATURES AND DATES

The terms of this Contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the Contract set forth on the preceding pages in Articles I through Article V, and any related Annexes.

This Contract contains 17 pages and is the entire agreement of the parties. Oral evidence tending to contradict, amend or supplement the Contract is inadmissible; the parties having made the Contract as the final and complete expression of their agreement.

BY: Richard Stagliano
(Signature)

BY: Anne Boyle
(Signature)

Richard Stagliano
(Type)

Anne Boyle
(Type)

TITLE: President/CEO
(Type)

TITLE: Business Manager
(Type)

PROVIDER AGENCY: Center for Family Services

DEPARTMENTAL COMPONENT: DCF

DATE: 12/2/2020

DATE: 12/18/20

Contract Effective Date: 11/23/2020

Contract Expiration Date: 3/22/2021

Contract Number: 21AVDR

Contract Ceiling: 2,557,611.00

Federal ID#: 22-3669704

Provider Contact Individual: Eileen M. Henderson,
Chief Operating Officer

Addendum to DCF's Standard Language Document for FEMA funded/reimbursed Third Party Social Service Contracts [Source 1-9-17 Guidance Document pulled from fema.gov/media-library/assets/documents/179288]

By my signature below, I attest that I am authorized to sign this Addendum on behalf of my Organization and understand that the contract between the NJ Department of Children and Families and my organization is funded in whole or in part with funding under the authority of the Federal Emergency Management Agency, and as such, in addition to the terms and conditions contained in DCF's Standard Language Document, contract 21AVDR may also be subject to the following terms and conditions:

1. **Clean Air Act and the Federal Water Pollution Control Act.** This Act applies to contracts in excess of \$150,000.
 - a. **Clean Air Act**
 - i. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42.U.S.C. Section 7401 et seq.
 - ii. The contractor agrees to report each violation to the NJ Department of Children and Families and understands that the NJ Department of Children and Families will, in turn, report each violation as required to assure notification to [?], Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - iii. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal Assistance provided by FEMA.
 - b. **Federal Water Pollution Control Act**
 - i. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
 - ii. The contractor agrees to report each violation to the NJ Department of Children and Families and understands and agrees that the NJ Department of Children and Families will, in turn, report each violation as required to assure notification to [?], Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - iii. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal Assistance provided by FEMA.
2. **Certification Regarding Lobbying** This Act applies to contracts in excess of \$100,000
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering

into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
 - i. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C., Section 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
 - ii. The Contractor, Center For Family Services, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Section 3801 et seq., apply to this certification and any disclosure, if any.

3. Procurement of Recovered Materials

- a. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –
 - i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price
- b. Information about this requirement, along with the list of EPA- designate items is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guidline-cpg-program>.

4. Access to Records

- a. The Contractor agrees to provide the NJ Department of Children and Families, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c. The Contractor agrees to provide the FEMA Administrator or his authorized representative access to construction or other work sites pertaining to the work being completed under the contract.
- 5. **DHS Seal, Logo, and Flags**
 - a. The Contractor shall not use Federal DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- 6. **Compliance with Federal Law, Regulations, and Executive Orders**
 - a. This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The Contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- 7. **No Obligation by Federal Government**
 - a. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- 8. **Program Fraud and False or Fraudulent Statements or Related Acts**
 - a. The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

Richard Stagliano, President/CEO

Printed Name, Title

Richard Stagliano

Signature

State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

BUSINESS ASSOCIATE AGREEMENT between the New Jersey Department of Children and Families and **Center for Family Services** (Agency/Vendor.) for Contract Number **21AVDR** .

This Business Associate Agreement sets forth the responsibilities of **Center for Family Services (Business Associate)**, with an address of **584 Benson Street, Camden, NJ 08103** and the New Jersey Department of Children and Families, as a **Covered Entity**, in relationship to Protected Health Information (PHI), as those terms are defined and regulated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations adopted there under by the Secretary of the United States Department of Health and Human Services, with the intent that the Covered Entity shall at all times be in compliance with HIPAA and the underlying regulations.

This Business Associate Agreement is entered into for the purpose of the Business Associate providing services on behalf of the Covered Entity.

In consideration for the respective benefits, rights and obligations described above, and for access to the PHI held by Covered Entity, the parties agree to be bound by the terms of this Agreement. There is no underlying contract associated with this Agreement, or the exchange of this PHI.

A. Definitions:

1. The terms specified below shall be defined as follows:

- a. "Business Associate" shall mean s a person or entity, other than a member of the workforce of a covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to protected health information. This definition is also applicable to a subcontractor that creates, receives, maintains, or transmits protected health information on behalf of another business associate.
- b. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall the New Jersey Department of Children and Families.
- c. "Agreement" shall mean this Business Associate Agreement.
- d. "Breach" shall mean the unauthorized acquisition, access, use or disclosure of Protected Health Information in a manner not permitted by the Privacy Rule or the Security Rule, which compromises the security of such Protected Health Information. Breach shall exclude such acquisition, access, use or disclosure described in 45 CFR Section 164.402.

- e. "Designated Record Set" shall mean a group of records maintained by or for the Covered Entity that is the medical records and billing records of individuals maintained by or for the Covered Entity; and the enrollment, payment, claims, adjudication, and case or medical management record systems maintained by or for the Covered Entity, or used, in whole or in part, by or for the Covered Entity to make decisions about individuals.
- f. "HIPAA" shall mean the Health Insurance Portability and Accountability Act.
- g. "HIPAA Regulations" shall mean the regulations promulgated under HIPAA by the U.S. Department of Health and Human Services, including but not limited to, the Privacy Rule and the Security Rule, and shall include the regulations codified at 45 CFR Parts 160, 162 and 164.
- h. "HITECH" shall mean the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A of the American Recovery and Reinvestment Act of 2009, P.L. 111-005.
- i. "Individual" shall mean the person who is the subject of the Protected Health Information and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- j. "Notice of Privacy Practices" shall mean the Notice of Privacy Practices required by 45 CFR 164.520, provided by Covered Entity to Individuals.
- k. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
- l. "Protected Health Information (PHI)" shall mean individually identifiable health information that is transmitted by electronic media or transmitted or maintained in any other form or medium.
- m. "Record" shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminate by or for a Covered Entity.
- n. "Required by Law" shall have the same meaning as in 45 CFR 164.501.
- o. "Secretary" shall mean the Secretary of the United States Department of Health & Human Services or his designee.
- p. "Security Rule" shall mean the Standards for Security for the Protection of Electronic Protected Health Information, codified at 45 CFR parts 160, 162 and 164.

2. All other terms used herein shall have the meaning specified in the Privacy Rule or in the absence of if no meaning is specified, shall have their plain meaning.

B. Obligations and Activities of Business Associate

1. Business Associate may use PHI for the following functions, activities, or services for or on behalf of Covered Entity provided that such use would not violate this Agreement, the HIPAA regulations the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity. In the event that this Agreement conflicts and any other written agreement made between the parties, relating to the exchange of PHI, this Agreement shall control. Business Associate's access to and use of the PHI is limited to the provision of services by the Business Associate on behalf the Covered Entity set forth in the contract between the Business Associate and the Covered Entity.
2. Business Associate may further disclose PHI to a subcontractor/person for the proper management and administration of Business Associate, provided that such disclosure is Required by Law, or would not violate this Agreement, the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity, and Business Associate executes an additional business associates agreement as Required by Law or for the purpose for which it was disclosed to the person, and the subcontractor/person notifies Business Associate of any instances of which it is aware in which PHI has been disclosed. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
3. Business Associate agrees to not use or disclose PHI other than as permitted or required by this Agreement or as Required by Law. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
4. Business Associate agrees to implement and use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Business Associate shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Business Associate's operations and the nature and scope of its activities.
5. Business Associate agrees to take prompt corrective action to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
6. Business Associate agrees to notify Covered Entity of any use or disclosure of PHI not provided for by this Agreement, or the Privacy Rule, or of any suspected or actual breach of security or intrusion whenever it becomes aware within twenty-four hours of Business Associate becoming aware of such use, disclosure or suspected or actual breach of security or intrusion. Business Associate further agrees to take prompt corrective action

to cure or mitigate any harmful effects of any such use, disclosure, or actual or suspected breach of security of intrusion.

7. Business Associate agrees to ensure that any officer, employee, contractor, subcontractor or agent to whom it provides PHI received from or maintained, created or received by Business Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such PHI.
8. Access. Business Associate agrees to provide access to PHI in a Designated Record Set to Covered Entity or to an Individual as directed by Covered Entity in order to meet the requirements of 45CFR 164.524, within 30 days of the date of any such request, unless the request is denied by Covered Entity pursuant to 45 CFR 164.524(a)(1), (a)(2) or (a)(3).
9. Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set as Covered Entity directs in order to meet the requirements of 45 CFR 164.526, within 30 days of such a request, unless the request has been denied pursuant to 45 CFR 164.526(d). Business Associate shall provide written confirmation of the amendment(s) to the Covered Entity.
10. Business Associate agrees to create and maintain an appeal process that meets the requirements of 45 CFR 164.524 and 164.526 that an Individual can utilize if the Individual's request for access to or amendment of PHI is denied.
11. Business Associate agrees to make its comprehensive written information privacy and security program, as well as its internal practices, books and records, including policies and procedures relating to the use and disclosure of PHI received from, or created, maintained, or received by Business Associate on behalf of Covered Entity available to Covered Entity within 30 days of the date of such request, or to the Secretary in a time and manner designated by the Secretary.
12. Business Associate agrees to document all disclosures of PHI which would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528. Business Associate agrees to provide to Covered Entity, within 30 days of the date of such request, all disclosures of PHI.
13. Notwithstanding the provisions of Section D of this Agreement, pursuant to 45 CFR 164.530(j), Business Associate agrees that it and its officers, employees, contractors, subcontractors and agents shall continue to maintain the information required under subsection B(9) of this Agreement for a period of six years from the date of its creation or the date when it was last in effect, whichever is later.
14. Business Associate agrees that from time to time, upon reasonable notice, it shall allow Covered Entity or its authorized agents or contractors, to inspect the facilities, systems,

books, records and procedures of Business Associate to monitor compliance with this Agreement. In the event the Covered Entity, in its sole discretion, determines that the Business Associate has violated any term of this Agreement or the Privacy Rule, it shall so notify the Business Associate in writing. Business Associate shall promptly remedy the violation of any term of this Agreement and shall certify same in writing to the Covered Entity. The fact that Covered Entity or its authorized agents or contractors inspect, fail to inspect or have the right to inspect Business Associate's facilities, systems, books, records, and procedures does not relieve Business Associate of its responsibility to comply with this Agreement. Covered Entity's (1) failure to detect, or (2) detection by failure to notify Business Associate, or (3) failure to require Business Associate to remediate any unsatisfactory practices, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Agreement. Nothing in this paragraph is deemed to waive Section E of this Agreement or the New Jersey Tort Claims Act, NJSA 59:1-1 et seq., as they apply to Covered Entity.

15. Business Associate shall implement administrative, physical and technical safeguards that protect the confidentiality, integrity, and availability of PHI in compliance with the Security Rule.
16. Business Associate shall report all security incidents, as defined by the Security Rule, within twenty-four hours of becoming aware of such actual or suspected security incident.
17. Sections 164.308, 164.312 and 164.316 of Title 45, Code of Federal Regulations, apply to Business Associate in the same manner as such sections apply to the Covered Entity. The HITECH requirements that relate to security, and that are applicable to the Covered Entity, shall also be applicable to the Business Associate and are incorporated into this Agreement by reference.
18. In the event of an actual or suspected breach, Business Associate shall provide Covered Entity with a written report, as soon as possible but not later than five ("5") days after the breach/suspected breach became known. The report shall include, to the extent available: a) the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach; b) a brief description of what happened, including the date of the breach and the date of the discovery, if known; c) a description of the types of unsecured PHI involved in the breach; d) any steps individuals affected by the breach should take to protect themselves from potential harm resulting from the breach; and e) a description of what Business Associate is doing to investigate the breach, mitigate harm to the individual(s), and protect against future breaches. In addition, the business Associate shall, at the request of the Covered Entity, provide breach notification required by HITECH.

C. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions.

1. Covered Entity shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Business Associate pursuant to this Agreement, in accordance with the requirements and standards in the Privacy Rule, until such PHI is received by Business Associate.
2. In accordance with 45 CFR 164.520, Covered Entity shall notify Business Associate of any limitations in Covered Entity's Notice of Privacy Practices to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
3. Covered Entity shall notify Business Associate of any changes in or revocation of permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
4. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity or under Covered Entity's Notice of Privacy Practices or other policies adopted by Covered Entity pursuant to the Privacy Rule.

D. Term of Business Associate Agreement

1. This Agreement shall be effective as of the date the Business Associate and the Covered Entity enter into a contract for the Business Associate's provision of services on behalf of the Covered Entity, and it shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created, maintained or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information in accordance with subsection 3, below.
2. Upon Covered Entity's knowledge of a material breach or violation(s) of any of the obligations under this Agreement by Business Associate, Covered Entity shall, at its discretion, either:
 - a. Provide an opportunity for the Business Associate to cure the breach or end the violation upon such terms and conditions as Covered Entity shall specify, and if Business Associate does not cure the breach or end the violation, upon such terms and conditions as Covered Entity has specified, Covered Entity may terminate this Agreement and require that Business Associate fully comply with the procedures specified in subsection 3, below.

- b. Immediately terminate the Contract and require that Business Associate fully comply with the procedures specified in subsection 3, below, if Business Associate has breached a material term of this Agreement and Covered Entity has determined, in its sole discretion, that cure is not possible, or
 - c. If neither termination nor cure is feasible, as determined by Covered Entity in its sole discretion, Covered Entity shall report the violation to the Secretary.
3. Effect of Breach of this Agreement.
- a. Except as provided in paragraph b of this section, upon termination of the Contract for any reason, Business Associate shall return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of PHI.
 - b. Business Associate shall provide Covered Entity with a certification, within 30 days, that neither it nor its subcontractors or agents maintains any PHI in any form, whether paper, electronic or film, received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. Covered Entity shall acknowledge receipt of such certification and, as of the date of such acknowledgement, this Agreement shall terminate.
 - c. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Covered Entity shall have the discretion to determine whether it is feasible for the Business Associate to return or destroy the PHI. If Covered Entity determines it is feasible, Covered Entity shall specify the terms and conditions for the return or destruction of PHI at the expense of Business Associate. Upon Covered Entity determining that Business Associate cannot return or destroy PHI, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

E. Indemnification and Release

- 1. Business Associate shall assume all risk and responsibility for, and agrees to indemnify, defend and save harmless Covered Entity, its officers, agents and employees and each and every one of them, from and against any and all claims, demands, suits, actions, recoveries, judgments, and costs (including attorneys fees and costs and court costs), expenses in connection therewith, on account of loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from

Business Associate's use or misuse of PHI or from any action or inaction of Business Associate or its officers, employees, agents or contractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provision of this indemnification clause shall in no way limit the obligations assumed by Business Associate under this Agreement, nor shall they be construed to relieve Business Associate from any liability nor preclude Covered Entity from taking any other actions available to it under any other provisions of this Agreement, the Privacy Rule or at law.

2. Notwithstanding the above, the obligations assumed by the Business Associate herein shall not extend to or encompass suits, costs, claims, expenses, liabilities and judgments incurred solely as a result of actions or inactions of Covered Entity.
3. Business Associate further acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 USC 1320d-6.
4. Business Associate shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatever kind or nature, arising out of or in connection with an act or omission of Business Associate, its employees, agencies, or contractors, in the performance of the obligations assumed by Business Associate pursuant to this Agreement. Business Associate hereby releases Covered Entity from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under state or federal laws, out of or in connection with Business Associate's performance of the obligations assumed by Business Associate pursuant to this Agreement.
5. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.

F. Miscellaneous

1. A reference in this Agreement to a section of the Privacy Rule means the section as in effect or, it may be amended or interpreted by a court of competent jurisdiction.
2. Business Associate and Covered Entity agree to take such action as is necessary to amend this Agreement from time to time in order that Covered Entity can continue to comply with the requirements of the Privacy Rule and HIPAA and case law that interprets the Privacy Rule or HIPAA. All such amendments shall be in writing and signed by both parties. Business Associate and Covered Entity agree that this Agreement may be superseded by a revised Business Associate Agreement executed between the parties after the effective date of this Agreement.
3. The respective rights and obligations of Business Associate and Covered Entity under Section D, "Term of Business Associate Agreement", above, shall survive the termination of the Contract. The respective rights and obligations of Business

Associate and Covered Entity under Section E, "Indemnification", and Section B(11), "Internal Practices", above, shall survive the termination of this Agreement.

4. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule and HIPAA, as it may be amended or interpreted by a court of competent jurisdiction.
5. Nothing expressed or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Business Associate and Covered Entity, and any successor state agency to Covered Entity, any rights, remedies, obligations or liabilities whatsoever.
6. Any notices to be given hereunder shall be made via Regular and Certified US Mail, Return Receipt Requested, and if possible, by facsimile to the addresses and facsimile members listed below:

Business Associate: _____

Facsimile # _____

Covered Entity: 1. Privacy Officer

Department of Children and Families
50 East State Street
P.O. Box 717
Trenton, NJ 08625-0717
ATTN: HIPAA Privacy Officer

Telephone # [REDACTED]

Facsimile # [REDACTED]

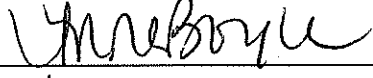
2. DCF Business Manager

Facsimile# _____

7. As the Covered Entity is a body corporate and politic of the State of New Jersey, the signature of its authorized representative is affixed below. The undersigned representative of Covered Entity certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Covered Entity to this document.

The undersigned representative of Business Associate certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Business Associate to this document.

Covered Entity:


Signature

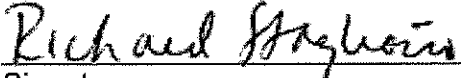
Anne Boyle
Printed Name

Business Manager, CSOC Contracting
Title

DCF
Agency

12/18/20
Date:

Business Associate:


Signature

Richard Stagliano
Printed Name

President/CEO
Title

Center For Family Service
Agency

12/2/2020
Date:

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Contract Number: 21AVDR
Contract Period: 11/23/2020 - 3/22/2021

ANNEX A

I. Please indicate which Division/Office the Contract is being awarded through:

- DIVISION OF CHILDREN'S SYSTEM OF CARE (formerly DCBHS)
- DIVISION OF FAMILY AND COMMUNITY PARTNERSHIPS (formerly DPCP)
- DIVISION OF CHILD PROTECTION AND PERMANENCY (formerly DYFS)
- DIVISION ON WOMEN (DOW)
- TRAINING ACADEMY
- OFFICE OF COMMUNICATION AND PUBLIC AFFAIRS
- OFFICE OF EDUCATION
- OFFICE OF ADOLESCENT SERVICES

II. Please list all programs that are funded through this contract (attach sheet if more than 20 programs):

- | | |
|-----------------|-----------|
| 1. Guiding Hope | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Note: Each program must have its own Section 2 which includes the following:

Section 2.1 Program Name and Service Delivery Information

(Please Note: Effective 9/2011 this section of the Annex A has been removed from the package to facilitate the DCF Resource Directory. Section 2.1 will be provided by DCF Contract Administrators)

Section 2.2 Program Description

Section 2.3 Service Outcomes & Performance Measures

Section 2.4 Personnel Information Sheet

Section 2.5 Level of Service Form

ANNEX A

**GENERAL
CONTRACT
INFORMATION**

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

CONTRACT SUMMARY SHEET

Provider Agency Center For Family Services **Contract #** 21AVDR
Mailing Address 584 Benson Street **Federal ID** [REDACTED]
Camden, NJ 08103
Telephone 856 - 964 - 1990
Provider Agency Fiscal Year End June 30

Contract Effective Date 11/23/2020 **to** 3/22/2021 **Contract Ceiling** \$2,557,611.00

Organization Type County
Municipal (i.e. School)
Private, Non-Profit
Private, For-Profit % Indicate % of profit charged towards contract
Faith-Based
Hospital-Based

Chief Executive Richard Stagliano
Title President/Chief Executive Officer
Mailing Address 584 Benson Street
Camden, NJ 08103
Telephone Number 856 - 964 - 1990
Fax Number [REDACTED]
E-Mail Address [REDACTED]

All notices relevant to this contract should be sent to:

Name & Title Merilee Rutolo, Chief Operating Officer
Mailing Address 584 Benson Street
Camden, New Jersey, 08103
Telephone Number 856 - 964 - 1990
Fax Number [REDACTED]
E-Mail Address [REDACTED]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

INSTRUCTIONS FOR COMPLETING THE CONTRACT PACKAGE

The Annex A is an important part of your contract because it describes your program and emphasizes the impact you and your staff are trying to make on service recipients. It also serves as the basis for evaluation and planning.

It is in our mutual interest to have an Annex A that clearly and concisely communicates key information about your program.

The Annex A and Annex B / Annex B2 must be consistent in the information presented.

Do not include organizational tabs, dividers or separation sheets.

Refer to the renewal/award letter for any additional documents and information required to complete the Annex A.

Enter the contract identification number assigned to your contract in the Award or Renewal Letter where requested.

Contract Summary Sheet

Provider Agency: Enter the legal name of the Managing Agency. This is the name that will identify your contract on all correspondence and reporting documents.

Contract Number: Enter the Contract Number as stated in the contract Award or Renewal Letter.

Mailing Address: Enter the mailing address of the Managing Agency

Federal Identification Number: Enter the Federal Identification Number assigned to the Managing Agency.

Telephone Number: Enter the area code and telephone number of the Managing Agency.

Provider Agency Fiscal Year: Enter the provider agency's fiscal year.

Contract Effective Dates: Enter the contract start and end dates as indicated in the Renewal Letter.

Contract Ceiling: Enter the dollar amount of the contract ceiling as stated in the Renewal Letter.

Organization Type: Check the type of organization entering into the contract.

Chief Executive Officer: Enter the name of the person responsible for all contract operations as designated by a resolution of the governing body.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Title: Enter the title of the Chief Executive Officer of the Managing Agency.

Enter the mailing address, telephone number, fax number, and e-mail address of the Chief Executive Officer of the Managing Agency.

All notices relevant to this contract should be sent to: Enter the name, title, mailing address, area code and telephone number, fax number and e-mail address of the person identified at the Managing Agency to receive contract materials

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
STANDARDIZED BOARD RESOLUTION FORM

Supporting Information for Contract #: 21AVDR

Contract Period: 11/23/2020 to 3/22/2021

Agency: Center For Family Services

Certification:

We certify that the information contained in, or attached to, this contract document is accurate and complete.

Richard Stagliano
Chair, Board of Directors
(Original signature)

12/2/2020
Date

Naema Watson
Executive Director
(Original signature)

12/2/2020
Date

Please List Authorized Signatories for contract documents, checks, and invoices:
(Provide full name and title of each signatory)

<u>Richard Stagliano</u>	<u>President/Ceo</u>
Name	Title
<u>Eileen Henderson</u>	<u>Chief Operating Officer</u>
<u>Merilee Rutolo</u>	<u>Chief Operating Officer</u>
Name	Title
<u>Cindy Herdman Ivins</u>	<u>Chief Administrative Officer</u>
<u>Marion McLaurin</u>	<u>Senior Vice President Of Human Resources</u>
Name	Title

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
STANDARDIZED BOARD RESOLUTION FORM**

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check one):

- A. A covered entity (as defined in 45 CFR 160.103)
- B. A non-covered entity and has executed a DCF Business Associate Agreement (BAA) last dated _____.
- C. A non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Department's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees to notify the Department of *any change* in its BAA Status and provide the appropriate information within 10 business days.

* **NOTE: This section does not apply to DCF Office of Education Contracts.**

2. Legal Advice

The Board acknowledges that the Department of Children and Families does not and will not provide legal advice regarding the contract or any facet of its relationship with the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Children and Families.

3. Public Law 2005, Chapter 51

The Board agrees that the Public Law 2005, Chapter 51 (formerly known as Executive Order 134) compliance forms submitted with the contract are accurate.

4. Public Law 2005, Chapter 92

The Board agrees that the Public Law 2005, Chapter 92 (formerly known as Executive Order #129) compliance forms submitted with the contract are accurate.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Children's System Of Care (Csoc)	Benson House	Group Home	20DECR	7/1/2019 - 6/30/2021	\$1,505,860.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Transitions Treatment Home (Edru)	Emergency Diagnostic	20DECR	7/1/2019 - 3/31/2020	\$1,407,175.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Youth Empowerment System (Yes) Healing Homes Campus	Residential Treatment	17BBDR	3/1/2017 - 6/30/2022	\$8,947,400.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Evolutions	Residential Treatment	17BBDR	7/1/2017 - 6/30/2022	3,715,910.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Envision	Residential Treatment	17BBDR	3/1/2017 - 6/30/2022	\$10,227,000.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Rainbow Place	Partial Care	20FADR	1/1/2019 - 6/30/2020	\$72,481.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Multi-Systemic Therapy (Mst)	In-Home Services	20FADR	7/1/2018 - 6/30/2020	\$331,532.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Children's System Of Care (Csoc)	Imani Children's Partial Care	Partial Care	20FADR	7/1/2018 - 6/30/2020	\$595,472.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Children's System Of Care (Csoc)	Safe Harbor	Partial Care	20FADR	1/1/2019 - 6/30/2020	129,079.00	Children's System Of Care [REDACTED]	Center For Family Services [REDACTED]
Dcf - Department Of Family And Community Partnership (Dfcp)	Promise Neighborhood Family Success Center	Self Help - Support	20HVDP	7/1/2019- 6/30/2020	\$240,000.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Dcf - Department Of Family And Community Partnership (Dfcp)	Health Families	General Case Management And Supervision	20HVDP	7/1/2019- 6/30/2020	\$438,802.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Tafcar	General Case Management Services	20FFDS	7/1/2019 - 6/30/2020	\$561,434.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Together Youth Shelter	Educational Services	20FFDS	7/1/2019 - 6/30/2020	\$32,343.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Renu	Supervision And/Or Therapeutic Visitation	20FFDS	7/1/2019 - 6/30/2020	\$250,000.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Active Parenting	General Case Management And Supervision	20FFDS	7/1/2019 - 6/30/2020	\$101,478.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Intensive Outpatient - Mothers And Children	Substance Abuse Treatment	20FFDS	7/1/2019 - 6/30/2020	\$337,176.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Camden Dreams	Group Home Care	20FFDS	7/1/2019 - 6/30/2020	\$651,902.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Peaceful Tomorrow-Gloucester	Mental Health Treatment Services	20FFDS	7/1/2019 - 6/30/2020	\$240,000.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Peaceful Tomorrow-Cumberland	Mental Health Treatment Services	20FFDS	7/1/2019 - 6/30/2020	\$160,000.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Cpsai	Substance Abuse Treatment	20FFDS	7/1/2019 - 6/30/2020	\$1,723,422.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Cpsai - Prss	Substance Abuse Treatment	20FFDS	7/1/2019 - 6/30/2020	\$810,000.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Family Life Center	Permancy Planning Case Management	20FFDS	7/1/2019 - 6/30/2020	\$416,664.00	Dcf Department Of Child Protection And Permanency - [REDACTED]	Center For Family Services

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B, Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Serv	Out Patient Services	20FFDS	July 1, 2019 - June 30, 2020	\$67,338.00	Def - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Grandslam	Residential	20FFDS	July 1, 2019 - June 30, 2020	\$215,405.00	Def - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Family Preservation Services - Camden	In-Home Services	20FFDS	July 1, 2019 - June 30, 2020	\$813,913.00	Def - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Family Preservation Services - Gloucester	In-Home Services	20FFDS	July 1, 2019 - June 30, 2020	\$488,530.00	Def - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]

Department Of Children And Family - Child Protection And Permanency (Dcp&P)	Family Support Center	Out Patient Services	20FFDS	July 1, 2019 - June 30, 2020	\$98,543.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Project First A Fee For Service	In Home Services	20FFDS	July 1, 2019 - June 30, 2020	\$0.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Paso - Fee For Service	Sex Offender Treatment	20FFDS	July 1, 2019 - June 30, 2020	\$0.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Oasis Youth Shelter Of Cape May - Fee For Service County	Residential	20FFDS	July 1, 2019- June 30, 2020	\$0.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Serenity Shelter Home Fee For Service	Residential	20FFDS	July 1, 2019 - June 30, 2020	\$0.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family - Child Protection And Permanency (Dcp & P)	Street Outreach	Out Patient Services	20FFDS	July 1, 2019- June 30, 2020	\$59,236.00	Dcf - Department Of Child Protection And Permanency [REDACTED]	Center For Family Services [REDACTED]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B, Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Department Of Children And Family Division On Women (Dow)	Sexual Assault, Abuse And Rape Care (Saarc) Camden,	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$48,961.00	[REDACTED]	Center For Family Services [REDACTED]
7department Of Children And Family Division On Women (Dow)	Sexual Assault, Abuse And Rape Care (Saarc) Cumberland,	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$42,661.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Sexual Assault, Abuse And Rape Care (Saarc) Gloucester	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$39,235.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Sexual Assault Services Prgram (Sasp) - Camden	Sexual Assault Services	20IQDW	July 1, 2019 - June 30, 2020	\$12,475.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Sexual Aassult Services Prgram (Sasp) - Cumberland	Sexual Assault Services	20IQDW	July 1, 2019 - June 30, 2020	\$6,461.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Sexual Aassult Services Prgram (Sasp) - Gloucester	Sexual Assault Services	20IQDW	July 1, 2019 - June 30, 2020	\$6,461.00	[REDACTED]	Center For Family Services [REDACTED]

Department Of Children And Family Division On Women (Dow)	Women's Referral Central	Information And Referral Services	20IQDW	July 1, 2019 - June 30, 2020	\$53,295.00	[REDACTED]	Center For Family Services [REDACTED]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Department Of Children And Family Division On Women (Dow)	Rape Prevention And Educaiton Sex Offense Set Aside - Camden (Rpe-Sosa)	Social Service Planning	20IQDW	July 1, 2019 - June 30, 2020	\$2,057.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Rape Prevention And Educaiton Sex Offense Set Aside - Cumberland (Rpe-Sosa)	Social Service Planning	20IQDW	July 1, 2019 - June 30, 2020	\$2,057.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Rape Prevention And Educaiton Sex Offense Set Aside - Gloucester (Rpe-Sosa)	Social Service Planning	20IQDW	July 1, 2019 - June 30, 2020	\$2,057.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Fvpsa - Gloucester Co.,	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$21,000.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Fvpsa - Cumberland Co.,	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$21,000.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Domestic Violence Liasion Cumberland-Gloucester County	Domestic Violence Support	20IQDW	July 1, 2019 - June 30, 2020	\$140,000.00	[REDACTED]	Center For Family Services [REDACTED]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Department Of Children And Family Division On Women (Dow)	Services Empowerment Rights Of Victims (Serv) Gloucester County	Shelter Care	20IQDW	July 1, 2019 - June 30, 2020	\$150,153.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Services Empowerment Rights Of Victims (Serv) Cumberland County	Shelter Care	20IQDW	July 1, 2019 - June 30, 2020	\$273,195.00	[REDACTED]	Center For Family Services [REDACTED]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

List of Contracts/Grants

Check here if this information already appears on the Annex B Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number
Department Of Children And Family Division On Women (Dow)	Saarc - Primary Prevention - Camden	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$57,522.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Saarc - Primary Prevention - Cumberland	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$57,522.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Saarc - Primary Prevention - Gloucester	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$57,522.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Saarc - Direct Service Expansion Camden	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$69,750.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Saarc - Direct Service Expansion Cumberland	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$69,750.00	[REDACTED]	Center For Family Services [REDACTED]
Department Of Children And Family Division On Women (Dow)	Saarc - Direct Service Expansion Gloucester	Sexual Assault Support Services	20IQDW	July 1, 2019 - June 30, 2020	\$69,750.00	[REDACTED]	Center For Family Services [REDACTED]

ANNEX A

SECTION 1

**AGENCY
INFORMATION**

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

SECTION 1

INSTRUCTIONS FOR COMPLETING AGENCY INFORMATION

Section 1.1: Authorized Signatures

Name and Position: Enter the name and position of the person(s) authorized to sign or be responsible for each transaction listed.

Number of Signatures Required: Enter the number of signatures required for each transaction. Those documents that require a specific number have already been entered.

Section 1.2: Agency/Organization Description

Answer and clearly label all questions as outlined.

Section 1.3: Agency Personnel Information

List core staff whose functions and responsibilities extend across the various contracted programs (i.e. Administrative Staff, CFO, CEO, Clinical Director). Staff listed in this section need not be included in Section 2.4 (each program will require listing of personnel dedicated to the identified program).

Example: If agency is contracted for 5 programs, and a social worker works in all of these programs, list this person on the core agency personnel sheet (Section 1.3). If the social worker works in only four out of the five programs, do not include this person on the core agency personnel sheet. This staff person will be listed on each of the four relevant program personnel sheets (Section 2.4) which is part of Section 2.

Column 1: List full-time and part-time positions funded. List the title of each full-time and part-time position in your agency. Do not include maintenance staff.

Columns 2 through 5: Complete the remainder of the form by listing for each position, in the appropriate column, the following information:

- Name of employee
- Work hours
- Qualifications, including any degrees, licenses, certificates, etc. that the employee possesses and which are pertinent to his/her position; and
- The functional job duties of the employee

Note: Staff listed on the personnel information forms (Section 1.3 and Section 2.4) must also be represented on the Annex B budget presentation, when applicable.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Contract Number: 21AVDR

**Annex A
AUTHORIZED SIGNATURES
Section 1.1**

List the names and positions of individuals who are authorized to sign the following documents and indicate the number of persons who are required to sign each transaction.

	Name	Position	# of Signatures Required
Contract	1 Richard Stagliano	President/Chief Executive Officer	1
	2 Eileen Henderson/Merilee Rutolo	Chief Operating Officer	
	3 Cindy Herdman-Ivins	Chief Administrative Officer	
Quarterly and Final Financial Reports	1 Barbara Odgen	Chief Financial Officer	1
	2 Elixandra Alvarez	Senior Program Director Of Grants Management	
	3 Eileen M. Henderson	Chief Operating Officer	
Contract Modification	1 Richard Stagliano	President/Chief Executive Officer	1
	2 Eileen M. Henderson	Chief Operating Officer	
	3 Merilee Rutolo	Chief Operating Officer	
Checks	1 Richard Stagliano	President/Chief Executive Officer	2
	2 Eileen Henderson/Merilee Rutolo	Chief Operating Officer	
	3 Cindy Herdman-Ivins/Marion Mclaurin	Chief Administrative Officer/ Senior Vice President of Human Resources	
Other Contracts and Agreements	1 Richard Stagliano	President/Chief Executive Officer	1
	2 Eileen Henderson/Merilee Rutolo	Chief Operating Officer	
	3 Cindy Herdman-Ivins	Chief Administrative Officer	

Submitted by:

Primary Signatory: Richard Stagliano Title: President/Chief Executive Officer

Original Signature: Richard Stagliano Date: 12/2/2020

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Contract Number: 21AVDR

**Annex A
AGENCY/ORGANIZATION DESCRIPTION
Section 1.2**

Provide a brief summary of the organization and its history. Clearly label your answers as outlined below.

1. Summarize the agency's purpose and mission.

- **Indicate long and short term goals**
- **Identify the agency's method for goal measurement**

Purpose and Mission - Center For Family Services, Inc. (CFS) is a nonprofit human services agency with 100 years of experience serving youth and families. Our vision is for all people to lead capable, responsible, fulfilled lives in strong families and healthy communities. Our mission is to support and empower individuals, families, and communities to achieve a better life through vision, hope, and strength.

Center For Family Services offers a full range of programs throughout Southern New Jersey that address the needs of the population at every stage of life, from birth to old age. Goals center around providing a variety of services that promote protective factors and reduce risk factors including: community outreach, Family Success Centers, school based services, afterschool and partial care programs, mental health and substance use disorder treatment, parenting programs, and intensive home based treatment programs including IIC, IIH, ISS, Family Preservation and MST. CFS has created a continuum of care for children who cannot be with their families with the goal of family reunification, whenever possible, including; specialized community shelter homes, shelters, group homes, and residential treatment facilities. When family reunification is not an option, CFS offers transitional living and permanent housing opportunities for youth up to age 25. CFS has provided extensive services to children, teens and aging-out youth and their families. For decades, CFS has responded to these concerns and developed a range of programs designed to address the issues facing children and families from all socio-economic levels, cultures, and races. CFS' long standing relationship with the Department of Children and Families has birthed numerous programs that strengthen families and prevent child abuse and neglect. CFS offers a comprehensive array of services to meet the multiple unmet needs for children and families at risk, including:

- Prevention Services aimed at keeping children and families safe and healthy through programs such as Baby's Best Start, Healthy Families, RENU visitation program, and the Family Success Centers.
- Community Response and Outreach Programs with special emphasis on building self-sufficient families, school-based services, providing emergency services, and keeping children safe.
- Early Childhood Education/Head Start, building a strong foundation for learning and long term success by providing tools for a child and individual or family to develop and follow their own best plan to a successful future.
- Intensive Home-Based Services to special populations, such as children at risk for abuse and neglect, mentally and emotionally troubled youth, youth with intellectual and developmental disabilities, delinquent youth, and abused or at-risk elderly, including TAFCAR, Family

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Preservation, Supervised Visitation, mobile crisis, Active Parenting, MST, Great Abilities IIC and IHH programs, and Project First.

- Department of Health licensed Behavioral Health and Substance Use Outpatient Services including Anchor Outpatient and IMANI, Rainbow Place and Safe Harbor Partial Care programs, providing treatment for substance use disorders and child/family problems.
- Crisis Intervention and Trauma Response Services to victims of physical and sexual abuse, or anyone who has experienced a traumatic event, either in the community or schools.
- Shelter and Residential Programs for youth, who are homeless, abused, abandoned or neglected, women who are victims of domestic violence, and young mothers who are homeless.
- Workforce Development programs to provide pathways to job readiness for residents designed to increase opportunities for success, including InDemand, PowerCorps Camden, Pathways to Recovery Opioid Recovery Employment Program, and the Living Proof Recovery Center.

Center For Family Services is dedicated to providing a comprehensive continuum of care and an ever increasing ability to meet the community's changing needs. With over 80 programs, we are able to integrate services to more holistically treat the person, not just the specific symptoms. Each year, Center For Family Services touches the lives of thousands of vulnerable children and families to prevent those at-risk from becoming victims of child abuse or neglect, to provide intervention services when necessary, and to break the cycle of challenges that often cause serious family problems. Through our in-home, after-school, school based, and community programs, we provide the tools for more than 40,000 people to have an opportunity to form safe, self-sufficient families. With an annual operating budget of over \$70 million, Center For Family Services employs over 1,134 full- and part- time staff and has over 1,140 volunteers in numerous office locations.

Center For Family Services' philosophy focuses on helping individuals and families visualize a positive future for themselves. Many children and families come to CFS lacking hope, with little strength to take the steps necessary to move forward and work towards a better life for themselves, their families, and their communities. Our President/CEO Richard Stagliano, who has led the agency since 2000, has coined the affirmation that "to people in need or crisis, to people who have had lifelong challenges, or to people whose lives have changed in a second, we are support, help, counsel, food, shelter, a kind word.... a sense of hope." Knowledge that our lives could change at any instant and that we could be in similar circumstances as the person we are helping leads us to certain principles and ways of helping others. These strengths-based services are evident in our primary prevention, community-based, and residential programs. Center For Family Services acknowledges that no family exists in a vacuum and that in order to impact the life of a child, a program must incorporate the parents, family, significant others, and interested community members into the service provided.

Agency Goals - The short term goals of CFS include providing the highest quality of service for every client through the provision of respectful, culturally sensitive, supportive services based on each person's view of their needs and goals. Each program has developed goals and objectives that are carried out through direct delivery of services and through meeting the stated level of service objectives. These goals are measured quarterly through level of service reports and bi-annually with outcomes data regarding the achievements of the clients served. In addition, each program is evaluated annually on its ability to meet contracted levels of services and the impact it has on the clients and families. This is measured by comparing initial goals developed with each youth, individual, and/or family at intake, with those achieved at program completion.

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Agency Method for Goal Measurement - CFS sets program targets for the number of clients served and types of services offered. These services include various activities including parent events, workshops, prevention activities, life and social skills groups, recreation activities, etc.

CFS utilizes a centralized, HIPAA compliant, electronic record system, called Foothold AWARDS. AWARDS allows for further expansion and reporting capabilities on the individual, program, and agency goals.

In addition to support and monitoring from DCF, CFS a three-year reaccreditation by the Council on Accreditation in October 2017 for full compliance with over 45 program areas for consistent adherences to national standards, with no violations requiring a response. This review included a five day onsite review by nationally trained peer reviewers, client file reviews, interviews with staff and clients, and facility site inspections. CFS is accredited for the generic agency policies and procedures, as well as each program's standards. CFS continuously compiles and evaluates standards and fidelity to these standards in reviewing all service areas. CFS ensures it meets best practices and achieves client satisfaction by collecting confidential client and stakeholder surveys.

2. Describe the agency's progress toward achieving administrative goals from the previous year. Elaborate upon any administrative, programmatic, or fiscal changes from the previous contract period.

Center For Family Services had experienced unprecedented growth since its merger in 2000 and has made significant progress in achieving its administrative goals from last year, including: 1) the expansion of services to better meet the needs of clients, 2) the strengthening of organizational infrastructure to assure the quality of current programs, and 3) the growth of a diverse and sustainable revenue base.

In an effort to continue to build services to strengthen each client's prospects for long term success, CFS has merged with Family Intervention Services (FIS) on January 1, 2020. This effectively expanded our services to the Northern regions of New Jersey including Passaic, Hudson, Morris, Sussex and Essex counties. CFS also merged with Golden Cradle Adoption Agency, located in Cherry Hill, New Jersey on January 1, 2020. On January 1, 2019 CFS merged with Family Services Association (FSA) allowing us to further our services in the southern regions of New Jersey including Atlantic County and Northfield, New Jersey. With these mergers CFS has now an expanded services to the adult and adolescent behavioral health programs, added adoption services and has included mobile response programs as part of there overall services to communities in New Jersey.

In 2018 CFS added the Unaccompanied Minor Children program to their services and has expanded services to Victims of Human Trafficking. CFS added Head Start to Camden County in 2012, offering 700 children quality day care and preparation for educational success. This year, the program will include summer extension programs to increase age appropriate learning and to improve educational success and will permanently become a year round program. The strengthening families component of Head Start assists many current CFS clients and ensures coordination and connection to our four Family Success Centers. CFS also provides Early Head Start technical assistance and training to infant daycare service providers in the city of Camden to ensure high quality child care for the children. In 2016, CFS was awarded a five year Promise Neighborhood grant from the US Department of Education, allowing for the development of a pipeline of services designed to create and support academic opportunity for each child.

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CFS provides residential treatment for 14 boys through YES healing homes in Michaels' House and Carpenter House on a seven-acre campus in Glassboro. This all boys program allows for therapeutic placement of the youth between both houses and allows for further young men's programming. YES had to re-compete for these services and was awarded a five year grant effective May 6, 2017.

CFS was also awarded a new 5 bed home for boys with Co-occurring mental health and substance use disorders to begin on or about May 6, 2017. CFS continues to operate open a cluster of three homes, called Envision, to serve 15 girls with residential treatment services through CSOC. This continuum of care will assist CFS in reaching its goals of nurturing, homelike residential treatment services for boys and girls.

In 2013, CFS was awarded a federal grant to manage the Navigator Exchange Program in the seven southern counties which educates and enrolls persons in private health insurance options as well as the Medicaid Expansion. In 2019, the State of New Jersey switched from the federal exchange to create its own state based exchange. During this rapid transition, CFS supported the NJ Department of Banking and Insurance in the transition and assisted with ensuring continued outreach to New Jersey residents. In 2019 CFS received a statewide grant to continue the Navigator program on the New Jersey state exchange.

In 2013, CFS was chosen by DCF in competitive awards to be the Domestic Violence Provider in Cumberland County, bringing both safe housing and therapeutic counseling to victims of domestic violence and their children. CFS was recently re-awarded through DCF/CSOC the contract to open and operate the only Emergency Diagnostic Residential Unit (EDRU) treatment home in the southern region. Numerous federal grants have enhanced the service to provide human trafficking services to both adults and teens. CFS operates the Living Proof Recovery Center, which opened in January of 2013. Designed to increase access to recovery and support, Center For Family Services offers a "no wrong door" to recovery and seeks to eradicate the stigma that often prevents people from seeking help.

In 2016, CFS added Vivitrol Enhanced Substance Use Disorder Services as an option for Opioid Dependent individuals in an outpatient setting. In addition, CFS was awarded the Opioid Reversal Recovery Program in both Camden and Gloucester Counties, in which Recovery Coaches respond to victims of opioid overdose at local emergency rooms, offering treatment resources and support. In 2017, CFS was awarded funding for several-new and complementary services aimed at treating individuals recovering from opioid use disorders. Based upon CFS' existing Opioid Overdose Recovery Program (OORP - LifelineED) and the Living Proof Recovery Center and its many programs that assist with housing, healthcare, family supports, etc., the Support Team and Addiction Recovery (STAR) Program was funded for Camden and Gloucester Counties to provide case management and recovery support services for individuals with an opioid use disorder (OUD). Due to the high unmet community need for help, and CFS' successful response and ability to exceed performance expectations for the OORP funding, CFS received OORP expansion funds to expand the program reach.

In February 2018, CFS was awarded funds to support and empower families of young adults with opioid use disorders in the Southern New Jersey Region. Center For Family Services will launch a comprehensive CFS Family Recovery Support Center that will deliver an array of supports and resources that will include wellness planning, support groups, education and resources, and advocacy in the current year.

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CFS has made great strides in the last year towards its strategic priority of improving organizational infrastructure. CFS has aggressively pursued funding from DCA and private foundations and has upgraded our facilities with new kitchens and baths, roofs, siding, etc. The agency has continued to improve professional offices and residential facilities for children, adult homeless mothers, and victims of domestic violence. In 2017, CFS received NJ DCA Shelter Support funding for renovation work and the purchase of furnishings and equipment for the Home Base transitional housing facility located in Camden. In 2018, NJ DCA Shelter Support funds have been awarded to replace the rear deck and rainwater infiltration system to the emergency shelter serving victims of domestic violence located in Cumberland County.

CFS has added case managers to assist individuals with their social service needs while they are living in private apartment communities. Assisting these families in accessing services, employment and community resources, and support increases their chance for remaining in their homes and keeping their children safe. Special emphasis has been placed on growing our SAFE program for the elderly. This has resulted in CFS partnering with Housing Authorities and private developers, including Penrose and Conifer. This collaboration allows us to bring social service expertise to affordable and low-income housing developments. Many of the SAFE clients are grandparents raising grandchildren who need additional support to keep children from entering the child welfare system.

In 2017, CFS became the Keeping Families Together provider for Camden County DCP, creating 25 permanent housing vouchers coupled with intensive case management and concrete supports annually. CFS was subsequently awarded an additional 25 vouchers for Camden County. CFS has been improving staff and shelter parent training to be able to support and empower children and youth with developmental and intellectual disabilities and their families. CFS has five Nurtured Heart Trainers and has a Department of Labor Grant to offer Nurtured Heart to 200 staff working in programs not included in the CSOC SAMHSA grant.

Additional CFS was awarded the Displaced Homemakers grant in 2019 for Camden County, Salem County and Cape May County, and has expanded their School Based Youth Services program to a middle school in Camden City.

Quality Improvement continues to be a high priority for CFS and a detailed Quality Improvement Plan has been developed for all of the residential programs, and for CFS as a whole. CFS continues to make improvements to our website to make referrals to the programs easier for DCF and other referral sources. Significant progress has been made and this goal is being continued into the new contract year.

The CFS Fiscal Department now includes a Fiscal Grants Manager to aid staff in the development of and adherence to program budgets and a budget Analyst. In May 2017, CFS hired a new Chief Financial Officer whose primary responsibilities include preparation and analysis of monthly, quarterly and annual financial reports, and ensuring internal controls and policies and procedures for all financial operations. CFS utilizes Blackbaud Finance software and Datis E3 to improve financial efficiencies and system improvements, including billing and payroll.

CFS continues to develop progress in the Outcomes Committee as we work toward capturing the consistent measurement of the work we are doing daily to serve children and families. CFS programs have strong systems and measurement of outcomes per program, but due to our large continuum of services, CFS is looking to utilize AWARDS as an electronic health record that will assist us in the development of consistent measurements across programs.

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CFS now has seven client and partner driven advisory boards including: the Youth Advisory Board, three Family Success Advisory Boards; the Head Start Policy Council and the Recovery Center Advisory Board. CFS also has the Kaleidoscope Parent Advisory Board, which meets quarterly and is comprised of parents and concerned community members regarding LGBTQ+ youth and their needs.

Demonstrating our capacity to build and maintain a diverse and sustainable revenue base, Center For Family Services has maintained existing programs in a challenging economic climate. With no contract increases, aggressive grant writing and private donations are needed to continue the high quality contracted levels of service. Center For Family Services continues to engage the community in providing donations and additional resources for our families through a successful holiday gift drive and backpack drive for our children and teens. CFS partners with DCP&P for Child Abuse prevention month by assisting them in raising awareness about child abuse and neglect.

Additional federal and local resources are continually being sought to expand and improve services including mentoring for children of prisoners, children with disabilities, deaf and hard of hearing, substance abuse services, human trafficking and services for unaccompanied children, violence prevention and intervention programs, and the Post-Partum Depression Initiative, to name a few.

For many years, CFS has held a public awareness campaign in April on the prevention of sexual assault through "Denim Day". Many partners were involved in this effort, including the Courier Post, the Cherry Hill Mall, and The Promenade at Sagemore. Partners were encouraged to have staff wear jeans on Fridays in April to symbolize sexual assault awareness, based on a landmark Italian Supreme Court decision to overturn a sexual assault conviction because the victim was wearing tight jeans.

3. Describe the Agency's self-evaluation process.

- **Identify the tools used**
- **Explain their function in the quality improvement process**
- **Summarize the results of the evaluation from the previous contract period and the changes the agency implemented in response to the findings**

CFS is a continuously learning and growing organization. CFS has completed most aspects of a full agency-wide strategic plan, engaging staff at all levels through a grant from the Department of Labor. In addition to strengthening each service area, CFS wants to continue to create new opportunities for our clients and families. As a part of this process, CFS has evaluated itself and the services it provides. One of the tools used was an in-depth discussion in focus groups to look at what has been working well within CFS, and what services our community is lacking to strengthen families. Furthermore, our ethics initiative serves as a tool to identify and address potential issues of concern within CFS. Quarterly, our quality assurance staff meets with supervisors and reviews client records to ensure proper protocols are being followed and to address any issues. The CQI committee meets monthly, reviewing any important client and staff issues and making recommendations for ongoing improvement.

Tools Utilized - One of the tools developed through the strategic planning process assists CFS in evaluating all aspects of each program, including the fiscal viability, the adherence to evidence-based practice, need for expansion or change, and value to the community as a whole. These matrices and written assessments will be reviewed with each manager and the Program and Policy Committee of the Board to help prioritize which programs need assistance and/or possible

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grouping and clustering of services to maximize benefits for children and families. This task is ongoing. Each program has a manual designed to strengthen and formalize processes to ensure continued effective services on a consistent basis. Each year, CFS sends out client satisfaction surveys to all of our clients. This data is compiled by the Chief Administrative Officer and reported to the staff and board. CFS analyzes program trends and makes policies or program changes as needed. CFS has an exit summary completed by youth when they leave the shelters and residential programs. The youth rate how safe they felt and whether the program was helpful to them and make any additional comments. This rating is reported every six months, with program trends and client feedback informing policy decisions.

Results of Evaluation - As a part of this process, CFS has evaluated itself and the services provided. The CQI committee meets monthly, reviewing any important client and staff issues and making recommendations for ongoing improvement. Out of our Continuous Quality Improvement Process and strategic planning came the need for more integrated interagency referral for continuity of care for CFS clients. This process led CFS to prioritize housing for the families we serve, as every program rated housing as one of the top three issues facing the families we serve. In addition, CFS continues to prioritize services for DCP&P in the area of child abuse and neglect, but continues to seek funding and programs to strengthen families and avoid the need for some of our other services that are necessary due to lack of resources and poverty.

Monthly, our Intercultural Competence Committee meets to evaluate CFS' responsiveness to individuals and families. This reinforces our goal to honor diversity and provide services with awareness of and sensitivity to the strengths and skills of diverse ethnicities and cultures, languages, socioeconomic classes, disabilities, religions, genders, and sexual orientations.

All of the changes described in the previous section, including new program areas, are a result of this self-evaluation process. Services designed to increase protective factors and reduce risk factors for families are strengthened by constant program evaluations and consistent with the desire to improve the lives of those we serve.

4. Provide a brief description of the agency's most significant accomplishment to date.

CFS' expertise in creating programs that are flexible and meet individuals where they are, while adhering to requirements for program measurement and accountability, is evident throughout our many programs. CFS has been a pillar of strength and stability throughout Southern New Jersey, offering a comprehensive array of services, especially programs for abused and neglected children and services to strengthen families and to prevent child abuse and neglect. CFS has had many accomplishments in this contract year. Internally, CFS has continued the development of a New Supervisors Training and has completed a new operations manual for all staff for reference to all daily operating procedures.

The agency promoted a new Associate Vice President level of management in 2014. CFS has provided extensive leadership training for this group of highly skilled and dedicated managers. This team building and participation has enhanced our services and will improve the difficult life changing work we do on a daily basis. CFS recognizes that our staff is our greatest resource.

CFS is known for "being there for our youth and families" and our system partners, especially the Department of Children and Families and the Department of Human Services. It is a significant accomplishment to be called upon to do this work, to be asked to participate in various statewide

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initiatives, like the strategic plan for adolescents, facilitated by the Director of Adolescent Services for DCF; to be on a panel for Fragile Families, hosted by the Attorney General's Office; and to be granted new service opportunities in the city of Camden to add services and career opportunities for youth. Our AmeriCorps VISTA and Camden PowerCorps programming has expanded services to many youth in the city, providing real life experience, pay, and training benefits to effectively change their odds for the future. Another great accomplishment to date is that Center For Family Services was listed for the 10th year in a row by the Philadelphia Inquirer as one of the top 20 companies to work for in 2019. CFS continues to remain a viable and fiscally solvent agency in this challenging economic time. CFS will evaluate even further each program and our level of service in order to keep the agency fiscally sound and to continue to retain high quality staff. CFS is proud of our excellent relationship and partnership with DCF staff.

5. Explain how the agency collaborates and/or networks with other public and private agencies to serve children and families in the community. Elaborate upon agency outreach efforts.

Center For Family Services has extensive experience working with neighborhood residents, schools, government leaders, and local service providers across the community, with several partnerships aimed at strengthening our abilities to meet the service needs of families. CFS has worked tirelessly to build strong partnerships within the city of Camden, where our headquarters are located and the need is great. With the Promise Neighborhood, CFS is the lead agency, working with over 30 community providers and educational and medical institutions.

The strategic plan developed through the Promise Neighborhood leverages a comprehensive continuum of solutions that works to improve educational achievement, child and family wellbeing, and public safety for Camden children. In addition to operating 8 Head Start centers and 1 Head Start Administrative office in Camden County, CFS also collaborates with child care providers located throughout Camden City, as the DOE's Early Head Start Child Care Partnership grantee. Through these partnerships, CFS can ensure the availability of high quality early childhood education from birth to age 5. A growing partnership with the Camden City School District has allowed CFS to provide family strengthening services through district-launched parent empowerment centers. CFS also works closely with the school-based youth services, coordinating and providing trauma response training, as well as trainings on trauma-informed care for administrative and school staff. In an effort to improve public safety for Camden children and families, CFS is the co-convenor of the National Forum for Youth Violence Prevention in Camden, with the Office of the Mayor. CFS also manages Cure4Camden, a violence intervention program based on Chicago's Cure Violence Intervention model, aimed at reducing gun violence in the city of Camden and works closely with the Camden Metro Police Department on both initiatives.

Both the Promise Neighborhood and the violence prevention efforts are rooted in a greater vision for Camden, as defined by the city's Promise Zone designation. As a co-convenor with the Office of the Mayor, CFS' leadership of the Promise Zone involves collaboration with entities such as Rowan University, Rutgers University, the Campbell Soup Company, businesses and corporations, neighborhood associations, local service agencies, the police department, and the city school district, with the shared goals of increasing economic activity, leveraging private investments, improving educational opportunities, addressing public health issues, and reducing and preventing violence and crime.

CFS and the Department of Children and Families staff work together to provide initial home assessments in model programs such as Family Preservation, Project FIRST, and TAFCAR. Both

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parties agree on a plan of action in partnership with the families and participate in case conferencing throughout the family's involvement with DCF. CFS has Substance Use Disorder certified staff in each DCP&P office in the Southern Region. CFS partners with many community agencies who bring their services to our Family Success Centers in Camden, Atco, Gloucester Township, Egg Harbor Township, Galloway, and Clementon, New Jersey. These one stop centers for families offer monthly calendars of events based on feedback from the Parent Advisory Councils.

CFS partners with DCF Childrens System of Care (CSOC), the Juvenile Justice Commission (JJC), and Camden County Probation to provide services to youth and families in our Multi Systemic Therapy Program (MST). CFS partners with Planned Parenthood to provide counseling for gay and lesbian youth and their families while Planned Parenthood meets the youth's health needs. CFS was also selected for a prevention program called Baby's Best Start. The goal of the program is to strengthen families through classes and in home services for those with children under the age of three.

CFS partners with the private sector to develop additional client assistance to support families in receiving basic necessities, holiday gifts, and financial support. We have partnered with the South Jersey Courier Post, South Jersey Gas, Old Navy, the Promenade at Sagemore, Slack, Inc. and many others. CFS promotes civic responsibility and educates the community about the needs of disadvantaged children and families. CFS partners with the Police and Prosecutors' office, as well as hospital staff, to provide rape crisis services in Gloucester, Cumberland, and Camden Counties, and is the Domestic Violence Safe House provider in Gloucester and Cumberland Counties.

Youth and families partner with CFS on a daily basis as they plan their futures with our support. In addition, CFS staff participates in various community boards that advocate for youth and families in Camden, Cape May, and Gloucester Counties, including the Human Services Advisory Council, Youth Services Commissions, Homeless Network/CEAS, WIB One Stop Committee, CIACC, Camden City Youth Services Commission, Mayor's Youth Council, Southern New Jersey Addiction Providers Coalition, etc.

Center For Family Services is a member of the national Alliance for Strong Families and Communities, National Council for Behavioral Health, The New Jersey Alliance for Children and Families, the New Jersey Association of Mental Health and Addictions Agencies, and the National Network for Runaway and Homeless Youth.

6. Identify any inter-agency agreements regarding the acceptance of referrals and discharge planning, with respect to the continuum of care. Please include copies of any consultant agreements and/or copies of subcontracts.

See Attached Affiliation Agreements

7. Cite any staffing patterns, environmental accommodations, and practices employed by the agency that reflect an appreciation and respect for the needs and diversity of the customers served.

Center For Family Services staff represent the culture of the population served. Cultural issues affecting youth and their families are addressed throughout the course of treatment, in clinical supervision and training. The agency holds trainings yearly addressed specifically to this topic. All

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staff undergo an ethics training that incorporates our policies on diversity, affirmative action, and discrimination. If needed, CFS has access to translation services to meet the needs of clients whose primary language is not known to CFS staff. CFS has a culturally diverse staff and will seek to hire additional staff that represents the ethnicity and culture of the projected families.

CFS has an ongoing commitment to diversity that has resulted in the formulation of a Cultural Competence Committee as part of our Quality Improvement Initiative. CFS also asserts that it is culturally competent with services that are responsive to the cultural, racial, and ethnic differences in populations they serve.

CFS follows the requirements of Law N.J.S.A. 10:5-1 et seq. Serving youth and their families within their own unique and specific context is of primary importance. Center For Family Services is accredited by the Council on Accreditation.

8. Describe the agency's approach to staff training and development.

CFS values its staff as its greatest resource and provides ongoing training support and supervision to managers, direct care, and support staff through a structured meeting and training process. CFS staff are culturally diverse and competent and many are leaders in their respective fields. CFS has ongoing ethics training and an excellence initiative which requires each manager to select a committee in which to participate. Feedback from these committees on Safety, Continuous Quality Improvement, Training, New Initiatives, etc., informs Center For Family Services in best practices and approaches for helping children and families.

All CFS staff receive a two full day orientation on Center For Family Services, ethics, mental health first aid, and an introduction to the Nurtured Heart Approach. Residential staff also receive an additional three days of intensive training, including the Nurtured Heart Approach, designed to orient each residential team member in youth engagement strategies, parent engagement, boundary setting, policies, and procedures, medication administration, and Crisis Intervention and Prevention (CPI). CFS has also made the investment in the Relias Learning System, an online learning platform that provides specialized webinars with the goal of strengthening our capacity to treat our diverse families.

In addition, CFS is committed to establishing multi-cultural principles and practices throughout its systems of services. CFS staff are culturally diverse and representative of the culture of the population served, and are trained in cultural competency, beginning in orientation, and once annually when employed. Past training speakers have included Dr. Michael Fowlin, presenting "You Don't Know Me Until You Know Me," which addresses diversity topics such as physical and developmental disabilities, race, culture, age, and poverty and stereotyping. In clinical supervision and training, when cultural issues face youth and their families throughout the course of treatment, CFS staff are trained to respond with an approach that preserves the pride, dignity, and self-respect of the client. CFS has an Intercultural Competency Committee which meets monthly to address the issues facing clients and staff. CFS held a training at our annual meeting on LGBTQ+ and related issues expanding our awareness and education and making us stronger professionals in these areas. This is critical awareness and learning to stay current and effective in assisting our individuals and families.

CFS has bilingual staff and access to interpreters for the deaf and hard of hearing. If needed, CFS has access to translation services to meet the needs of clients whose primary language is not known to CFS staff. CFS shall identify and affiliate with accessible culturally responsive services

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and support organizations. CFS has a directory of informal supports on our staff section of the website for staff to use in helping families access needed services. The Intercultural Competency Committee is working with the Family Service Association and the National Center for Cultural Competence and has created a survey for staff and board members, which will be taken over the next two months.

Specific programs provide staff with specialized training in their respective approaches, including evidence-based training and practices whenever possible. Staff are trained and certified in various models. CFS holds supervisors' meetings every other month focusing on beneficial training to improve the managers' ability to recruit, train, and support staff, as well as to be able to effectively manage program outcomes and achievements. CFS staff participates in trainings offered by DCF on a variety of topics including positive youth development, primary prevention goals and standards, etc.

CFS is affiliated with over 25 universities and colleges that send their students to CFS for training and research, and many of our staff are instructors at various educational institutions. Many managers at CFS have started as students and worked their way into management positions.

Annex A – CORE AGENCY PERSONNEL INFO HAS BEEN REMOVED

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

Agency/Program Name:	Center For Family Services		
Contract Number:	21AVDR		
Medicaid Provider #:	N/A		
Contract Administrator:	Tabitha Heisler		
Provider Type:	Behavioral Health	OOL # (s)	6203
Site Address (es):	320 Sullivan Way, Ewing, NJ		
Intensity of Service (IOS):	TH		
Special Population:	Other Covid 19 Emergency Shelter		
RFP Award/Date	November 23, 2020		
Primary Emergency Contact #	[REDACTED]	Backup #	[REDACTED]
Emergency Contact Procedure:	see#7 Guiding Hope has a three tier calling system		
Contracted Level of Service (CLOS):	10 - 35		
Staff to Youth Ratio:	1 : 5 <input checked="" type="checkbox"/> Providing 1:1 supervision as needed <input checked="" type="checkbox"/> Minimum of 2 awake staff 24/7 whenever youth are present		
Hours of Operation	All CSOC contracted out of home programs provide services 24 hours day, 7 days per week, 365 days per year		
<p>For the contracted component listed above, I am submitting for DCF/CSOC review and approval the following required documents:</p> <p><input checked="" type="checkbox"/> Program Summary Form- New Contracts – serves as Section 2.1 and 2.2 of DCF Annex A</p> <p><input checked="" type="checkbox"/> Section 2.3: Service Delivery (attached)</p> <p><input type="checkbox"/> Annex A Addendum (submitted on line in CYBER)</p> <p><input type="checkbox"/> Program Staffing Summary Report (attached)</p> <p><i>Note: 2.4 (program personnel information) & 2.5 (level of service) do not need to be submitted for new Out of Home contracts. Personnel information and weekly staffing schedules must be provided on the annual Program Staffing Summary Report (PSSR)</i></p>			

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

Section 2.2 Program Description:

1)	<p>Provide a brief description of the program/ component and its purpose. The description should reflect the goals and services set forth in the initial RFP and any changes that may have resulted from negotiations. Center For Family Services (CFS) has begun a mass shelter for the Covid 19 Pandemic for individuals and families. Guiding Hope is a 35 bed shelter in a state owned building at the Marie Katzenbach School of the Deaf in Ewing Township, New Jersey. The program is starting as a ten (10) bed facility with the capability of expanding to 35 beds if the New Jersey Department of Children and Families (DCF) finds this necessary. Guiding Hope is licensed through a Certificate of Approval for a 10 bed shelter facility regulated under the Manual of Standards for Children's Shelter Facilities and Homes (N.J.A.C. 3A:53). The purpose of Guiding Hope is to provide temporary out-of-home placement, to arrange for medical and other services while the youth is positive or has been exposed to Covid 19. Guiding Hope provides care and support to individuals displaced from out of home care settings due to COVID-19.</p> <p>CFS will provide a comprehensive array of therapeutic supports and services using a trauma informed service delivery model that ensures that children, youth, and young adults who need emergency shelter and may have been exposed or have tested positive for COVID-19 are properly cared for. Based on the comprehensive model designed by CSOC, CFS anticipates supporting children and youth with a variety of challenges that have a need for stable, safe, familiar, consistent, and nurturing treatment experience, while short and long term placement opportunities are evaluated and pursued. In most cases, the children and families will return to their original group home or referring shelter. Emphasis will be on stabilizing the immediate crisis; engaging with the youth so that she/he feels as comfortable and safe as possible in a new soothing setting; and in providing comprehensive medical assessment and care, individualized planning, therapy and supportive counseling from a team of dedicated staff.</p> <p>The program's purpose is in line with DCF-CSOC and CFS strives to keep kids safe, happy, and connected. Utilizing the Nurtured Heart Approach, CFS energizes positive behaviors and thoughts promoting the internalization of self-regulation. The strategy involves maintaining high expectations, teaching and practicing pro-social skills, and offering real life rewards through increased privileges that is reflected in each youth's ISP. Guiding Hope incorporates the six core strategies into all of its relationships with youth and families. This includes training staff to be positive support and role models and teaching staff to look beneath the surface and the behaviors by realizing that many youth are responding to trauma. Negative behaviors exhibited by youth that are excessive including multiple instances of missing youth or extreme physical aggression towards other youth or staff will be processed with systems that surround the youth including: DCP&P and CMO Care Managers, Probation and Court Personnel to determine additional supports that may assist the youth in stabilizing while their medical condition continues to be evaluated.</p>
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ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

2)	<p>Identify the target population served by this program/component [not otherwise reflected in the Annex A Addendum in CYBER]</p> <ul style="list-style-type: none"> ▪ Provide a brief outline or snapshot of the characteristics, needs, and current circumstances of the population the program intends to serve. ▪ Explain how these customers are distinct in any way from the general population. It is generally viewed as a sign of strength when a program is able to identify the population that will benefit the most from the services provided. <p>Guiding Hope will accept admissions 24 hours a day through the DCF team of gatekeepers. Admissions is a collaboration between CFS, current placement agency, youth and family, CMO, DCP&P and system partners and is approved through the DCF gatekeeper. CFS has an excellent record of responding to the DCF gatekeeper at all times to accept youth as needed related to the Covid-19 Pandemic.</p> <p>Eligible youth include youth aged 5-21 with any or all of the following characteristics:</p> <ol style="list-style-type: none"> 1. In foster care and/or youth who are homeless, transient or displaced 2. Medically fragile, including youth who require nursing or other medical care (facility is not handicapped accessible and youth have to be able to reasonably be cared for with the required staffing structure.) 3. Emotional or behavioral health conditions 4. Intellectual/developmental disabilities, including those with co-occurring mental health conditions 5. Substance use and co-occurring mental health conditions 6. Mothers with substance use disorders and their children 0-5 <p>For each population named above, Guiding Hope is preparing for the need to provide care regardless of the participant's COVID-19 status: 1) No known exposure, symptoms or diagnosis 2) Known exposure, but not presenting with symptoms and no diagnosis 3) Presenting with COVID-19 symptoms 4) Diagnosed positive for COVID-19.</p> <p>Individuals referred are in need of a temporary placement and diagnostic evaluation due to meeting FEMA requirements for shelter placement related to the Covid-19 Pandemic. The DCF gatekeepers are responsible for ensuring that the specific FEMA intake information meets the criteria for Guiding Hope.</p>
3)	<p>Detail what the program intends to address through service delivery. State the results the program intends to achieve.</p>

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

<p>The overall program goal for Guiding Hope is to stabilize the youth with the goal of returning them to their referring program when they/the sending program are stable and free from Covid-19. For those initially not coming from a referring residential program the goal is to return them to a community living situation with safe and appropriate services. The program intends to support the youth throughout their stay utilizing a variety of individualized strategies. The youth will enter the program with their emergency contact information, belongings, medicine, prescriptions, any known evaluations and strategies for success. CFS will create an Individualized Service Plan (ISP) based on the needs of each youth. Upon intake, the youth is placed in either isolation or quarantine as warranted. The building is T shaped and has an isolation wing and a quarantine wing. A medical team including a RN medical coordinator, RN's and LPN's staff the program. A Psychiatric APN and a Nurse Practitioner are on staff to provide physical and Psychiatric Assessments. All efforts will center around medically caring for and stabilizing each individual. Based on the information gathered at intake, the youth will receive a medical assessment and strengths and needs assessment within 48 to 72 hours.</p> <p>Guiding Hope is based on the philosophy that families have the most valuable resources for their children, which include inner strength, natural healing resources and the motivation for positive growth. Upon intake, families will be included in any decisions concerning their youth and when feasible, video conferencing visits will occur. Youth and families are assisted in reaching their potential through a multitude of services that provide creative, strength-based, family-focused, unconditional care.</p> <p>Specifically, Guiding Hope Shelter Program will ensure safety and comfort; provide care and basic needs; treat everyone with respect; and view each individual and family as an equal partner in identifying specific short-term, intermediate, and long-term benchmarks to measure the success of both medical and psychological concerns related to the corona virus.</p> <p>Through teamwork in treatment planning with the licensed therapist, the Board Certified Behavior Analyst (BCBA), House Managers and Support Coaches, Guiding Hope will adapt services to specifically address and assist with the individual needs of each individual and family. The discharge planning and program reunification process begins at the point of admission.</p> <p>In addition to medical care, Guiding Hope Shelter Program will offer goal-oriented case management planning, individual sessions, life skills counseling, education, advocacy, and recreation, as well as shelter, food, and clothing.</p> <p>CFS anticipates that youth will achieve the following outcomes:</p> <ul style="list-style-type: none">• 90% of youth will successfully transition into the program in a safe and supportive way• 100% of youth will receive an immediate assessment by an LPN, followed by a comprehensive medical assessment by an RN within 24 hours of admission• 100% of youth will transition back to the sending program or to an appropriate setting based on individual needs

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

	<ul style="list-style-type: none"> • 90% of all youth will have maximum length of stay relative to their Covid-19 status and the needs of the referring program and/or alternative placement. • 95% of all youth will be connected to an educational program and will regularly attend their educational program virtually while present at the program, as symptoms allow. • 95% of all youth served will have a completed identified strength and needs assessment, when indicated, within 72 hours of placement
4)	<p>Describe the program approach and method of service delivery.</p> <p>Guiding Hope will provide placement for homeless individuals, children, adults and families who live in congregate settings who are /have been exposed, are symptomatic or tested positive for COVID-19, and/or have been displaced due to operational failure/inadequacy at the sending program due to COVID-19. This includes providing placement for homeless individuals who require quarantine or isolation due to being exposed, or are symptomatic or have tested positive test for COVID-19. The Guiding Hope medical team will complete screening and test at intake to determine COVID status; unknown, exposed, symptomatic or positive. This will be followed by an initial Nursing Assessment to determine clients medical history, dietary restrictions and medical recommendations and needs during quarantine. CFS House Managers and Support Coaches will provide integration & orientation that will include a review of any/all site, rules and policies/procedures including the use of cell phone/electronic device into site, welcome tour & room assignment. In general, cell phones will not be permitted for youth under the age of 18. Youth will receive a youth handbook and will be taught how to wash their hands and ways to prevent the spread of Covid-19. Everyone in the building including residents and staff will follow the most recent CDC guidelines for proper safeguarding, including appropriate use of PPE.</p> <p>The youth will receive routine wellness checks provided regularly by clinical staff; Registered Nurse, Licensed Practical Nurse, Medical Doctor and or Psychiatrist throughout their stay. Pharmaceutical services will be reconciled and made available through prescribing primary physicians through telehealth appointments or through the program Nurse Practitioner or Psychiatric APN.</p> <p>Guiding Hope will have a nurturing, detailed daily schedule. Youth in quarantine will have a separate schedule. Youth in isolation will receive all services within their room and their meals will be brought to them. All efforts will be to keep each individual safe and well cared for knowing that the transition to Guiding Hope can be traumatic. This trauma coupled with the worry and effects of Covid-19 itself will require dedicated support at all times.</p> <p>A Licensed Professional Counselor will provide individual and/or group counseling on-site as needed and available. Telehealth is an appropriate alternative when on site connections can not be made. Guiding Hope will provide 1:1 supports as clinically indicated when needed.</p> <p>When appropriate, an individualized Service Plan will be created by the LPC and/ or the BCBA through connections with family members and any existing/most recent treatment providers in order to coordinate an interim care plan. The BCBA will also create an individualized plan for youth</p>

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

	<p>with Intellectual and Developmental Disabilities. He/she will teach the staff how to follow the plan for each youth with IDD.</p> <p>Additional resident activities will include:</p> <p>Education – Guiding Hope will ensure youth have educational materials/supplies and access to virtual learning as warranted.</p> <p>Recreation - Guiding Hope will provide recreational and stress-reducing activities to include physical activities, games, crafts and other options as available and appropriate to maintaining a safe environment.</p> <p>Visitation – Regularly schedule visitation sessions and ongoing opportunities to connect with family, close friends and other supports through telehealth will be available for each youth.</p> <p>Transportation - The House Managers will coordinate and facilitate any transportation needs while in the facility. This should be limited to any emergency situation such as a medical emergency or court appearance, or transportation to a job.</p> <p>Strategies will include allied therapies and life and prosocial skills activities designed to address each youth’s specific needs. Allied therapies include art and music. Treatment plans are reviewed regularly and as needed with system partners to flexibly meet each youth’s needs as they progress through the program.</p> <p>Program operations and interventions will be rooted in the knowledge that the youth have endured significant trauma, either directly through abuse or indirectly through disrupted familial relationships, and that this trauma hinders their ability to manage their emotions and interactions with others.</p>
5)	<p>Detail how [services are accessed]:</p> <ul style="list-style-type: none">▪ Cite any physical limitations that might preclude program admission or referral acceptance▪ Indicate specific documents needed for referrals, when applicable▪ Discuss referral procedures and discharge planning with respect to the continuum of care <p>Admissions is a collaboration between CFS, youth and family, CMO, DCP&P and system partners and is approved through the DCF gatekeeper. The DCF gatekeeper makes the referral to the program with specific details regarding the youth’s Covid 19 status and any information available. Guiding Hope staff then collaborates with existing partners to ensure a smooth transition of the youth into the program.</p>

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

	<p>Guiding hope will have a specific referral form that has been created with the DCF gatekeepers, DCP&P and CSOC Liaisons. Youth come with a completed physical, if available, initial medications, clothing check for initial clothing if needed and signed permission forms.</p> <p>CFS has a collaborative relationships with DCP&P and CSOC. The program is no eject, however client safty will be reviewed with all referrals including discussion of the presenting problems of youth currently in the home. CFS will require full disclosure on all youth including those youth with fire setting histories, including evaluations; youth with aggressive behaviors that have caused significant injury, including information on the assault history (i.e., family assaults or random community assaults, circumstances leading to the assaultive behavior, child's current emotional state, and other pertinent information). Youth with sex offending including information on allegations and convictions, (number of victims, family vs. non-family) and pregnant girls (month of pregnancy, medical concerns, etc.) This information will assist CFS in proper assignment of staff and resources to assist each youth in achieving success.</p> <p>Guiding Hope will meet the regulations of a Children's Youth Shelters. Certain physical disabilities may not be accommodated, including if a youth is wheel chair bound or requires specialized feeding due to medical conditions. CFS understands there are small gorup homes available for youth with higher level needs including PRC.</p>
6)	<p>Describe the neighborhood(s) and the building(s) where each program site(s) is located. Detail accessibility to mass transportation. Identify the program catchment area. Guiding Hope sits on several acres on a beautiful state owned property at the Katzenbach School for the Deaf located at 320 Sullivan Way, Ewing, New Jersey. The program is initially licensed for 10 beds and will have the capacity to expand to 35 beds, if needed.</p> <p>The home has ample space for activities. Several bedrooms have been eliminated to fit offices for medical, clinical and management staff. Twenty-four hour security, routine cleaning and food service is being supplied by the State of New Jersey. The building is being planned for different levels of needs related to Covid-19. This including three wings; isolation, quarantine and healthy. The medical team will determine where the youth needs to be throughout their stay. Video conferencing for family therapy, visits and family team meetings has been set up in the therapist office. Common areas include two living rooms, two dining areas and a multi-purpose room that has a television and video games. The living rooms are multimedia rooms used for various activities, including school, homework, and medical education curriculum, computer time, watching movies, and playing board games. There is ample space outside for various games where social distancing can occur. Bedrooms in the isolation and quarantine wings include a TV to help encourage the youth to remain in their rooms.</p>
7)	<p>Provided in table above are any after-hours telephone numbers, emergency contacts, and emergency contact procedure. If needed, provide additional description here. Guiding Hope has twenty-four hour staff that includes a House Manager on site and 24-hour security out front of the building. In addition, the program maintains a three-tier on call system that includes the Program Director and Clinical staff as well as other CFS administrative staff including the Quality Improvement Director, Associate Vice President, and Chief Operating Officer. The Program Director</p>

ANNEX A SECTION 2 PROGRAM SUMMARY FORM-NEW CONTRACTS

is available to address emergencies during the day and some evening and weekend hours on site. The Program Director is also available for on-call assistance in emergency situations and for clinical considerations. The House Manager is available to address issues with staff schedules and job responsibilities of staff members and is available during on-call rotation hours. Residential Support Coaches are also staffed on site 24 hours a day and are trained to manage emergency situations for youth in crisis. The program has clinical staff available to come in for additional support or through telehealth for youth as needed. When a crisis situation is unmanageable or the safety of youth or others are at risk, emergency procedures including calling 911 will be utilized. When 911 is called Security will be notified so they can assist the emergency responders with getting immediate access to the site.

On-Call Directory:

Devan Solari, Program Director, [REDACTED]

Allen Hundley, Associate Vice President (back up): [REDACTED]

Guiding Hope site number: [REDACTED]

Eileen Henderson, Chief Operating Officer: [REDACTED]

Lisa Hodnett, Quality Improvement Director, [REDACTED]

Special Circumstances Emergency- In the event of an emergency at Guiding Hope , such as a fire or power outage, Residential Support Coaches will walk youth out the front door and down the driveway, to the end of the driveway. At this location, Residential Counselors will take a head count of youth, provide reassurance to youth, and follow instructions of Security and Campus Police.

Contract Number: 21AVDP

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Annex A
SERVICE OUTCOMES
Section 2.3

Program Name: Guiding Hope

For each program component please identify goals, objectives, activities, outcomes, supporting documentation and reporting timeframes using the following definitions and template:

GOALS:

Goals articulate the desired results or end point that DCF expects will be achieved through the provision of contracted services. Goal statements speak to the overarching impact that services will have on recipients over a period of time that may reach beyond the contract term.

OBJECTIVES:

Objectives define services in qualitative terms. They detail the purpose of program activities and impart a clear understanding of contracted services. Objectives are short term milestones to be achieved during the contract period; they are easy to understand, specific, attainable and they reflect the overarching goals of the program component.

SERVICE ACTIVITIES:

Service Activities specify the tasks performed to achieve the identified goals and objectives. They reflect program operations and functionally define contracted services. All service activities are tangible, observable and measurable.

OUTCOMES:

Outcomes quantify the program's impact on the target population. They are tied directly to program goals rather than to each objective or service activity. Benchmarks are established to indicate successful program performance in achieving the specified goals. Outcomes may be attainable during the contract period or it may be necessary to track impact data at intervals that extend beyond the contract term (i.e. follow-up data obtained 1 year post discharge).

REPORTING:

This section is still under development and should remain blank

SUPPORTING DOCUMENTATION:

Supporting documentation refers to any source documents, records or data that reasonably prove or verify outcome reporting. Supporting documentation is retained on file and available for inspection as part of contract monitoring and auditing procedures.

Program Name: GUIDING HOPE

**Annex A
SERVICE OUTCOMES
Section 2.3**

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
<p>The overall goal is to stabilize the youth with the goal of returning them to their referring program when they/the sending program are stable and free from COVID-19. For those not sent from a program, the goal is to return them safely to the community with appropriate services.</p>	<p>Provide placement for homeless individuals, and/or children, adults and families who live in congregate care settings and who require quarantine or isolation due to being exposed, or are symptomatic or have tested positive for COVID-19, and or have been displaced due to operational failure/inadequacy at the sending program due to COVID-19.</p>	<p>1. Screening and test completed at intake to determine COVID status; unknown, exposed, symptomatic or positive.</p> <p>2. Initial Nursing Assessment to determine client's medical history, dietary restrictions and medical recommendations and needs during quarantine.</p> <p>3. Integration & Orientation including Review any/all site, rules and policies/procedures including the use of cell phone/electronic device into site, welcome tour & room assignment. Everyone in the building including residents and staff, will follow the most recent CDC Guidelines for proper safeguarding including appropriate use of PPE.</p> <p>4. Routine wellness checks will be provided regularly by clinical staff; Registered Nurse, License Practical</p>	<p>Transition resident(s) back to the sending program when the site is viable again.</p> <p>Transition resident to appropriate setting, based on individual needs.</p> <p>Coordination of transition planning with DCP, CSOC, CMO, and other partners as appropriate.</p> <p>Transition those from the community safely back into community setting with appropriate supports and services based on individual needs.</p>		<p>Site Program will be responsible for UIR completion as per Administrative Order 2:05.</p> <p>Site Program will be responsible for maintaining a movement tracker of all intakes, discharges and other movement within the site. Adhere to Title 9 and Title 10.</p> <p>Ongoing regular contact with DCF program leads – red team chairs</p> <p>Funder Reporting Requirements includes complying with all FEMA documentation requirements, including reporting on resident demographics and total days of service. Adhere to OOL shelter documentation requirements.</p> <p>Other Center For Family reporting will include Electronic Health Records via (AWARDS)</p>

	<p>Nurse, Medical Doctor and or Psychiatrist.</p> <p>5. Pharmaceutical services Maintain current prescribed medication. Refill current medications as needed.</p> <p>6. Provide Individual and/or group counseling on-site as needed and available. Telehealth is an appropriate alternative when on site connections cannot be made.</p> <p>7. Provide 1:1 supports as clinically indicated when needed.</p> <p>8. Connect with existing/most recent treatment providers to coordinate interim shelter care when appropriate.</p> <p>9. Residents' activities will include: Education - Ensuring youth have educational materials/supplies and access to virtual learning as warranted.</p> <p>Recreation - Program will provide recreational and stress-reducing activities to include physical activities, games, crafts and other options as available and appropriate to maintaining a safe environment.</p> <p>Visitation - Ensuring residents have regular and ongoing</p>			
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		<p>opportunities to connect with family, close friends and other supports through telehealth.</p> <p>Transportation - The site program will coordinate and facilitate any transportation needs while in the facility. This should be limited to any emergency situation such as a medical emergency or court appearance, or transportation to a job.</p>			

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
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GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A
LEVEL OF SERVICE
Section 2.5**

Program/Component Name: Guiding Hope
Service Type: Group Home
Description of Unit Measurement: Bed Days
Number of Contracted Slots/Units: 10 Beds = 10 CLIENTS 24/7
Number of Annualized Units: 92

Numbers should reflect unduplicated service counts

	1	2	3
	MONTH	MONTHLY SERVICE DAYS OR UNITS	MONTHLY CONTRACT LOS
1	December	21	210
2	January	31	310
3	February	28	280
4	March	22	220
5			
6			
7			
8			
9			
10			
11			
12			
	ANNUAL TOTALS	102	1,020

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A
LEVEL OF SERVICE
Section 2.5**

Program/Component Name: Guiding Hope
Service Type: Group Home
Description of Unit Measurement: Bed Days
Number of Contracted Slots/Units: 35 Beds = 35 CLIENTS 24/7
Number of Annualized Units: 3220

Numbers should reflect unduplicated service counts

	1	2	3
	MONTH	MONTHLY SERVICE DAYS OR UNITS	MONTHLY CONTRACT LOS
1	December	21	735
2	January	31	1,085
3	February	28	980
4	March	22	770
5			
6			
7			
8			
9			
10			
11			
12	January		
	ANNUAL TOTALS	102	3570

NJ Department of Children Families - Children's System of Care
Program Staffing Summary

Date: 5/1/20
 Agency Name: Center For Family Services
 Contract period: 5/1/2020-7/31/2020
 Report Type: Initial
 Program Name: Guiding Hope
 Program ICS: RTC/shelter
 Contract #: 20ANDR
 Provider #: N/A
 Contracted staff/youth ratio: 1:9
 Contracted LOS: 10-35

CR1 n = 1st shift
 CR2 n = 2nd shift
 CR3 n = 3rd shift
 CR4 n = additional coverage 1st shift
 CR5 n = weekday **
 CR6 n = no fill

Add/insert rows with formula at the bottom of each section only (see instructions). Delete rows as necessary.
 *Other Programs: Please include names of any other programs the staff person is scheduled to work.
 **Demonstrate program's ability to ensure staffing ratio whenever youth are present at the home during weekday school hours including during school breaks and youth absences from school.
 ***Weekly hours will total automatically

Staff name	Title	Highest degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any supervisory)	FT/PT (hours)	% of hours to this program	Other programs*	Sun start	Sun End	Mon start	Mon End	Tues start	Tues End	Wed start	Wed End	Thurs start	Thurs End	Fri start	Fri End	Sat start	Sat End	Weekly total hours**
DIRECT CARE																							
	Support Coach/milieu staff	HS Diploma	General Studies	0+ years of experience working with youth and families in a residential setting.	Participate in orientation for newly admitted residents; Provide direct supervision, as per resident ratios; Provide and supervise milieu activities; Provide 24 supervision, as needed; Provide instruction/assistance to ADL's; Provide transportation (as needed); Supervision of resident meals (meals provided by a separate vendor)	FT (40)	100%	N/A	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	40.00
	Support Coach/milieu staff	HS Diploma	General Studies	3 years of experience working with families and youth	Same As above	FT (40)	100%	N/A	12:00 AM	8:00 AM	12:00 AM	8:00 AM			12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	40.00
	Support Coach/milieu staff	BA	Spanish	5 years of experience working with families and youth	See Above	FT (40)	100%	N/A					12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	40.00
	Support Coach/milieu staff	MA	Elementary Education	3 years of experience working with families and youth	See Above	FT (40)	100%	N/A	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	40.00

OCR Program Staffing Summary Report

Staff name	Title	Highest degree	Area of study	Qualifications (Degrees, certifications, years of applicable exp.)	Functional job titles (including any supervisor)	PT/FT (hours)	% of program	Other programs	Sat. start	Sat. End	Mon start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	Weekly total hours**		
	Support Coach/m-Res staff	BA	Social Work	1 year of experience working with families and youth	See Above	PT (24)	100%	N/A	6:00 AM	4:00 PM											8:00 AM	5:00 AM	5.00		
	Support Coach/m-Res staff	AA	General Education	2 years of experience working with families and youth	See Above	FT (40)	100%	N/A					8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	40.00
	Support Coach/m-Res staff	BA	Psychology	3 years of experience working with families and youth	See Above	PT (24)	100%	N/A	8:00 PM	12:00 AM												8:00 PM	12:00 AM	16.00	
	Support Coach/m-Res staff	AA	Physical Science	2 years of experience working with families and youth	See Above	FT (40)	100%	N/A	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	40.00
	Support Coach/m-Res staff	BA	Criminal Justice	4 Years of Experience working with families and youth	See Above	FT (40)	100%	N/A	8:00 PM	12:00 AM	8:00 PM	12:00 AM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	40.00
	Administrative Assistant	BA	Social Work	4 Years of Experience working with families and youth	See Above	FT (40)	100%	N/A			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	40.00
	Support Coach/m-Res staff	HS Diploma	General Studies	4 Years of Experience working with families and youth	See Above	FT (40)	100%	N/A	12:00 AM	8:00 AM			8:00 PM	12:00 AM			8:00 PM	12:00 AM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	40.00
	Support Coach/m-Res staff	HS Diploma/ EMT	EMT	1 Year of Experience working with families and youth	See Above	FT (40)	100%	N/A	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM			12:00 AM	8:00 AM	12:00 AM	8:00 AM					40.00
	Support Coach/m-Res staff	BA	Psychology	4 Years of Experience working with families and youth	See Above	PT (24)	100%	N/A			8:00 PM	12:00 AM	8:00 PM	12:00 AM								8:00 PM	12:00 AM	14.00	

Staff Name	Title	Highest Degree	Area of Study	Qualifications (Licenses, certifications, years of applicable exp.)	Functional Job Duties (including any supervision)	FT/PT (hours)	% of hours to this program	Other programs	Sun start	Sun End	Mon start	Mon End	Tues start	Tues End	Wed start	Wed End	Thurs start	Thurs End	Fri start	Fri End	Sat start	Sat End	Sun start	Sun End	Weekly total hours**
	Support Coach/milieu staff	BA	Psychology	Over 10 years of experience working with families and youth	See Above	FT (40)	100%	N/A						4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	46.00
	Support Coach/milieu staff	BA	Business Management	1+ Years of experience working with families and youth	See Above	FT (40)	100%	N/A	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	46.00
	Support Coach/milieu staff	BA	Social Work	5+ years experience working with youth	See Above	PT (32)	100%	N/A	8:00 AM	6:00 PM	8:00 PM	12:00 AM					8:00 AM	4:00 PM	8:00 AM	4:00 PM					32.00
Vacant	Support Coach/milieu staff				See Above	FT (40)	100%	N/A	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM							46.00
Vacant	Support Coach/milieu staff				See Above	PT (32)	100%	N/A	8:00 AM	4:00 PM			12:00 AM	8:00 AM					8:00 AM	4:00 PM	8:00 PM	12:00 AM			32.00
Vacant	Support Coach/milieu staff			one on one as needed	See Above	FT (40)	100%	N/A			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	46.00
Vacant	Support Coach/milieu staff				See Above	PT (24)	100%	N/A	8:00 PM	12:00 AM									8:00 PM	12:00 AM	8:00 PM	12:00 AM			24.00
Vacant	Support Coach/milieu staff				See Above		100%	N/A																	0.00
Direct Care Subtotal:																							656		
CASE MANAGEMENT																									
Vacant	Manager/Assistant Program				Staff and schedules/Oversee supervisor/mentor staff and	FT (40)	100%	N/A																	0.00
Vacant	House Manager				2+ years of experience	FT (40)	100%	N/A	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 PM	12:00 AM	4:00 PM	46.00
	House Manager	BA	Criminal Justice	2+ years of experience	Same as above	FT (40)	100%	N/A					8:00 PM	12:00 AM	8:00 PM	12:00 AM	8:00 PM	12:00 AM	8:00 PM	12:00 AM	8:00 PM	12:00 AM	8:00 PM	12:00 AM	46.00
	House Manager	BA	Criminology	2+ years of experience	Same as above	FT (40)	100%	N/A			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	46.00
Vacant	House Manager				Same as above		100%	N/A																	0.00
CLINICAL CASE																									

Staff name	Title	Highest degree	Area of study	Qualifications (Licenses, certifications, years of applicable exp.)	Functional job duties (including any supervision)	FT/PT (hours)	% of hours to this program	Other programs	Sun. Start	Sun. End	Mon. Start	Mon. End	Tue. Start	Tue. End	Wed. Start	Wed. End	Thurs. Start	Thurs. End	Fri. Start	Fri. End	Sat. Start	Sat. End	Weekly total hours**
	Lead Registered Nurse (RN) Coordinator	BSN	Nursing	Registered Professional Nurse	Medical department, creating working schedule, admission and discharge planning and supervision of the RN & LPN. Nursing assessment and report within the first 24 hours of admission, if applicable; Daily medication dispensing. Monthly medication education, if applicable; Provide supervision and deployment of the Licensed Practical Nurse (LPN). Complete medication audit; Provide consultation, as needed.	FT (40)	100%	N/A			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM			40.00
	Registered Professional Nurse (RN)	BA	Nursing	Registered Professional Nurse	Medical department and report within the first 24 hours of admission, if applicable; Daily medication dispensing. Monthly medication education, if applicable; Provide supervision and deployment of the Licensed Practical Nurse (LPN). Complete medication audit; Provide consultation, as needed.	FT (40)	100%	N/A	8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM			8:00 AM	4:00 PM			8:00 AM	4:00 PM	40.00
	Registered Nurse (RN)	BS	Nursing	20 Years of experience working children and families in the medical field	Same As Above	PT (24)	100%	N/A	4:00 PM	12:00 PM					8:00 AM	4:00 PM	8:00 PM	12:00 AM					24.00
	Registered Nurse (RN)	BS	Nursing	30 years of experience working as an RN	Same As Above	FT (40)	100%	N/A			8:00 PM	12:00 AM	4:00 PM	12:00 AM	8:00 PM	12:00 AM	12:00 AM	8:00 AM			12:00 AM	8:00 AM	40.00

Staff Name	Title	Highest Degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any supervision)	FT/PT (hours)	% of hours in this program	Other programs*	Sun_start	Sun_End	Mon_start	Mon_End	Tues_start	Tues_End	Wed_start	Wed_End	Thurs_start	Thurs_End	Fri_start	Fri_End	Sat_start	Sat_End	Weekly total hours**
					Provide physical exams, Provide Pharmaceutical services, maintain current prescribed medication, Refill current medications as needed, consult prescriber if needed for adjustments to current medication, provide guidance and instructions to Medical Coordinator and RN's regarding COVID conditions for the youth.	PT (16)	100%	NA	8:00 AM	4:00 PM											8:00 AM	4:00 PM	16.00

Staff name	Title	Highest degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any supervision)	FT/PT (hours)	% of hours to this program	Other programs?	Sun. start	Sun. End	Mon start	Mon End	Tue start	Tue End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	Weekly total hours**
	License Practical Nurse (LPN)	Burlington County Institute of Technology Nursing School / High School Diploma	Nursing	22 years of experience working in the nursing field	Assess the physical condition of the residents under the direction of the Medical Director or Psychiatrist/PA/NP and integrate findings into the treatment plan; Provide education and support to direct care in-house staff on the administering of medications and possible side effects, under the direction of the Psychiatrist, APN or physician; Provide injections of medication, as needed and directed by or prescribed by psychiatrist; and Monitor medication; Attend shift change	FT (40)	100%	N/A	8:00 AM	4:00 PM	8:00 AM	4:00 PM			8:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM			40.00
	Registered Nurse (RN)	Immaculate/Mercer County Community College/ Associate's Degree	Nursing	26 years of experience in the nursing field	Same As Above	PT (32)	100%	N/A	4:00 PM	2:00 AM					8:00 AM	4:00 PM			8:00 AM	12:00 AM			32.00

Staff name	Title	Highest degree	Area of study	Qualifications (Degrees, certifications, years of applicable exp.)	Functional job duties (including any supervision)	FT/PT (hours)	% of hours to this program	Other programs*	Sun. start	Sun. end	Monday start	Monday end	Tues. start	Tues. end	Wed. start	Wed. end	Thurs. start	Thurs. end	Fri. start	Fri. end	Sat. start	Sat. end	Weekly total hours**
		MS degree in Criminal Justice, BA degree in political science, AS degree in Nursing & Practical Nurse	Alabama	27 years of experience in the nursing field	Same As Above	FT (40)	100%	N/A	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM	12:00 AM	8:00 AM			12:00 AM	8:00 AM			40.00
	License Practical Nurse (LPN)	HS	Nursing	1 year clinical experience	Same As Above	PT (20)	100%	N/A			8:00 AM	4:00 PM							8:00 AM	4:00 PM			24.00
	License Practical Nurse (LPN)	HS - General Studies	Practical Nursing	8 years LPN experience	Same As Above	PT (24)	100%	N/A	4:00 PM	12:00 AM	4:00 PM	12:00 AM	4:00 PM	12:00 AM			4:00 PM	12:00 AM	4:00 PM	12:00 AM			40.00

Staff name	Title	Highest degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any supervision)	PT/FT (hours)	% of hours to this program	Other programs*	Sun. start	Sun. End	Mon start	Mon End	Tue start	Tue End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	Weekly total hours**
	Lead Clinician	Master's Degree in Social Work License Clinical Social Worker	Soc of Work	License Clinical Social Worker with 15+ years of experience working in the Behavioral Health/Education field	(Family of origin or natural supports) therapy, if applicable; Initial treatment and crisis plan family and youth debriefing within the first 48 hours of admission, if applicable; AB relevant IMDS assessment review and update requirements, if applicable; Attendance and facilitation of treatment team meetings, if applicable; Supervision of non-licensed Master's level staff; Serves as liaison between the program and the family.	FT (40)	100%	N/A			9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	40.00

Staff name	Title	Highest degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any suspension)	FT/PT (hours)	% of hours to this program	Other programs	Sat. Start	Sat. End	Sun. Start	Sun. End	Mon. Start	Mon. End	Tues. Start	Tues. End	Wed. Start	Wed. End	Thurs. Start	Thurs. End	Fri. Start	Fri. End	Sat. Start	Sat. End	Monthly total hours**
[REDACTED]	BCBA			10 years experience working with children and families.	Implement behavior plans; Supervise Behavioral Technician's implementation of behavior plans; Implement and/or supervise behavioral support interventions and activities; Provide precorrections based on youths' needs; Monitor the initial crisis plan development, documentation, and consultation (within the first 48 hours of admission); Complete the initial crisis plan debriefing with family and youth (within the first 48 hours of admission).	FT (40)	100%	N/A					9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM			
[REDACTED]	Registered Art Therapist	BA	Art Therapy	5 years of experience working with children and families in the Art field, which included working specifically within the medical field.	Provide activities that are structured, guided, and participatory in nature; examples may include, but are not limited to: yoga, movement, music, art therapy, vocational, etc.	PT 8	100%	N/A							4:00 PM	5:00 PM									4.00

Staff name	Title	Highest Degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any 419 services)	FT/PT (hours)	% of hours to this program	Other programs*	Sun start	Sun End	Mon start	Mon End	Tue start	Tue End	Wed start	Wed End	Thurs start	Thurs End	Fri start	Fri End	Sat start	Sat End	Sun End	Weekly total hours**
Vacant	Music Therapist				Provide activities that are structured, guided, and participatory in nature; examples may include, but are not limited to: songs, movement, music, art therapy, vocational, etc.	FT (40)	100%	N/A																40.00
ADMINISTRATIVE																								
	Program Director	BA	Childhood Studies	5+ years of experience working with families and youth.	Oversee the clinical and operational aspects of the homes. Provide support and oversight exclusively to this program; Deploy qualified staff to manage each house; Review referrals and coordinate admission; Attend treatment team meetings, if needed; On call and available as needed evenings and weekends.	FT (40)	100%	N/A			9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM		40.00

Staff Name	Title	Highest Degree	Area of study	Qualifications (license, certifications, years of applicable exp.)	Functional job duties (including any supervision)	FT/PT (hours)	% of hours to this program	Other programs*	Sun Start	Sun End	Mon Start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	Weekly total hours**
	Administrative Assistant	BA	Social Work	4 Years of Experience working with families and youth	Provide support to the overall program with Customer Service answering phone, scheduling appointment and supporting clinical team. Ensuring all visitors sign in and wear a mask.	PT (40)	100%	N/A			5:00 AM	4:00 PM	8:00 AM	4:00 PM	6:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM			40.00
	Administrative Assistant					PT (25)	100%	N/A	4:00 PM	12:00 PM											8:00 AM	4:00 PM	40.00
Vacant	Administrative Assistant				Same As Above	PT (40)	100%	N/A			8:00 AM	4:00 PM	8:00 AM	4:00 PM	6:00 AM	4:00 PM	8:00 AM	4:00 PM	8:00 AM	4:00 PM			40.00
OTHER																							
	Psychiatric (APRN)		Nursing	Advance Practice Nurse with Prescriptive Authority License, DEA Controlled Dangerous Substance APRN License, Registered Professional Nurse	Complete a Psychiatric Intake Assessment and report, if applicable; Participate in med/side management meetings; Complete clinical visit with each resident, as needed; Provide clinical consultation with family, as needed; Attend inpatient team meetings; Provide 24/7 availability.	PT (7)	100%	N/A			5:00 PM	8:00 PM			3:00 PM	2:00 PM							7.00
Vacant	House Keeper				Maintenance of building-	PT (40)	100%	N/A			11:00 AM	7:00 PM	11:00 AM	7:00 PM	11:00 AM	7:00 PM	11:00 AM	7:00 PM	11:00 AM	7:00 PM			40.00
																							0.00

Staff name	Title	Highest degree	Area of study	Qualifications (licenses, certifications, years of applicable exp.)	Functional job duties (including any supervision)	F/T/P (hours)	% of hours to this program	Other programs*	Sun start	Sun End	Mon start	Mon End	Tues Start	Tues End	Wed Start	Wed End	Thurs Start	Thurs End	Fri Start	Fri End	Sat Start	Sat End	Weekly total hours**
Total Hours:																						1355	

Agency: Center For Family Servi
 Contract#: COVID-19 Emergency

**STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B
 SCHEDULE 3-APPLICABLE CREDITS
 PAGE 17 OF 20**

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
 PERIOD COVERED

THIS SCHEDULE IS NOT APPLICABLE

Nov 23, 2020 - Mar 22, 2021

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
3				
4				
5				
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