

# RFA: #9 Group Home A



**Saint Francis**  
**MINISTRIES**

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## SECTION I

### A. Introduction

SFM is dedicated to providing services to children and families involved in the child welfare system in the least intrusive and least restrictive manner possible. Services offered are based on family voice and choice and designed to give children and families the opportunity to safely preserve their family whenever possible, engage with both formal and informal community resources, strengthen parents' protective capacity in order to keep children safe from harm, meet the needs of children and families as identified through the assessment process, be culturally humble, and include parents, siblings, and extended family.

SFM continuum of services includes prevention activities, coordination and services that focus on the safety, health and wellbeing of the child, parental and sibling engagement, family voice and choice in service provision, respite, independent living, adoption, domestic violence, safety, mental health, substance abuse and treatment services, as well as educational initiatives. These services are provided to children and families by Saint Francis personnel or through sub-contracted vendors. Specifically, Saint Francis is seeking providers whom are able and/or willing to provide services through the provision Well-Supported, Supported, and Promising Practice evidence-based models that strengthen families and build protective factors in families, in compliance with the federal Families First Prevention Services Act (FFPSA), part of the Bipartisan Budget Act of 2018 (H.R. 1892). Additionally, the Subrecipients will ensure services are culturally humble, trauma-informed, and engage and support the biological/legal parents in the process of family preservation or reunification.

Saint Francis is issuing this Request for Application (RFA) in order to qualify Providers to deliver **Group Home A** throughout the Eastern Service Area. The Service Description detailed in this RFA contains the mandatory minimum requirements Providers must meet in order to provide this service.

The subaward will be for the initial period of July 1, 2021 through February 28, 2023. Saint Francis reserves the right to extend the period of this subaward beyond the termination date when mutually agreeable to the Parties. The resulting subaward may not be an exclusive subaward as Saint Francis reserves the right to subaward for the same or similar services from other sources now or in the future. Under federal law, the resulting contract awarded will also be a "subaward", and the Contractor will also be a "subrecipient".

### B. Evaluation

Responses will be evaluated based upon the criteria outlined in Section 3 of this document and scored accordingly. Providers' scores must meet the minimum standards set by Saint Francis to be considered for an offer to join the Saint Francis Provider Network.

Contracts may be entered into with those Applicants whose submissions meet the minimum requirements set forth by Saint Francis. Saint Francis reserves the right to contact individual references and to consider other sources of information to determine eligibility.

Saint Francis may reject any or all responses or parts thereof and/or cancel this RFA and re-solicit, if such an action is in Saint Francis' best interest. Saint Francis may waive informalities and minor irregularities on responses received. This RFA does not commit Saint Francis to award any contract or to pay any costs incurred in the preparation of responses.

## SECTION II

### **A. Necessary Documents**

Providers who wish to submit a response shall complete all necessary documentation as identified in Section 4 of this RFA.

### **B. Specifications**

The specifications included in this RFA provide adequate information as to whether or not Provider can meet the needs of Saint Francis. Deviations from the specifications may result in lower scores or be grounds for disqualification.

### **C. Questions**

Saint Francis believes this RFA contains sufficient information to respond however will allow Providers to submit questions according to the Procurement Schedule in Section 5.

### **D. Provider Certification**

By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

### **E. Preparation of the Response**

Providers are expected to examine all service requirements, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

### **F. Response Requirements**

Responses should be completed and submitted electronically to [ProviderRelationsNEESA@saintfrancisministries.org](mailto:ProviderRelationsNEESA@saintfrancisministries.org), hand delivered, or sent via certified mail Addressed to Saint Francis 9218 Bedford Ave Omaha, NE 68134 for Appendix A, Appendix B, and Letters of Recommendation.

Copies of the forms for Appendix A and Appendix B can be found on the Saint Francis Website.

**SECTION III**  
**RESPONSE EVALUATION CRITERIA**

Responses will be evaluated through in depth analysis and will be based on the following criteria:

- (1) Provider's demonstration of understanding the Service Description requirements.
  - Provider's demonstration of experience, knowledge and education (or a combination thereof) in the following:
    - Family engagement
    - Wraparound principles
    - Trauma informed care
    - Skill training with directed practice
    - Engaging ongoing support in natural communities
    - Community resources and ability to collaborate
    - Child development
    - Skill building
    - Ability to incorporate FFPSA models
- (2) Provider's demonstration of experience with child welfare-involved youth and coaching and skill building in order to effect positive outcomes for youth and families.
- (3) Provider's Letters of Recommendation, reputation, professionalism, and completeness of response to this RFA.

Subcontractors must meet the above requirements to be considered for contract issuance.

## SECTION IV

### TIMELINE/SUBMITTAL DOCUMENTS

#### A. Timeline

- 1) Provider Submittal Documents are due no later than 4:00 p.m. Central Standard Time ~~April 23, 2021~~ **May 14, 2021**.
- 2) Responses will be evaluated from ~~April 26, 2021~~ **May 14, 2021** through ~~May 7, 2021~~ **May 21 2021**. During this time, Saint Francis may require Provider to accommodate further discussions with evaluation team. Provider will be notified in writing or by phone if this is requested.
- 3) Discussion may be conducted with Provider(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFA. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Providers. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Saint Francis reserves the right to conduct discussion if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a Provider. Ward may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
- 4) Providers selected to provide **Group Home A** will be contacted by end of business on ~~May 4, 2021~~ **May 21, 2021**.
- 5) Providers not selected to provide the services, but that meet the minimum score threshold, are put on the Qualified Provider Listing and will remain on that Listing for the full RFA cycle. Should there be a need for additional Providers to provide **Group Home A** a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for that service in ESA.

#### B. **Submittal Documents**

- a. Appendix A – Submittal Letter and Provider Profile
  - i. Appendix A is required by each provider. Provider will include a list of all services provider is seeking a contract for. This document is only required once per provider regardless of the amount of services the provider is seeking to contract for.
- b. Appendix B – Services Response Form
  - i. Appendix B is required for each individual service provider is seeking a contract for.
- c. Letters of Recommendation
  - i. Each provider requires three letters of recommendation. No specific format is required however the response should support the provider's ability to provide the service(s).

#### C. **Responses must utilize the printed Submittal Forms (do not submit handwritten forms) located on the Saint Francis website.**

1. Email submittal documents with the following attachments to:
  - a. Electronic submissions must be sent in the pdf. Format.
  - b. The Subject Line in the email for submissions must include the name of the Organization and Procurement April 2021. (e.g. ABC Company – Procurement April 2021.

- c. Submittal documents should be attached to the email and named pursuant to the naming conversations listed below.
  - Appendix A Submittal Letter and Profile: Providername-AppendixA.pdf
  - Appendix B-Service Response Form(s): Providername-AppendixB.pdf
  - 3 References: Providername-References.pdf

Example: When ABC Company responds to this RFA, the Provider shall attach the following submittal documents to the email:

1. ABCCounseling-AppendixA.pdf
  2. ABCCounseling-AppendixB.pdf
  3. ABCCounseling-Recommendations.pdf
2. If submitting documents via hand delivery or certified mail, utilize the following instructions:
- a. Ensure all documents are in the following order
    - i. Appendix A Provider Submittal Letter and Profile
    - ii. Appendix B-Service Response Form(s)
    - iii. Three (3) Professional Letters of Recommendation
  - b. Ensure all documents are submitted at the same time.

## SECTION V

### Group Home-A Service Appendix

#### **DEFINITION:**

Group Home-A services are defined as a licensed facility providing 24 hour care for youth in an age-appropriate, individualized, staff-secured and structured group setting. The Group Home-A service is provided by trained staff who are awake and providing supervision to youth 24 hours a day, 7 days a week. The Contractor shall ensure staff receive 12 hours of annual, ongoing training that enhances the staff's ability to meet the needs of all youth for whom they are providing care. Ongoing training shall include but not limited to the necessary skills and knowledge for applying the Reasonable and Prudent Parent Standard and knowledge on recognizing signs of and responding to Human Trafficking.

The Contractor shall develop and implement youth-specific plans of care designed to meet the unique and special behavioral needs of the youth, along with the educational and vocational goals of the youth. The Contractor shall conduct the Ansell-Casey Life Skills Assessment for youth 14 through 18 years old, and shall utilize the information obtained in the Ansell-Casey Life Skills Assessment, as well as other pertinent information, to assist the youth with meeting the goals identified in their Independent Living Plan. These plans of care shall be developed together with the youth, family, and Saint Francis case manager, and shall be monitored through monthly team meetings, as arranged by the Saint Francis.

The Contractor shall provide for the youth's basic needs, which includes daily supervision, personal safety, food, shelter, and transportation. The Contractor shall provide family involved programming, which shall include providing opportunities for youth and family visits on-site, as well as youth and family events within the program.

Staff Secure means trained staff persons are physically near, readily accessible, aware and responsible for the movement and activity of each youth and able to intervene when needed.

The Contractor shall provide recreational activities within the group home setting and within the surrounding community, to provide for age-appropriate outlets for youth energy, creativity, and pro-social experiences.

The Contractor shall comply with all of the applicable provisions of the Preventing Sex Trafficking & Strengthening Families Act of 2014 (P.L. 113-183/HR 4980) and provide services consistent with Neb. Rev. Stat. § 43-4706. Such compliance shall include promoting "normalcy" for youth in its care through the use of the reasonable and prudent parent standard when making decisions involving the participation of the youth in age or developmentally-appropriate activities that provide opportunities for youth to grow emotionally, socially, and developmentally and to have the most family-like experience possible. The Contractor shall notify youth, both verbally and in writing, in an age and developmentally appropriate manner, of the process for making a request to participate in age or developmentally appropriate activities. The process shall also be displayed in an accessible, public place in the facility. During all hours of operation, the Contractor shall have a staff person present and on-site who is authorized to apply the reasonable and prudent parent standard for youth in care. The Contractor shall provide the names and coverage hours of the authorized staff persons to the Saint Francis designee within seven (7) calendar days following the execution of the attached subcontract. The Contractor shall provide the Saint Francis designee with any updates or changes in the authorized staff persons within seven (7) calendar days following such updates or changes.



The Contractor shall work with the Saint Francis Case Manager to reach the youth's permanency goal e.g., reunification, independent living, guardianship, or adoption.

The Contractor shall notify Saint Francis of placement acceptance or denial within five (5) calendar days of receipt of a placement request by Saint Francis.

The Contractor shall be responsible for transporting youth in their care to the youth's home school, to visits with family members, to activities and to services. Activities and services shall include, but not be limited to, pre-placement visits, behavioral health appointments, medical appointments, and extra-curricular activities. Group Home-A discharge planning activities and recommendations shall be developed collaboratively with team members.

**DIRECT CARE STAFF TO YOUTH RATIO:**

The Contractor shall provide Direct Care Staff to Youth Ratio in compliance with the applicable licensing standards.

**TARGET POPULATION:**

The Contractor shall accept and serve youth who are age 12 through 18 years old and who are referred by Saint Francis.

**LENGTH OF SERVICE:**

The length of stay will be driven by each youth's progress toward individualized goals, and not by the length of group home programming.

**ACCEPTING & RESPONDING TO REFERRALS**

The Contractor shall be available to accept referrals Monday through Friday 8am to 5pm, except Federally recognized holidays. Additionally, the Contractor will provide Saint Francis with their after hours/on-call procedure.

**DISCHARGE**

The Contractor shall collaborate with Saint Francis to proactively plan for the discharge of youth from Group Home-A. The Contractor shall use a trauma informed approach to prepare youth for transitions and will collaborate with Saint Francis to ensure that the most appropriate post discharge placement is available for the youth prior to discharge. When the youth's discharge is not planned, the Contractors shall give Saint Francis as much notice as possible, but no less than fourteen (14) calendar days notice in writing. During the fourteen (14) day period of time, the Contractor shall use a trauma-informed approach to prepare the youth for the impending discharge and will work collaboratively with Saint Francis to determine the most appropriate post discharge placement for the youth. Immediate notice may be given if there is a safety issue present that cannot be mitigated with immediate safety planning. Such situations may include: a. Extremely dangerous and potentially harmful acute physical behavior that cannot be de-escalated. The youth poses an immediate safety risk that cannot be mitigated with safety planning. b. Admission into psychiatric hospitalization when the treating practitioners are recommending and applying for a higher level of care. A fourteen (14) calendar day written notice is not required when the Contractor and Saint Francis mutually agree that it is in the best interests of the child to move sooner

**MINIMUM REPORTING REQUIREMENTS:**

- The Contractor shall provide monthly written youth progress reports to Saint Francis within fourteen (14) calendar days following the month of placement.
- This monthly report shall include, but not limited to:
  - Information regarding the youth's progress with achieving goals identified in their plan of care as well as discharge planning information and efforts.

- The medical, vision, and dental check-ups of youth placed that occurred during the reporting month.
- Mental health or behavioral needs of youth placed during the reporting month.
- The Contractor shall provide information for the National Youth in Transition Database (NYTD) in a format approved by Saint Francis monthly for youth in care between the ages of 14- years-old and 19-years-old. This information shall be provided to Saint Francis within 14 calendar days following the month of service provision.
- A written normalcy update report shall be submitted to the Saint Francis Provider Relations designee within thirty (30) days of executing this subaward and by April 30, 2019 to specifically address:
  - Compliance with each of the nine plan requirements listed below; and
  - Compliance with a having a designated official who is authorized to apply the reasonable and prudent parent standard as well as notifying each child verbally and in writing of the process for making a request.
- The Contractor shall maintain a written normalcy plan describing how the facility will ensure that all children have access to age or developmentally appropriate activities as well as a normalcy report regarding the implementation of the normalcy plan. In accordance with Nebraska Revised Statute 43-4706, the normalcy plan shall specifically address:
  - Efforts to address barriers to normalcy that are inherent in a childcare institution setting;
  - Normalcy efforts for all children placed at the child-care institution, including, but not limited to relationships with family, age, or developmentally appropriate access to technology and technological skills, education and school stability, access to healthcare and information, and access to a sustainable and durable routine;
  - Procedures for developing goals and action steps in the child-care institution’s case plan and case planning process related to participation in age or developmentally appropriate activities for each child placed at the child-care institution;
  - Policies on staffing, supervision, permission, and consent to age or developmentally appropriate activities consistent with the reasonable and prudent parent standard;
  - A list of activities that the child-care institution provides onsite and a list of activities in the community regarding which the child-care institution will make children aware, promote, and support access;
  - Identified accommodations and support services so that children with disabilities and special needs can participate in age or developmentally appropriate activities to the same extent as their peers;
  - The individualized needs of all children involved in the system;
  - Efforts to reduce disproportionate impact of the system and services on families and children of color and other populations; and
  - Efforts to develop a youth board to assist in implementing the reasonable and prudent parent standard in the child-care institution and promoting and supporting normalcy.

**STAFF CREDENTIALS:**

- The Contractor shall adhere to the applicable licensing standards for staff qualifications.

- If an employee does not meet the standards outlined above, the Contractor shall notify the Saint Francis Provider Relations Department, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards. This will be reviewed for an Educational Exception which the Contractor will document in their HR file.
- The Contractor shall have a written, detailed training plan for Group Home staff that includes both pre-service and ongoing training requirements. The Contractor will provide their staff with access to training in Well Supported, Supported, or Promising Practices in alignment with the Family First Prevention Services Act of 2018, from which to establish a foundation from the appropriate teaching. The Contractor shall make the training plan available to Saint Francis upon request.

**PERFORMANCE OUTCOME MEASURES:**

Contractors are responsible for reporting outcome data to Saint Francis Ministries via the current identified process by the 10<sup>th</sup> calendar day of the following month.

- 60% of youth will move to lower Level of Care within six months of admittance to Group Home
- 100% of youth will be free from maltreatment while in care.
- Contractor will accept 60% of youth referred for group home service

**ESTABLISHED RATE:**

1. Saint Francis shall pay the Contractor **\$118.32 per youth per day** for Group Home-A services upon placement by Saint Francis. The daily rate begins on the day of admission and will not be paid on day of discharge regardless of the time of day.
2. Saint Francis shall pay **\$118.32 per youth per day** for a bed hold if requested by Saint Francis. A request for bed hold must be approved in writing by the Saint Francis. Saint Francis shall not pay the Contractor for a bed hold beyond five (5) days.
3. If a state ward youth is not Medicaid eligible, the Contractor is responsible for providing medical transportation for the youth.
4. All other related service costs are included in the established rate. No additional costs will be paid by Saint Francis.