NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

QUESTIONS AND ANSWERS (revised 1/3/2024)

CSOC

2023 RFP Out of Home Residential Treatment Center (RTC)

Questions related to the content of this RFP were due **December 15, 2023, by 12 Noon**.

Technical inquiries about forms and other documents may be requested at any time at dcf.askrfp@dcf.nj.gov

NOTES

1. The licensing regulations for this service are N.J.A.C. 3A:56 Manual of Requirements for Children's Group Homes.
2. CSOC requests that respondents use this Form for their Program Implementation Plan: CSOC Program Implementation Form.
3. In addition to the Program Staffing Summary Report (PSSR) that must be submitted with the Response to this RFP, an updated, fully completed PSSR must be submitted prior to contract execution.
4. Registered AOR forms should be received in the DCF.ASKRFP mailbox not less than five (5) business days prior to the date the response is due.
5. Registered AOR forms must be received by **January 17, 2024.**
6. All responses must be submitted ONLINE by **January 24, 2024 (by 12:00 NOON).**

1. **Can we include vehicle purchases in startup costs? (Page 2 of RFP, under "Funding Information")**

   Yes, startup costs may be used to purchase vehicles.

2. **What is the anticipated need for RTC for youth ages 9-12? (pg. 23 of RFP, under Section D "Resources", geographic area)**

   Please reference local, regional, and statewide data to inform your understanding of need.

3. **Who is the workforce wellness plan geared towards?**
   The workforce wellness plan is intended to support all staff working in the proposed program(s). Agencies with an existing agency workforce wellness plan may choose to propose this plan for the new program(s).

4. **Is there an alternative for the age group of 9-12? (Question based on pre-bid slides "RTC Key Program Contents")**

Please refer to the description of the ages of youth to be served by each program on page 1 of the RFP. Some programs are designated for ages 9-12 and some for ages 13-17.

From conference:

NOTE: The link to the Rutgers NJ Child Welfare Data Hub was shared during the conference: NJ Child Welfare Data Hub | Data Hub (rutgers.edu)

5. **What are the wait times? What are the "barriers?"**

Wait times for admission to an RTC vary based on age, gender, and the geographic location of the program. Currently, the most significant barriers to admission are staffing shortages and the availability of beds based on age and gender.

6. **What is the typical length of stay?**

Length of stay is determined based on continued need for services as per clinical criteria.

7. **What is the typical length of stay for the younger ages?**

Please see the response to #6, above.

8. **Is the goal to have this be a small bed facility that is an intimate environment?**

Smaller residential programs mirror home-like settings and support a robust treatment milieu. Each program shall be licensed and contracted for no more than 5 beds to create and sustain a home-like environment.

9. **Is the goal always reunification?** CSOC residential treatment settings provide intensive treatment with the ultimate goal of transitioning youth home or to less restrictive community settings.

(Note: Not all the youth in our system are involved with child welfare/DCPP. The general concept of reunification is always the goal. Transition planning to the least restrictive environment starts on the day of admission. No congregate care setting is supposed to be a "home.")

10. **Is there a limit to using digital engagement / technical advances for youth to regularly engage with family while in care? For youth to engage with clinical staff while in care.**

Programs should work with families and their CMOs to support transportation to the program for families. If families cannot travel to the program, services may be delivered by telehealth in accordance with NJ state and federal laws if this is the family preference. Family participation is required to support treatment goals and facilitate timely transitions home.

11. **In addition to the nurse-health education, are there any other allowable virtual deliverables?**

All services with the exception of family sessions where the family is not able to participate in person and nurse health education shall be delivered in person, not virtually.

12. **Can your location be in Burlington County? (No)**

The program service sites are required to be located in:

1. Mercer, Middlesex, or Somerset (Male, ages 9 through 12)

2. Mercer, Middlesex, or Somerset (Female, ages 9 through 12)

3. Gloucester, Cumberland, or Salem (Male, ages 13 through 17)

4. Gloucester, Cumberland, or Salem (Female, ages 13 through 17)

5. Gloucester, Cumberland, or Salem (Coed and LGBTQI friendly, ages 15 through 17).

13. **If an agency is awarded multiple programs and they are nearby or co-located, what resources can they share (program director of clinician, etc.)**

The program Director is the only staff required to be a full-time position that is exclusively dedicated to the program.

14. **Is there a hub model?**

No. This is not a hub model.

15. **Are time frames for stand-up flexible given recent barriers to providers?**

Respondents awarded a contract should achieve full operational census within 180 days of contract award or the award will be rescinded. Extensions for good cause may be available by way of written request to DCF.

16. **Will there be one award per region/age group? For each demographic? (one award per demographic)**

    CSOC hopes to award 5 programs in total. Please see page 1 of the RFP.

17. **If we locate the program on our campus, can the children in this program intermingle with other children on campus in common areas (dining and school related purposes).**

    Yes.

18. **Where can we find data on census and vacancies for this IOS?**

    As of January 3, 2024, 92 youth were waiting for RTC admission including 78 youth ages 13-17 (34 female, 44 male), 14 youth ages 9-12 (10 female, 4 male).

19. **Can you share information about the budget allocated for this recruitment project?**

    Please see section B. Funding Information on pages 1-2 of the RFP.

20. **Are there any specific guidelines or limitations regarding compensation packages for the recruited individuals?**

    CSOC does not determine compensation for program staff. Agencies shall comply with all applicable NJ wage laws,

21. **How important is diversity and inclusion in the recruitment process for this project? Are there any specific goals or targets related to diversity that we should be aware of? Communication and Reporting: What is the preferred mode and frequency of communication between our team and yours?**

    DCF does not set agency goals or targets related to diversity. Agencies are expected to implement recruitment strategies that promote diversity, equity, and inclusion.

22. **Communication and Reporting: What is the preferred mode and frequency of communication between our team and yours?**

    DCF communicates with providers via meetings, email, and telephone. Providers are expected to attend biannual provider meetings and RTC specific provider meetings.

23. Are there specific reporting requirements or key performance indicators you would like us to track?

Providers will be expected to work in partnership with the DCF Children's System of Care and the Office of Monitoring in developing and measuring outcomes. However, providers shall describe their local methodological approach to measuring outcomes in their proposal.

24. For the purposes of the proposal, are we supposed to submit a budget that totals $1,200,358 (which assumes 100% utilization)? Or are we supposed to submit a budget that assumes a certain level of vacancy?

The per diem rate calculation includes an occupancy rate based on historical utilization. The applicant should budget for the total $1,200,358.

25. What is the "churn rate?" How many days should we anticipate not being at full capacity?

Please refer to the response to # 24 above.

26. Is the vignette included in the RFP?

No. Please develop a vignette based on the demographic you are targeting, illustrating the clinical presentation of a youth and family and your proposed treatment approach.

27. Does the daily rate count for the cost of inflation?

CSOC reset rates in 2021; there was an additional 2.5% increase in the FY 24 budget.

28. Is Applied Behavioral Analysis part of staffing?

No.