

QUESTIONS AND ANSWERS

RFQ for Individual Supports Services

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 for delivery: Karen Schemmer or Loren Labadie

Deliver proposal to: 50 East State Street, 3rd Floor
Trenton, New Jersey 08625-0717

Important Notices:

- **Deadline for submission has been extended. Proposals may be submitted on a rolling basis from March 2 through March 25 at 12PM.**
 - **Required Appendices and Exhibit D have been revised and are attached as part of this QA**
 - **Documents listed in the Revised Appendices must be submitted in the prescribed order.**
 - **The most recent audit of your organization submitted by the accountant or auditor or a financial statement certified by your accountant or auditor shall be required as an Appendix item. Bank statements are not acceptable.**
 - **You must submit with your application at a minimum, the name of the Individual Support Technician I, resume, evidence of TB test.**
 - **Annex B forms are not required.**
- 1. Can you confirm whether a provider that applies for the Intensive In Home Services also has to reapply under the Individual Supports RFQ. We were qualified by DCF through its May 2013 RFQ.**

Yes. Each provider needs to apply. Any entity/agency interested in providing this service must submit an application AND attend the Mandatory Bidder's Conference.

- 2. Would already completed staff checklists for criminal background checks be acceptable to submit with this RFQ? These are the same checklists submitted for two previous RFQs for which our organization was approved.**

No. Completion of Exhibit D from this RFQ is required.

3. The RFQ includes a list of documents to be provided by the applicant.

- **Item 19 is “Supporting documentation for criminal background check.”**
- **Item 20 is “Supporting documentation for TB Skin Test.”**

Can you advise what documentation should be submitted?

To satisfy the requirement of Item 19 the following are required:

A written statement from the agency CEO or equivalent certifying that all employees will have state and federal background checks with fingerprinting completed now and every two years thereafter and submission of Exhibit C.

To satisfy Item 20, for each agency staff person rendering ISS the Applicant must provide written documentation from the physician/nurse practitioner that indicates the Tuberculin Skin (TB) test has been completed and employee is cleared.

4. Are there particular certifications involved other than education and experience?

No. The agency CEO or equivalent must sign the Applicant Checklist (Attestation) Exhibit D, which indicates these criteria are met.

5. What are the supervisory requirements for direct service staff?

The supervisory requirements are, at a minimum, 1 hour supervision on a weekly basis.

6. Page 8 of the RFQ states, “Services may be provided at any level by a practitioner whose credentials meet and/or exceed the minimum requirements for that service level; however, increased reimbursements shall not be provided.” Who decides at which level of Individual Support Technician reimbursements will be provided for which services? How is this decision made and what criteria are used?

Reimbursement is based on the type of service provided as well as the education/experience of the staff person rendering the service. Please refer to the “**Staffing**” section on page 5 of this RFQ as well as the chart on page 8.

7. Are there a maximum number of hours of service that will be authorized per child?

DCF CSOC will establish limits on service units. Authorization of units is based on a thorough clinical review and the presenting needs of the child. Continuation of services is subject to reauthorization by the CSA.

8. If an individual meets the requirements for Individual Support Technician Levels I, II and III, is this individual able to provide all duties relating to work with identified individuals, including assessment, plan development, implementation and teaching or must these responsibilities be completed by separate Individual Support Technicians?

Yes, Individual Support Technician Levels I is able to provide all duties relating to work with identified individuals, including assessment, plan development, however reimbursement is based on the service provided.

9. Is there an expected or required ratio for supervision related to Level I and Level II and III technicians, or an expected or required ratio for supervision of Level I technicians by higher level staff?

No, however agencies/organizations must ensure that all requirements of the RFQ are met including but not limited to: supervision of in-home staff, assessment, plan development and updates, quality assurance, and recordkeeping.

10. What are the training requirements for staff?

Training requirements for staff are listed on page 6 of the RFQ; **Staff Training shall include but is not limited to:**

- Positive Behavior Supports;
- Developmental milestones, identifying developmental needs, strengths;
- Crisis management: Prevention, Recognition and Intervention;
- HIPAA;
- Confidentiality and Ethics;
- Basic First Aid and CPR;

- Understanding the utilization of Functional Adaptive assessment tools as well as the implementation of proactive intervention plans;
- Danielle’s Law (In compliance with P.L.2003, c.191 [C.30:6D-5.1-5.6]);
- Identifying and reporting abuse and neglect.
 - Any incident that includes an allegation of child abuse and/or neglect must be immediately reported to the Division of Child Protection and Permanency (DCP&P) at 1-800-NJ ABUSE, in compliance with N.J.S.A. 9:6-8.10.
 - Any incident that includes an allegation of abuse, neglect, or exploitation of a vulnerable adult age 18 and over must be immediately reported to the Division of Aging Services, Adult Protective Services (APS) in compliance with N.J.S.A. 52:27D-406 to 426.

11. Will the Department of Children and Families or related Division provide on-going staff training for Individual Support Technicians, similar in method and scope to the training they provide for Behavioral Assistance services?

No, not at this time. DCF/CSOC’s trainings are available on the DCF/CSOC training website to all system partners.
<http://www.state.nj.us/dcf/providers/csc/training/>

12. Although the RFQ publication states Individual Support Services will be authorized for 90 days, with service extensions possible, there is no indication of the number of hours that will be authorized or permitted during each authorization period, nor is there an indication of the way in which service will be authorized for each Individual Support Technician level.

Please indicate the ways in which Annex B budget forms should be completed in the absence of this critical information.

Annex B budget forms are not required. Page 16, Appendices #7 is an error.

13. Can the criterion that defines medical necessity for Individual Support Services as it relates to Medicaid service and billing regulations be provided prior to the submission deadline of February 25, 2015?

Please see pages 2, 3, and 4 of the RFQ for a description of eligibility and the services to be rendered. All services will be prior authorized by the

CSA for medical necessity criteria to support billing. Billing codes will be provided to awardee.

14. When submitting proposals, it indicates that a CD ROM version must be submitted as well. Does it have to be on a CD ROM, or can it be on a flash drive instead?

Unless you are submitting online, a CD ROM version is required along with a hard copy of your application. A flash drive is not permitted.

15. Page 16. Please clarify #10. #6, #8 and #9 are identifiable on the Treasury website by the names you have used in the RFP, however #10 is not.

These required documents have been posted as addendums on our public website <http://nj.gov/dcf/providers/notices> .

16. p. 3, Section C – How are “challenging maladaptive behaviors” defined? For example, for a child who needs to self-catheterize (in order to be more independent and productive in the community), it involves learning “needed skills related to daily self-care activities.” This would seem to be a “behavior challenge” but not a “maladaptive behavior”, which has negative undertones. (Many behaviors for children with DD are challenging, but not necessarily “maladaptive.”) Does the behavior need to be “maladaptive” in order to receive services?

Maladaptive behaviors are defined as challenging behaviors that interfere with acquiring, retaining, improving, and generalizing self-help, socialization and adaptive skills as defined on page 3 under Section C.

17. p. 5, “Staffing” section – Is it necessary for an agency to have all three types of Support Technicians?

The Division has created a tiered system, all three (3) levels are preferred but not mandatory, however, an Individual Support Technician 1 is required and services may be provided at any level by a practitioner whose credentials meet and/or exceed the minimum requirements for that service level; however, increased reimbursement shall not be provided. (D. Funding information, page 8)

18. p. 6, “The Contracted System Administrator” – How does the CSA determine who (which agency) will provide services?

CSOC will provide the CSA with a list of qualified entities. Families are given up to three choices of appropriate agencies based on responses in Exhibit D.

19. p. 22-25, Exhibit D – Do all boxes need to be checked in order to be considered for qualification? (For example, does the agency need to be able to provide all of the interventions listed on p.23-24)

Yes, an agency must be able to provide all of the interventions. CSOC is revising Exhibit D for clarification and this will be posted and must be used in the RFQ response.

20. p. 24 – Are there guidelines for what constitutes a Behavior Management Committee and a Human Rights Committee?

DCF/CSOC's policy guidelines are informed by the Division of Developmental Disabilities (DDD); Behavior Management Committee is addressed by the DDD Circular #18. Human Rights Committee is addressed by the DDD Circular #5. These Circulars can be accessed at: <http://www.state.nj.us/humanservices/ddd/news/publications/divisioncircul ars.html>

21. I have recently opened my own business. I have extensive community support experience and managerial experience. However, I am not currently employed through a hospital/agency. Could I submit a RFP through my company, which is an LLC, for Individual Support Services? I do not have audit reports to submit.

Limited Liability Corporations may apply, however; please see Section I-General Information, F. Applicant Eligibility Requirements, "Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFQ may respond to be qualified." (pg.10). The most recent audit of your organization submitted by the accountant or auditor or a financial statement certified by your accountant or auditor shall be required as an Appendix item. Bank statements are not acceptable.

22. What are the essential things do you want included in the proposal for this RFQ for individual support services besides what's listed in the RFQ?

Provide all the required materials that are identified in the RFQ beginning on page 15 and as revised in the attached restatement of the Appendices.

23. Is this similar to the RFQ in 2013 for The Provision of Intensive in home individualized behavioral intervention supports and services for children with intellectual and /or developmental disabilities?

This is a separate and distinct service.

24. I noticed the BCBA title is not included in the individual support services is there a reason why?

No. Education, experience, and responsibilities are delineated in the RFQ under Section 1- General Information, C. Services to Be Funded: Staffing. (Page 5)

25. Is there use of a BCBA in this RFQ and if so what is the pay rate?

No. Education, experience, and responsibilities are delineated in the RFQ under Section 1- General Information, C. Services to Be Funded: Staffing. Reimbursement rates are located in the table under D. Funding Information. (Pages 5, 8)

26. It does not appear as if a general narrative is required, except where a specific question is asked. Is this true?

This is correct. A narrative is not required.

27. Pages 15, 16 clarification needed in the List of Appendices:

#2 Job descriptions, resumes of key personnel: Is it acceptable to just include these for the Individual Support Technician 1 (IST1), since this appears to be the “key” personnel or are these needed for all three positions? (On Exhibit D, page 22 the question is stated differently: Education and Experience asks for resumes of *each* staff person but the persons may not be hired yet.)

No, requirements of the RFQ apply to all Individual Support Technician (IST) positions within the agency/organization (minimum IST I). At a

minimum, you must provide the IST I as part of your application. Applications may be held or declined for staff submissions that are pending documentation for more than 60 days.

28.#10 The *Certification-Disclosure of Investigations* is an electronic form and there is a space for board officers' birthdays on this form. Are birthdays needed?

Yes

29.#16 Is it acceptable to submit a draft of our *Child Safe* policies, as these are presently under construction?

Yes

30.#19 What supporting documentation is needed for criminal background check (other than the signed Exhibit C)? Does this refer to the agency head, as noted in #18 or to other staff involved in this project?

A signed Exhibit C refers to both agency head and other staff. This is what is required.

31. Part II, Appendices, Question 19-20

Do we need to submit employee background checks and TB test results at the time of submission or post award?

A signed Exhibit C which addresses criminal background checks is required at submission. TB clearance at the time of submission is preferred.

Once you become qualified under the RFQ, CSOC will contact you with the appropriate steps for the background check process. The cost of the fingerprinting criminal history background check to become a qualified provider will be paid for by the Department of Children and Families.

32. Exhibit A: This Exhibit does not appear to require a signature. Should Exhibit A be included in our submission or signed or referenced in any way?

No signature is required.

33. Exhibit D, Page 23 refers specifically to the “Children’s Adaptive Behavior Summary.” Our key personnel are skilled at performing many assessments – does administering this particular one require special credentials?

Individual Support Technician 1 delineates the education, experience, and responsibilities of this position which includes but is not limited to assessment, including the CABS. (Page 5)

Also, please see the response to question # 57.

34. Is there a specific form to satisfy # 1 regarding a statement that provider is willing to become a Medicaid provider for this service? Or do we make this statement on our letterhead and sign it?

Exhibit D is revised to include this statement.

35. Will applicants lose points if they are not a Medicaid approved provider?

There will be no scoring for this RFQ. Page 12 of the RFQ outlines the approval process.

Applicants qualified by CSOC are required to become Medicaid approved providers. CSOC will mail each qualified applicant a Medicaid provider application with further instructions regarding the process.

36. Can you provide a breakdown of the scoring or grading chart that the judges will use to score the proposals?

There will be no scoring for this RFQ. Page 12 of the RFQ outlines the approval process. Upon completion of the initial screening, proposals meeting all the requirements of this RFQ will be distributed to the Proposal Evaluation Committee for its review. Applicants whose qualifications are approved will be eligible to provide services, pending successful qualification as Medicaid provider. All applicants will be notified in writing of the Department’s intent to qualify providers.

37. On page 6 of RFQ, staff trainings are outlined. Are staff required to have all completed trainings by a certain deadline?

Yes, prior to rendering service.

38. Regarding staff training, if an agency is lacking in just two areas, can it show that training will be scheduled in these areas prior to beginning services?

Yes. However individual staff may not render service until all required training is completed.

39. On page 16, item 15 of the RFQ, as a part of appendices, the Standard Language Document is required. On the signature page of the document, there are several items (Contract Effective Date, Contract Expiration Date, Contract Number, Contract Ceiling). How should these items be answered?

Leave them blank.

40. On page 16, item 9 of the RFQ, as a part of appendices, a Source Disclosure Certification Form is required. What is Solicitation Number?

Leave the Solicitation Number blank.

41. On page 16, item 10 of the RFQ, as a part of Appendices; an Ownership Disclosure Form must be completed. The form is asking for a Solicitation Number and Bidder. What are these items and where would I get this information? How should these items be answered on the form?

Leave the Solicitation Number blank, and enter Agency Name in the Bidder line.

42. Is there an expectation that hands on care will be provided to youth regarding Basic Activities of Daily Living (BADL)?

Yes

43. On page 15, item 4 of the RFQ, as a part of the appendices, a list of the Board of Directors and terms of office is requested. Is it acceptable to indicate that the board members have an indefinite term of office?

This is not typical in most corporations. Please check with your counsel and provide an explanation as to the Board Members terms in offices. DCF will review your application to ensure that your agency meets the standards of a legally licensed corporation.

- 44. On page 16, item 12 of the RFQ, requests copies of all license/organizational license status? What specific licenses are being requested (license to do business in NJ, staff individual state licenses?)**

Professional licenses are not required to render ISS, however where your staff does possess professional licenses, you are encouraged to submit them.

- 45. On page 16, item 14 states that Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents are being requested. Are you requesting contracts with insurance panels for all key staff members and/or for the agency as a whole?**

We don't understand the reference to insurance panels. A post award requirement is the document: Proof of Insurance naming the Department of Children and Families as an additional insured.

Requests for copies of applicable agreements are referring to the agency's subcontracting or assignment of the work that is described in this RFQ.

- 46. On page 16, item 17 of the RFQ, two written professional letters of support on behalf of the applying individual/agency specific to the provision of services under this RFQ (references from New Jersey State employees are prohibited) are required. Must the references be from supports within New Jersey?**

It is preferable to have references from Tri-State area. The letters of support must be specific to the services to be provided under this RFQ.

- 47. Is this RFQ for qualifications of the agency only, and then there will be another Request for Proposal to provide services? OR if an agency meets all requirements, and is accepted, it could begin services?**

The provider must be qualified under this RFQ to provide services. Authorization to provide services will begin once the provider becomes a

Medicaid approved provider. A Medicaid provider application will be mailed to qualified providers.

48. Is there a specific format to follow for the application?

Organize in the order that the RFQ requires including the revised Appendices.

49. On page 16, #18: Are you looking for background check of the CEO/President of the company?

Yes

50. RFQ page 15 states "Paper documents submitted must be separated by dividers that include the name(s) of each document(s)." Are properly titled sheets inserted between each item sufficient, or must we use tabs?

We require that you use titled sheets. Table of Contents should include page numbers and outlines the name of each document.

Each agency should submit a table of contents with page numbers and an outline of the included requirements, as well as number each requirement. Please separate (with a sheet of paper denoting the requirement/appendix), number, and identify the appendices as well.

51. The Proposal Cover Sheet requires a "Funding Period." However, the RFQ does not indicate the funding period. What time period do you suggest we use?

Leave blank.

52. Is a crisis plan required?

Yes. All applicants are required to submit their plan for crisis situations. The continuum of crisis planning includes prevention, recognition, intervention and debriefing. Additionally the crisis plan shall inform the parent/caregiver how to respond in the event of a behavioral crisis. Submission of crisis plans lacking these required elements will result in the rejection of your application. All crisis plans must be in compliance with "Danielle's Law", C.30:6D.

53. What are the requirements for the Technician I?

Please see page 5 for the requirements.

54. Does PerformCare authorize the services?

Yes. Services are authorized through CSOC's CSA, PerformCare.

55. On the Ownership Disclosure, should we fill out our company's name or an individual's name?

Put the name of the entity/agency submitting.

56. In reference to the Crisis Plan, can an agency submit a draft of the Crisis Plan?

No, there must be a final crisis plan in place, not a draft.

57. Is there training provided for completion of CABS? Who completes the CABS and where is it located?

The CABS does not need to be completed by a clinician. This does not require any additional formal training.

Guidelines for completing the CABS can be accessed on the CSA website.

The Individual Support Technician I will meet with the parent/legal guardian/custodian and complete the Child Adaptive Behavior Summary (CABS) which is located on the CSA, PerformCare website under: State of New Jersey - Department of Children and Families, Application for Determination of Eligibility for Children under Age 18* with Developmental Disabilities.

<http://www.performcarenj.org/families/disability/determination-eligibility.aspx>

*The CABS will be used for all youth under age 21 for whom Individual Support Services are requested.

58. For auditing of records purposes, are electronic records acceptable?

Yes as long as they can be printed.

59. Will someone respond once the RFQ is submitted and what should I do if I don't hear from someone?

Providers who submitted AOR forms to submit online will receive instructions in the near future. The instructions will guide you on how to confirm that your application was received. The application and approval process may take up to a few weeks and you will receive a letter stating your qualification status. Please email us at the DCFASKRFP@dcf.state.nj.us , for questions but the status of your application will be determined by the documents submitted and the letter you receive.

60. Depending on the intervention, if an agency needs support of BMC or BHC and cannot get it and have an MOU with DDD, are they going to be willing to review plans?

CSOC is not able to advise a provider on a specific MOU their agency has with DDD. All providers qualified under this RFQ will be will be provided with contact information for questions or issues regarding these two committees.

As a reminder, providers approved under this RFQ are not qualified to develop or implement behavioral support plans. As such, the requirements regarding BMC and HRC review set forth in DDD circular number 34, Behavior Modification Programming, are not applicable to Individual Support Service plans. If an Individual Support Provider believes there is a need for a behavioral support plan, a referral should be made in accordance with established CSOC protocol.

61. Can you clarify the TB skin test requirements?

An agency cannot be qualified until documentation of TB testing has been received. If a staff member does not pass the TB test and is medically cleared by a physician please provide written documentation from a physician. Only the staff that will be providing in-home services need to have this test done. It is required to provide the staff member's name and documentation that the testing was completed, which is permissible by law if the employee gives permission to do so. When the form is signed by the CEO, they are certifying that they ensure the testing has been completed. Documentation of the completed testing is to be from a physician or a registered nurse.

62. Do the children have to be CMO involved?

The children must be involved with a CSOC CME (care management entity), Care Management Organization (CMO) or Mobile Response & Stabilization Services (MRSS). The CME oversees the youth's service plan.

63. Is there an expected range of authorization that can be expected?

DCF CSOC will establish limits on service units. Authorization of units is based on a thorough clinical review and the presenting needs of the child. Continuation of services is subject to reauthorization by the CSA.

64. Is there a plan required in addition to mobile response or CMO? Can you elaborate on the 90 day authorized plan? Is there a number of hours?

The Individual Support Services plan should minimally include: rationale for goal identification, goal(s), objective(s), responsible person, start date, target completion date, implementation plan/methods/supports, method for evaluating progress and outcomes, level of participation of the youth, and level of participation of the parent/legal guardian/caretaker. Plans are updated prior to the expiration of the 90 day authorization period and every 90 days thereafter. CSOC is considering developing a template.

DCF CSOC will establish limits on service units. Authorization of units is based on a thorough clinical review and the presenting needs of the child. Continuation of services is subject to reauthorization by the CSA.

65. Are we looking to provide this kind of service to the same youth already receiving Intensive In Home services?

CSOC is committed to developing a continuum of services for I/DD youth and their families based on identified need. Services cannot be duplicated.

66. Can we add additional counties to the counties we plan to serve at a later date?

Yes, as your agency grows and expands, additional counties can be added by contacting CSOC.

67. If we are applying as a subsidiary of a parent company, can we use the parent company's financial resources and experience to qualify?

The entity applying must meet the financial and experience requirements or provide a memorandum of agreement specifically delineating the relationship between the parent company and subsidiary's finances and experience.

68. If the CSA refers a youth to the agency, and the agency does not have the capacity to accept them, is the agency obligated to accept the youth?

No, but the agency is expected to IMMEDIATELY notify PerformCare that it is unable to accept the referral, so that the youth and family may be re-referred to another agency and the needed services are not delayed.

69. Is access to the DHS Central Registry necessary prior to submission?

Once your agency becomes a qualified provider through DCF, DCF will submit the qualifying agencies' names to DHS. DHS will contact you with instructions for registering and provide details on compliance with this law.

70. If we don't have all the requirements ready for the RFQ by the application date, will we be disqualified?

Post award requirements will not be cause for delay. Additional post award requirements include TB clearance, Medicaid application submission and assertion regarding the staff training requirements.

71. Do you have an average authorization in hours required for youth receiving services?

Please see response to question # 7

72. Are we (the agency) the care manager?

No, youth will be involved with CMO or MRSS agency.

73. Is there a number of people required for a Board of Directors?

No set number as far as DCF is concerned; we are not evaluating your corporation for specifics such as the number of people on your board of directors, for this we suggest you consult an attorney. We just need to know that you meet the criteria to be a corporation and identify who is on the board of directors.

74. Is there a limit to the number of counties that we can serve?

No, initially the agency should indicate the number of counties on Exhibit D, making sure to set a realistic expectation; you can always contact us at a later date and add more counties.

75. How do we extend an authorization?

The Individual Support Services Plan is a component of the youth's plan of care that is developed with the family and authorized by the CSA.

76. Is the Child Safety Standards/Policy on the website? Is there a two page limit?

Yes, please see page 7 of the RFQ. Yes there is a two page limit.

77. It does not appear that in the list of required documents that an audit is one of them is that correct?

The most recent audit of your organization submitted by the accountant or auditor or a financial statement certified by your accountant or auditor shall be required as an Appendix item. Bank statements are not acceptable.

78. Can you confirm that an Annex B is not required?

Yes, Annex B is not required.

79. Is there an outline for a Crisis Plan?

Refer to Exhibit D- Ensure that all youth have a crisis plan in place and that their parents/caregiver know what to do in case of an actual crisis. All applicants are required to submit their plan for crisis situations. The continuum of crisis planning includes prevention, recognition, intervention and debriefing. Additionally the crisis plan shall inform the parent/caregiver how to respond in the event of a behavioral crisis. Submission of crisis plans lacking these required elements will result in the rejection of your application. All crisis plans must be in compliance with "Danielle's Law", C.30:6D.

80. Is there a total dollar amount required on cover sheet?

No, this is a fee for service program.

81. What is the difference between this RFQ and the IIH RFQ?

The two RFQ's have different sets of credentials for staff and level of service. IIH are for youth who require a high level of ABA service and/or clinical intervention.

82. Are there a specific number of staff and or resumes required?

Technically, there must be at least one Technician I who is capable of doing the work of Technicians I, II, and III. The number of resumes required is the same as the number of staff who will be doing the work for the agency.

83. Is it required to submit documentation proving that the agency has access to the Central Registry?

When the Attestation D is signed by the CEO or equivalent, this is attesting to compliance with the requirements of the Central Registry. You will be granted access upon becoming qualified.

84. How are referrals assigned to agencies?

The CSA will get a list of qualified providers organized by county. After your agency has become qualified Medicaid provider, it is a good idea to reach out to CSOC's other system partners, your local CMO/MRSS agency, and let them know that you are able to provide services. Additionally, during the child family team meeting, families will be provided with a choice of 3 agencies, allowing them to choose.

85. Is there an idea of what the volume will be?

This is a new service, so actual volume is not known at this time.

86. What would be the process if you plan to add additional staff in the future?

Qualified agencies may add additional staff by providing CSOC with all required documentation for individual staff as delineated in the RFQ, e.g., resumes, Exhibit C, etc.

87. If an agency already has a Medicaid number for IIC, do they need a new one to provide the services for this RFQ?

Yes.

88. Is DCF the payer and how long does it take to get reimbursed?

Yes –claim payment is based on timely and accurate submission of claims. Claims for services provided will be billed through Medicaid’s fiscal agent, Molina.

89. Is every agency required to submit consulting contracts? Are you referring to managed care providers?

If the Technicians are sub-contracted through another agency and not actually employed by your agency, you must submit the contract between your agency and the sub-contracted agency.

90. Does the staff at the agency need to have a background check from New Jersey, if they have already had one completed in another state?

Yes

91. Is documentation required for staff to evidence that they have the proper training required to provide services and is there a specific staff to client ratio expected?

No, by signing the attestation, that person is attesting to all staff having received proper training. We are not specific on the staff to client ratio, but the agency will need to make sure that agency staff can provide the requisite services. Please also see the response to question # 9.

92. In reference to the criminal background check, should we provide specific documentation for each of the agency staff?

By signing Exhibits C and D, the Agency CEO or equivalent attests that all staff will have the required criminal background checks.

Once you become qualified under the RFQ, CSOC will contact you with the appropriate steps for the background check process. The cost of the fingerprinting criminal background check will be paid by the Department of Children and Families.

93. Do we need an agency office in each county?

No, as long as staff can perform the services in the identified county, there is no need to have a physical office.

94. If a Technician I performs all the services, are they still required to have one hour of supervision weekly?

No.

95. If agency staff has already been fingerprinted, do they need to do it again for the purposes of this RFQ?

Yes.

96. On page 7, it discusses diversity. What should we submit to evidence our agency's diversity?

An example of an agency being diverse would be their ability to be culturally competent. Example would be the ability to provide bi-lingual services. Essentially, agencies should be able to effectively serve the diverse families in the communities in the identified county, and provide staff with culturally competent training.

97. Is there an expectation that services are to be delivered solely in the child's home?

No, for example teaching older children how to navigate public transportation could take place in the community.

98. Is it then ok to use your own vehicle to transport the children?

No. Transportation issues must be addressed in coordination with the family and CMO or MRSS agency.

99. If the agency has contracted with DCF and/or DDD previously, do the staff need to pass another background check?

Yes.

100. If a narrative is not required, how can an agency discuss things such as their agency's diversity?

This subject is addressed in Exhibit D with respect to offering bilingual services in communities where this is needed.

101. Is there a consideration for administrative costs?

No additional funds are attached to this RFQ. This is a fee for service program.

102. If the agency has not already hired, do we still need to provide TB clearance from physician, resume, and ability to pass

background check for each potential staff member and is this typical for an RFQ?

Yes and this is typical of all RFQ's.

103. If staff members have been with the agency for many years, are they required to make and submit a resume?

Yes, a current resume is required. The resume must identify and provide documentation of the experience and/or education required by this RFQ.

104. Should we provide Memorandum of Agreements with CMO's?

No.

105. May Limited Liability Corporations apply?

Yes

The Revised Exhibit D is as follows:

EXHIBIT D

Agency: _____

Applicant Eligibility Requirements for Individual Supports and Services for Youth with Intellectual/Developmental Disabilities

This completed document is attestation that you are able to meet the requisite credentials and able to provide services consistent with the scope of services delineated in the RFQ.

Applicant agrees to become an approved Medicaid provider for services to be rendered under this RFQ.

Employees of the agency who directly render ISS to youth are required to complete the Tuberculin Skin (TB) test and receive medical clearance to provide services.

Employees of the agency are required to have background checks.

Applicant agrees to comply with background checks-All employees rendering direct services to youth as per this RFQ, will have state and federal background checks with fingerprinting completed now and every two years thereafter. Each agency employee providing services must complete the employee certification form that is provided as part of this RFQ. The cost of the fingerprinting criminal history background check to become a qualified provider will be paid for by the Department of Children and Families.

1. Once you become a qualified provider, CSOC will contact you with the appropriate steps for the background check process. CSOC is unable to accept CCUSA background checks.
2. Each agency employee providing services must complete the employee certification form that is provided as part of this RFQ. Form is attached.
3. For agencies that have not yet completed hiring staff, please submit the Employee Certification Form signed and dated by your Agency Head. Then submit the Employee Certification Form for each additional staff member at the time of hiring.
4. The cost of the fingerprinting criminal history background check to become a qualified provider will be paid for by the Department of Children and Families.

In addition, provider agencies agree to comply with N.J.S.A. 30:6D-73 et seq. Central Registry of Offenders Against Individuals with Developmental Disabilities. Agencies must assure that the names of all agency employees, volunteers, and consultants that provide services to children with intellectual/developmental disabilities shall be checked against those names in the central registry. Additional information can be found at http://www.state.nj.us/humanservices/staff/opia/central_registry.html If you are not registered to access the registry, information to do so can be found at this website.

Agencies must also comply with Danielle's Law:
www.state.nj.us/humanservices/ddd/resources/info/danielleslawtrnee.html

Education and Experience: (supported by resumes for each staff person)

Individual Support Technician (IST) I is responsible for the completion of the Adaptive Behavior Summary, development of the Individual Support Plan, and supervision of Individual Support Technician II & III. H/She must have a Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **developing and implementing** positive behavior support and ADL/Instrumental skill plans for individuals who have intellectual/developmental disabilities.

Individual Support Technician (IST) II is responsible for the implementation of the Individual Support Plan and must have Bachelor's degree in psychology, special education, guidance and counseling, social work or a related field and at least one year of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities. The IST II must be supervised.

Individual Support Technician (IST) III is responsible for the implementation of the Individual Support Plan and must have a High School Diploma or GED and at least three years of supervised experience in **implementing** positive behavior support plans and **teaching** ADL/Instrumental skills for individuals who have intellectual/developmental disabilities. The IST III must be supervised.

AND

All persons rendering services must:

- Pass criminal background check;
- Pass TB test (provide supporting documentation)

Trainings shall include but are not limited to:

↑

- Positive Behavior Supports;
- Developmental milestones, identifying developmental needs, strengths;
- Crisis management: Prevention, Recognition and Intervention;
- Understanding the utilization of Functional Adaptive assessment tools as well as the implementation of proactive intervention plans;
- HIPAA;
- Confidentiality and Ethics;
- Basic First Aid and CPR;
- Danielle’s Law (In compliance with P.L.2003, c.191 [C.30:6D-5.1-5.6]);
- Identifying and reporting abuse and neglect;
 - Any incident that includes an allegation of child abuse and/or neglect must be immediately reported to the Division of Child Protection and Permanency (DCP&P) at 1-800-NJ ABUSE, in compliance with N.J.S.A. 9:6-8.10.
 - Any incident that includes an allegation of abuse, neglect, or exploitation of a vulnerable adult age 18 and over must be immediately reported to the Division of Aging Services, Adult Protective Services (APS) in compliance with N.J.S.A. 52:27D-406 to 426.

Assessment:

- Children’s Adaptive Behavior Summary
- Task Analysis
- Preference Assessments
- Reinforcer Assessments
- Other (Specify below)

Interventions should include but are not limited to:

↑

- †Completion of the Children's Adaptive Behavior Summary and other related assessments as needed;
- †Development of the Individual Support Plan;
- Data Collection;
- Supervision of Individual Support Technician II and III;
- Documentation, e.g. progress notes
- Appropriate functional communication training, e.g. visual schedules, contingency maps, PECS, wait signal training, etc.;
- Adaptive Skill Development;
- Basic ADLs (BADLs) consisting of self-care tasks;
- †Implementation of Individual Support Plan;
- †Positive Behavior Supports;
- †Support and training of Parent/guardian to successfully implement Individual Support Plan, use of Assistive Technology, and other support services as needed, gradually diminishing the need for outside intervention;
- Modifying individual support plans based on frequent, systematic evaluation of direct observational data;
- Instrumental ADLs: Instrumental activities of daily living (IADLs) are not necessary for fundamental functioning, but they enable an individual to live independently in a community;
- †Collaborating effectively with professionals from other disciplines that are also supporting the youth, including but not limited to: education, clinicians, physicians, etc.; and;
- †The Children's Adaptive Behavior Summary and development of the Individual Support Plan shall be an integral part of the treatment planning process for those identified youth.

Does your agency have:

- Behavior Management Committee;
- Human Rights Committee.

All respondents are required to submit their plan for crisis situations. The continuum of crisis planning includes at a minimum prevention, recognition, intervention, and debriefing. The crisis plan shall inform the parent how to respond in the event of a behavioral crisis. Please assure the plan includes your agency's proactive approach to crisis planning, beginning with the development of a crisis plan for all youth. All crisis plans must be in compliance with "Danielle's Law," C.30:6D. Submission of agency plans which do not meet these criteria will result in rejection of your application.

Accessibility of Services:

Do you offer bilingual services?

- Yes (specify languages spoken);
 No

Counties Served

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| Atlantic | <input type="checkbox"/> | Middlesex | <input type="checkbox"/> |
| Bergen | <input type="checkbox"/> | Monmouth | <input type="checkbox"/> |
| Burlington | <input type="checkbox"/> | Morris | <input type="checkbox"/> |
| Camden | <input type="checkbox"/> | Ocean | <input type="checkbox"/> |
| Cape May | <input type="checkbox"/> | Passaic | <input type="checkbox"/> |
| Cumberland | <input type="checkbox"/> | Salem | <input type="checkbox"/> |
| Essex | <input type="checkbox"/> | Somerset | <input type="checkbox"/> |
| Gloucester | <input type="checkbox"/> | Sussex | <input type="checkbox"/> |
| Hudson | <input type="checkbox"/> | Union | <input type="checkbox"/> |
| Hunterdon | <input type="checkbox"/> | Warren | <input type="checkbox"/> |
| Mercer | <input type="checkbox"/> | | |

What are the ages of the children you will serve?

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0-1 yr. old | <input type="checkbox"/> 8 yrs. old | <input type="checkbox"/> 15 yrs. old |
| <input type="checkbox"/> 2 yrs. old | <input type="checkbox"/> 9 yrs. old | <input type="checkbox"/> 16 yrs. old |
| <input type="checkbox"/> 3 yrs. old | <input type="checkbox"/> 10 yrs. old | <input type="checkbox"/> 17 yrs. old |
| <input type="checkbox"/> 4 yrs. old | <input type="checkbox"/> 11 yrs. old | <input type="checkbox"/> 18 yrs. old |
| <input type="checkbox"/> 5 yrs. old | <input type="checkbox"/> 12 yrs. old | <input type="checkbox"/> 19 yrs. old |
| <input type="checkbox"/> 6 yrs. old | <input type="checkbox"/> 13 yrs. old | <input type="checkbox"/> 20 yrs. old |
| <input type="checkbox"/> 7 yrs. old | <input type="checkbox"/> 14 yrs. old | |

Name	Signature	Date
CEO or Equivalent		

Pages 15 and 16 of RFQ are revised and substituted with the following requirements:

C. New Qualification Documents

Paper documents submitted must be separated by dividers that include the name(s) of each document(s). All applications submitted in response to this RFQ, whether in paper or electronic form, shall be organized in the following order:

Appendices

1. Proposal Cover Sheet- Use the standard form available at: www.nj.gov/dcf/providers/notices/ Forms for RFPs found directly under the Notices section. (this form was posted with the RFQ)
2. Table of Contents-Each submitted document must be labeled and indexed in this table.
3. (Appendix C) Community Agency Head and Employee Certification, Permission for Background Check and Release of Information
4. (Appendix D) Applicant Eligibility Requirements for Individual Supports and Services for Youth with Intellectual/Developmental Disabilities
5. Crisis Plan
6. Two written professional letters of support on behalf of the applying individual/agency specific to the provision of services under this RFQ (references from New Jersey State employees are prohibited): One should come from an individual or organization whose mission is serving people with intellectual/developmental disabilities. Please include telephone numbers and e-mail for all references so they may be contacted directly.
7. Supporting documentation for TB Skin Test for each employee submitted
8. Current resumes for each employee submitted for consideration
9. Current/dated list of agency Board of Directors/Terms of Office
10. Signed DCF Standard Language Document (this form was posted with the RFQ)
(<http://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>)
11. Documentation Demonstrating Compliance with Obtaining a DUNS Number. All applicants must have a Data Universal Numbering System (DUNS)

number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at <http://www.dnb.com>

12. Renewal Printout from the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>)
13. Applicable Consulting Contracts, Affiliation Agreements/Memoranda of Understanding, Letters of Commitment and other supporting documents
14. HIPAA Business Associate Agreement (<http://www.nj.gov/dcf/providers/contracting/forms/HIPAA.doc>)
15. Copies of Applicable Licenses-Licenses are not required but if you have licensed individuals you may provide them.
16. Current Affirmative Action Certificate or Copy of Renewal Application Sent to Treasury
17. Certificate of Incorporation
18. New Jersey Business Registration Certificate with the Division of Revenue
19. Dated List of Names, Titles, Address and Terms of Board of Directors
20. Agency By-laws
21. Tax Exempt Certification-IRS Determination Letter regarding applicant's charitable contribution or non-profit status
22. Form 990 for Non-Profits or Form 1120 intended for For-Profit entities
23. Source Disclosure Certification** (this form was posted with the RFQ)
24. Ownership Disclosure-Certification and Disclosure Forms

Note: non-profit entities are required to file the Certification-Disclosure of Investigations including all information on pages Page 3 through 6** (this form was posted with the RFQ)

25. Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (for profit only) (this form was posted with the RFQ) (http://www.state.nj.us/treasury/purchase/forms/eo134/c51_eo117_cd_02_10_09.pdf)
26. Current or Proposed Organization Chart
27. Copy of Most Recent Audit or financial statement certified by the accountant

28. Annual Report to the Secretary of State
(https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp)
29. Annual Report- Charitable Organizations (If applicable)
(<http://www.njconsumeraffairs.gov/charity/charfrm.htm>)
30. W-9 form (new agencies only)
(<http://www.state.nj.us/treasury/omb/forms/pdf/W9.pdf>)
31. Certification regarding Debarment (this form was posted with the RFQ)
(<http://www.state.nj.us/dcf/providers/notices/Cert.Debarment.pdf>)
32. Statement of Assurances* (this form was posted with the RFQ)
33. Safe-Child Standards Description of your agency's implementation of the standards (no more than 2 pages)
34. Copies of any audits or reviews completed or in process by DCF or other State entities from 2013 to the present. If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position
35. Copy of agency's Conflict of Interest policy

* Standard forms for RFP's are available at:
www.nj.gov/dcf/providers/notices/ Forms for RFP's are directly under the Notices section.

Standard DCF Annex B (budget) forms are available at:
<http://www.state.nj.us/dcf/providers/contracting/forms/>

** Treasury required forms are available on the Department of the Treasury website at

<http://www.state.nj.us/treasury/purchase/forms.shtml>
Click on Vendor Information and then on Forms.

Pages 13 and 14 are revised as follows

J. New Post Award Requirements documents

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. DCF Third Party Contract Reforms Attestation
3. Proof of Insurance naming DCF as additionally insured

4. Bonding Certificate
5. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification
6. ACH- Credit Authorization for automatic deposit (for new agencies only)