**EXHIBIT E**

**New Jersey Department of Children and Families**

**Children’s System of Care (CSOC)**

The following are the *minimum* staffing credentials and requirements for DCF/CSOC’s Intensive-I/DD program. This is not to be interpreted as comprehensive of the total responsibilities each staff member will manage.

**Contracted staff to youth ratio – Intensive-I/DD, Ratio Requirements: All youth will be properly supervised; a ratio of 1 milieu staff for every 2 youth (with a minimum of 2 staff (milieu and/or professional) at all times) must be maintained on first and second shift with a minimum of 2 dedicated awake overnight staff in each house on third shift. The floating milieu staff will not be included in the daily regular staffing ratio**

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| ***Staff Positions*** | ***Qualifications*** | ***Minimum Requirements*** | ***Number of Staff*** |
| ***Program Director*** | Master’s degree in relevant field, (10) years of experience; (5) years post M.A. experience in the autism field (at least five years shall be in a supervisory capacity) | * Deploy qualified staff to manage each potential house. * Provide support and oversight exclusively to all houses in the program; * Review youth referrals and coordinate admission across all houses within the program; * Oversee all Quality Assurance/Program Improvement activities with a focus on attaining bench-mark activities for all direct care milieu staff; * Attend treatment team meetings (monthly); | *1 Full time dedicated to the program* |
| ***House Manager*** | Bachelors level practitioner(s) with 3-5 years of supervisory experience and relevant experience with youth with I/DD challenges or an unlicensed Master’s level practitioner with 1-year relevant experience | * Supervise milieu staff and schedules; * Oversee daily operational aspects of the house; * Arrange and participate in family orientation (within the first 24 hours); * Provide case management * Provide on-site family psycho-educational activities | *One Full time dedicated to each house.* |
| ***Milieu Staff*** | Bachelor’s level practitioner(s) with 1 year relevant experience or high school diploma practitioner with 3-5 years of experience providing direct care to youth with I/DD challenges in a behavioral health agency or institutional setting | * Participate in the youth orientation (within the first 24 hours of admission); * Provide and supervise milieu activities; * Provide community integration via focused recreational activities; * Provide direct youth supervision; * Attend treatment team meetings; * Provide pre-vocational skills training; * Provide Positive Behavioral Supports; * Administer medication as prescribed, under supervision of LPN as needed * Collect and record data; * Provide Instruction/assistance in ADL’s | *Full time dedicated to each house. Applicant to provide # of staff needed to comport with minimum RFP requirements.* |
| ***Pool Milieu Staff*** | Pool Staff - Bachelor’s level practitioner(s) with 1 year relevant experience or high school diploma practitioner with 3-5 years of experience providing direct care to youth with IDD challenges in a behavioral health agency or institutional setting | * Providing and supervising milieu activities; * Providing community integration via focused recreational activities; * Providing direct youth supervision; * Providing 1:1 supervision; * Attending treatment team meeting; * Providing pre-vocational skills training; * Providing Positive Behavioral Supports; * Collecting and recording data; * Providing instruction/assistance in ADL’s; * Providing transportation | Full time staff dedicated to this program. Applicant to provide # of staff needed to comport with minimum RFP requirements |
| ***Psychologist*** | Ph.D. or PsyD with (10) years of experience working with the autistic population | * Provides clinical oversight; * Provide coordinated support with agency staff and participating as part of the CFT; * Provide direct supervision of the behavior specialists and behavior technicians * Works closely with the (psychiatrist, program director, and RN) * Develop a comprehensive treatment and discharge plan (within the first week and update as needed); | *1 Full time dedicated to program* |
| ***Behavior Specialists*** | Behavior Specialist: Master’s Degree (e.g. BCBA) (full-time, 40 hours per week) flexible to the needs of the youth; with a minimum (3) year working with the autistic population: | * Under the supervision of the psychologist develops and implements behavior plans: * Implement behavioral support interventions and activities; * Provide interventions based on youth’s needs; * Complete 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); * Implement the individualized Behavior Plan; * Provide training and supervision to support staff providing; * Modify the Behavioral Plan based on frequent, systematic evaluation of direct observational data; * Attend Monthly Treatment Team Meetings. | *Full time dedicated to this program.*  *Applicant to provide # of staff needed to comport with minimum RFP requirements.* |
| ***Behavior Technicians*** | Bachelor’s degree in psychology, special education, guidance and counseling, social work or a related field; At least one year of supervised experience in implementing behavior support plans for youth who have intellectual/developmental disabilities; OR  High school diploma; or GED; and at least three years of supervised experience in implementing behavior support plans for youth who have intellectual/developmental disabilities. | * Provide instruction in Activities of Daily Living; * Implement all youth’s individualized Behavioral Support Plan; * Provide individual behavioral supports such as Positive Behavioral Supports; * Provide training/coaching for the youth to meet the individual’s behavioral needs. | *Full time dedicated to this program. Applicant to provide # needed to comport with minimum requirement of RFP.* |
| ***Psychiatrist*** | Board Certified Child Psychiatrist Licensed in the State of New Jersey | * Complete a Psychiatric Intake Assessment and report; * Complete, along with RN, assessment to identify evident medical conditions that may be contributing to target behaviors * Participate in the development of the initial treatment and crisis plan; * Participate in medication management meetings; * Complete clinical visit with each youth as needed; * Provide clinical consultation with family, as needed; * Coordinate all medical care; * Attend treatment team meeting; * Provide 24/7 availability | 1 Full time dedicated to this program |
| ***Nurse /RN*** | Registered Nurse (RN) with a current New Jersey registered nursing license and one year direct care nursing experience with children | * Complete, along with psychiatrist, assessment to identify evident medical conditions that may be contributing to target behaviors * Provide supervision and deployment of the Licensed Practical Nurse (LPN); * Implement a quality assurance program; * Complete medication audit; * Provide consultation as needed. | *1 Full time dedicated to this program, on call 24/7* |
| ***Nurses/LPNs*** | Licensed Practical Nurse (LPN) with a current New Jersey practical nursing license and three years of direct care nursing experience with children | * Complete nursing assessment and report (within the first 24 hours); * Assess the physical condition of the youth under the direction of the Psychiatrist and integrate findings into the youth's treatment plan; * Provide education and support to direct care milieu 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 the prescribing physician(s); and * Monitor medication; * Attend shift change meetings; * Provide health/hygiene/sex education to youth; * Provide medication education to youth; * Attend treatment team meetings. | *24/7 coverage on site;*  *Full time dedicated; Applicant to provide # of LPNs needed to comport with RFP requirements* |
| ***NJ Licensed***  ***Clinician (s)*** | Clinically licensed (LCSW, LPC, LMFT, PhD) to practice in New Jersey with youth and within family systems. | * Serves as a liaison between the program and the family. Provide family therapy with family of origin or natural supports with regularity so that the family is aware of the ongoing treatment and challenges of their child. They will also interact with the family and the CFT during the referral and admission process; * CompleteaBiopsychosocial (BPS) assessment and report within the first week of admission; * Complete IMDS Strengths and Needs Assessment (within the first 24 hours and as needed); * Provide individual therapy if applicable; * Provide group therapy if applicable; * Attend and facilitate treatment team meeting. | *1 Full time dedicated per 15 beds* |
| ***Allied Therapist*** | **Preferred credential is Bachelor’s Degree in related field. All allied therapists must have a minimum of one (1) year experience working with I/DD and particularly youth with autism; credential must be appropriate to therapy offered** | * Services are provided as recommended in the treatment plan; * Recreation/Leisure Assessment and report (within the first week). * Provides activities to assist with improvement in youths behaviors, such as yoga, movement, art therapy, music therapy, etc. | *Applicant to provide ability to contract with or provide personnel through agency the appropriate credentialed allied therapists.* |
| ***Occupational Therapist*** | Master Degree in Occupational Therapy, appropriate NJ license and three years of experience working with children | * Promotes skill development and independence in activities of daily living (ADL); * Conducts assessment upon admission to determine identified sensory needs; * Provides treatment for sensory processing difficulties; * Identify and eliminate environmental barriers to participation and daily activities; * Works in conjunction with the OT in the educational setting to augment services both in the house and with the family * Attend treatment team meeting; * Provide other services as identified in treatment plan; | *Full time dedicated on-site to program. Service in addition to OT received at school* |
| ***Speech Therapist*** | Master or doctoral degree in speech language pathology, -or- a person certified as a speech language specialist certified by the NJ state department of education | * Provide individualized techniques that assist with developing communication skills; * Train milieu staff and family members to implement communication techniques; * Provide other services as identified in treatment plan; * Attend treatment team meetings; | *Full time dedicated on-site to program.*  *Service in addition to ST received at school* |

**Certification:**

By my signature below, I hereby certify that:

I have the necessary authority to execute this certification to the Department of Children and Families (DCF). If awarded, this document shall continue to certify the understanding of my organization regarding the requirements that shall be met. I understand and acknowledge that failure to abide by the terms of this certification is a basis for DCF’s withdrawal of my organizations approval or contractual basis to provide these services.

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**APPLICANT NAME (Please Print) SIGNATURE DATE**

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**CEO OR EQUIVALENT NAME SIGNATURE DATE**

**PLEASE NOTE: This application is subject to public disclosure under the New Jersey Open Public Records Act.**