

QUESTIONS AND ANSWERS

One to One Summer Day Camp ID/DD

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

Phone number and contact person for date of delivery:

Main Number: 609-888-7730

Contacts: Karen Schemmer

Loren LaBadie

Deliver proposal to: 50 East State Street, 3rd Floor

Trenton, New Jersey 08625-0717

- 1. Section III part B-Required Documents: Item number 6 and 7 request TB skin test results as well as resumes for each employee.**

Since the RFQ has just come out we have not hired all employees yet for the summer or for this particular position. Will resumes and TB results be accepted after the April 22 deadline, but before services are rendered?

Yes, qualified providers may add additional staff by providing CSOC with all required documentation for individual staff as delineated in the RFQ, e.g., resumes, Exhibit C, TB clearance, etc.

- 2. Our agency currently operates a qualified day camp. According to Exhibit D, we have the ability to limit our services to only those youth who attend our camp – will selecting this option decrease our chances of becoming a qualified provider of 1 to 1 services?**

No, selecting this option does not decrease your ability of becoming a qualified provider of 1:1 services. All applicants must demonstrate the ability to meet all of the requirements and provide services as specified in the RFQ.

- 3. Section I part E-There is a statement in this section: DCF makes no representation regarding the volume of activity that a provider may expect as a consequence of becoming a qualified provider.....**

- Since there is no guarantee of number, can we limit the number of individuals we will be able to provide services to?**

Yes

- **Is there a set minimum or maximum number of campers an agency can provide services to?**

No, agencies must have sufficient staff in order to meet all of the requirements and provide services as specified in the RFQ.

4. **If we have only submitted an application for Youth Camp Safety Act Certificate of Approval are we still able to put in for a Request for Qualifications for One to One Support Services in Summer Day Camp for Youth with Intellectual/Developmental Disabilities?**

Please see RFQ page 3, “one to one supports can only be provided at summer day camps with a Youth Camp Safety Act Certificate of Approval (Certified Camp) issued through the Department of Health”.

5. **Page 5 & 6 / Section I – Part C – Description of Required Services & Part D Process for Providing Services-**

- **Need clarification: Page 5 / #2 – ‘Complete the CSOC Child Adaptive Behavior Summary’**

The Camp and parent/guardian meet and jointly complete the CABS, please see RFQ page 6, Process for providing Services.

- **Need clarification: Page 6 – 4th paragraph – ‘Certified Day camps requiring 1:1 support services for youth seeking to register to attend their summer programs must arrange to meet with the caregiver and jointly complete and sign the application for 1:1 services, and jointly complete the Child Adaptive Behavior Summary (CABS).**

The Camp and parent/guardian meet and jointly complete the CABS, please see RFQ page 6, Process for providing Services.

- **Need clarification: On page 5 it states the provider would complete the CABS, but on page 6 it reads as if the CAMP would perform the CABS.**

Camps are also eligible to qualify under this RFQ as a provider of 1:1 services, and will therefore complete the CABS with the family.

6. **Is a write-up by a behaviorist required for each camper receiving 1:1?**

No

- 7. Page 5 / Section I – Part C – Description of Required Services / #11**
If the Day Camp requires additional training for the 1:1 support staff, who pays for time to train and mileage to class location?

Camps and provider agencies are wholly responsible to ensure that all staff persons have the required training prior to rendering service.

- 8. Page 6 / Section I – Part D – Process for Providing Services / 4th paragraph**
Will the 1:1 support person receive *complete* info in order to contact the family/caregiver? Last year contact info was not always complete.

Camps / agencies providing 1:1 services must ensure that the 1:1 support person has complete information prior to rendering service, please see RFQ page 6 number 13.

- 9. Page 15 /Section III - Part B - Required Documents / #3: If the Day Camp requires drug testing, who pays for it?**

The 1:1 provider should negotiate this with the camp that the child is attending. This RFQ provides funding only for provisions of 1:1 as detailed in the RFQ.

- **Page 16 / Section III – Part B – Required Documents / #9 and #19: Isn't this the same document? Our agency has all the information required on the one document.**

This is acceptable as long as ALL of the required information in #9 and #19 is provided and specifically identified.

- 10. Page 4, section 1, first sentence: states "...families can apply"...**
Does this mean a family can contact the CSA directly to submit an application and the CSA connects the family to a qualified camp?

The process for Summer Camp is posted on CSOC's Contracted System Administrator (CSA) web site at:
<http://performcarenj.com/families/summer-camp.aspx>

- 11. Can families apply independent of involvement with CMO or MRSS?**

Families with youth that have established eligibility for functional services for developmental disabilities can apply independent of CMO or MRSS.

12. Page 4, section 3, # 1B: states “...if applicable, collaborating with ABA professionals (BCBA and/or BCaBA)...”

- **Under what criteria is an ABA professional involved?**
- **If there is no ABA professional is it fair to assume there is no behavior plan to follow nor one is indicated?**
- **Are the referenced BCBA/BCaBA’s staff at the camp or outside agencies?**
- **What is the expectation regarding BCBA oversight especially if this person is from another agency then the 1:1 support service staff? This is in regards to coordination of care, sharing of the behavior plan and providing supervision to the support services worker to ensure the plan is implemented correctly?**
- **What type of ABA or behavior staff are required to be on site for these camps?**

This applies only to youth who are currently receiving ABA services in the home or in an office based setting. To ensure consistency with treatment approaches the 1:1 staff must be aware of the behavioral interventions and able to implement while the youth is in camp.

13. Page 5 #11: states”...provide appropriate training and supervision for all staff”

- **What is the type, level, and frequency of supervision required?**
- **There is no separate code/reimbursement for supervision of staff correct?**

Camps / provider agencies of 1:1 services must ensure that the type, level, and frequency of supervision are sufficient to ensure a high quality of service for youth and that all requirements of the RFQ are met.

That is correct; there is no separate code/reimbursement for supervision of staff.

14. Page 6, section 1, #13d:

Is the service plan completed by the care manager? If there is no care manager who completes it?

Camps / provider agencies of 1:1 services complete the service plan that the 1:1 staff will follow.

15. Page 6 section D, second paragraph: states “providers qualified to provide 1:1 supports services for campers will directly apply for authorization to provide the service from the CSA”

- **Can you clarify the referral process? Does the care manager, provider, camp, and/or family apply for services through the CSA?**
- **Where do providers of the 1:1 service receive referrals from?**

The process for Summer Camp and 1:1 services at summer day camp is posted on the CSOC's Contracted System Administrator (CSA) website at: <http://performcarenj.com/families/summer-camp.aspx>

Please see RFQ page 7, process for Providing Services. CSA "will send notification to both the caregiver and the camp or provider agency of the services authorized".

16. Page 6, section D, third paragraph:

- **What occurs if the camp requires staff to complete an in-person orientation to policies? Can this be reimbursed?**

No, 1:1 support services are reimbursed on a fee-for-service basis. Please see RFQ pages 7 and 8, Process for Funding and Payment.

17. Page 7, section 1:

- **Regarding the CABS, who completes this? Does the care manager, provider, and /or camp?**

The Camp and parent/guardian meet and jointly complete the CABS, please see RFQ page 6, Process for providing Services.

18. Page 8, section 1, first sentence:

- **The maximum of 10 days is per child?**
- **Are the qualified camp programs generally 2 weeks in length and rolling admission? Some camps offer only 4, 6, or 8 week options but these will offer 2 week options presumably?**

CSOC provides families financial support toward summer day camp for up to seven hours a day, and a maximum of 10 days per youth. Additional days are the responsibility of the family.

19. Do you have a breakdown or could you provide us with some type of approximate census or level of need by either using historical information or geographic information?

Funding for Camp and 1:1 services is limited and subject to budget appropriations. This can differ year to year.

20. Page 16 - #14 – Signed HIPAA *Business Associate Agreement*

Is this form only signed if we are using a consultant or someone other than a CAU staff member to perform services?

This agreement must be signed by all organizations who are submitting an application for this RFQ.

21. How will we know how many 1:1 aide positions we can be expected to get? Will it be based on the number of candidates we are able to submit resumes/credentials for with our submission?

Number of referrals is contingent based on need and funding. This is a fee for service reimbursement service. Qualified providers may add additional staff by providing CSOC with all required documentation for individual staff as delineated in the RFQ, e.g., resumes, Exhibit C, TB clearance, etc.

22. Are there incumbents that are currently providing these services? If so, is this a roll out of a new process for placing 1:1 aides or will incumbents get to keep their foothold?

Please see RFQ page 3, Purpose, “Any provider or camp that is seeking to offer 1:1 supports, and be reimbursed through CSOC, must apply to this RFQ to support youth...” Incumbents will need to apply through this RFQ.

23. Is there a budget or approximate budgeted amount for the spend for the 1:1 aide staffing component for the requested term?

No. This is fee for service reimbursement and DCF does not guarantee referrals or funding. Please see RFQ pages 7 and 8, Process for Funding and Payment.

24. What will the process be once vendors have been approved/selected? Will the vendors/providers have to market the availability of their staff to designees/camps for authorizations or will the cases be assigned to the vendors based on availability and geographic reach?

Youth will be assigned based on availability and geographic reach; information that is included in Exhibit D, however, providers are encouraged to make themselves known to certified camps as a qualified provider of 1:1 supports services. Listing of Qualified vendors will also be posted on the CSA website, so families are provided with choice