

QUESTIONS AND ANSWERS

RFQ for Respite Services for Youth with Intellectual/Developmental Disabilities

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

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1. **The RFQ indicates that the following must be included: For Each Site Hosting Youth: The DCF Office of Licensing Certificate E.g. AAS, OVR, if not applicable, include a written statement.**
Website: <http://www.state.nj.us/dcf/about/divisions/ol/index.html>

Is there a mechanism to become licensed if considered upon responding to the RFQ?

Yes. The DCF license is listed as a post-qualification document. A provider, who responds to the RFQ and is found to be qualified, then may apply for a DCF license. There will be no authorization for service until there is a license for applicable programs.

2. **As a current provider, we noticed in the new RFQ for Respite Providers the Agency Weekend Respite (AWR) hours are being cut in half. When will the current families we service get a notification of the change? Will this be done by PerformCare or will the providers be expected to convey this information?**

After careful review of AWR authorizations, utilization, and expenditures, it was determined that the RFQ number of units is reasonable and will allow for more youth to receive this service. Families and providers have flexibility in determining the schedule of weekend recreation for each youth in accordance with allowable units of service. CSOC will post information on the CSA's (PerformCare) web site. The authorization letter

which provides information on units and authorization period is mailed by CSA to the family.

3. Is there a limit on how many individuals we can take into this program?

A qualified agency must have the adequate capacity to serve the children and families as outlined in this RFQ and be able to meet the terms and conditions as set forth by this RFQ. We believe the fee for service reimbursement structure will allow agencies to serve as many individuals as they are able, and up to CSOC's budget appropriation.

4. Because all services have to be licensed, what licenses are you specifying in terms of types of homes (e.g., group homes, foster care homes, day care centers for more than 6 people)?

Any site hosting youth must be licensed in accordance with New Jersey statutes and regulations. Qualified providers seeking licenses for a particular site may contact the DCF Office of Licensing for guidance. <http://www.state.nj.us/dcf/about/divisions/ol/> .

5. Are you requesting each of the staff's qualifications for the initial staff (i.e., Appendix D)?

Please refer to page 22: For this RFQ application, each responsible community agency head, must sign and date Exhibit D and submit it with the response to this Request for Qualifications. After the Applicant agency is qualified, each Agency employee and SHR shall complete an Exhibit D and it shall be maintained in the offices of the Qualified Agency available for review and audit upon reasonable notice. Once the fingerprinting and criminal background checks have been received, the Qualified Agency shall record and maintain such records for review and audit upon reasonable notice.

6. We are looking for additional guidance on submitting claims through CYBER.

- **What is the minimum documentation requirement for both claim submission and for audit?**
 - **Agency Hired Respite**
 - **Self-Hired Respite**
 - **Weekend Recreation**
 - **After School**

For example-

- **Original signatures versus electronic signatures?**
- **Progress Notes?**
- **Do we upload supporting documentation in utilization with claim?**
- **Is diagnosis code necessary and will it be provided in CYBER?**

Now that claim submission will be a large part of working in CYBER- we hope CSOC/Performcare will hold an in person claim submission protocol training?

Please see pages eight (8), nine (9) and ten (10) of the RFQ under the section: Each provider under this RFQ shall; pay particular attention to numbers eight (8), a through k and fourteen (14), a through j. Applicants qualified under this RFQ will be provided additional information and technical support.

If approved, applicants will be required to bill through DMAHS's fiscal agent Molina, not through CYBER (CSOC's CSA's EHR) .In person training is currently being scheduled for mid-December for all approved applicants.

- 7. For Item #20: Subcontract/Consultant Agreements related to this RFP/RFQ –if not applicable, include a written statement. If not applicable, what do you require that we write in the statement? Is simply writing that we will not be subcontracting or consulting sufficient?**

Please write a statement that you do not have any subcontracting or consulting agreements. A new agency may not meet our requirements. Please see the documents required and the requirements under Section III.

- 8. As a school district that provides services under DCF, do we need to apply and complete all areas of the application?**

Yes all responses to this RFQ must be completed in entirety and submitted within the specified time frame. Current and prospective providers seeking to offer respite services reimbursable by CSOC, must apply to this RFQ. A school district, however, shall make the following adjustments to the documents required:

- #16 Provide the applicable governing school board members.
- #22 Certificate of Incorporation- not required
- #25 Agency By- laws- Not required

#31 Annual Report to the Secretary of State- Not required

9. How is the billing and payment going to work now in comparison to the process that was in place in the past with our contract?

Providers will need to submit an application to become a Medicaid provider and will bill through DMAHS's fiscal agent, Molina for reimbursement. DCF/CSOC will provide application and further direction to approved applicants. Please see answer to #6.

10. What does the Medicaid piece entail? Do we need to be Medicaid eligible?

CSOC will send a Medicaid Provider Application to qualifying providers. Applications must be completed/submitted directly to CSOC. Authorization for services cannot be granted until a Medicaid provider number is issued. Agencies already qualified as Medicaid Providers for "respite" through CSOC do not need to resubmit a Medicaid application.

11. Under post qualifying requirements it states that you need to be willing to become a Medicaid provider or qualify to be. We are a Medicaid provider for payment when our therapists bill for related services. Is this different or does this make us already Medicaid providers? Our programs have applied for Medicaid eligibility (our day programs). Do we need a separate Medicaid approval/application?

Yes, agencies will need to complete a separate Medicaid application once approved by CSOC for respite services.

12. You indicate that a Medicaid Provider Application will be sent to providers who are not yet qualified as Respite Providers for CSOC for Respite. How will Self Hired Respite be reimbursed as it is not a Medicaid reimbursable service?

All services provided under this RFQ will be reimbursed on a fee for service basis through DMAHS' fiscal agent, Molina. Some of these services are approved for federal reimbursement for certain individuals. However, all providers will be expected to bill through the same billing process for all services included in this RFQ, including self hired respite.

13. Questions for Self-Hired Respite – How does the family ensure that SHR worker is consistent with all Federal & NJ requirements and that the SHR Worker has Tax ID #?

The family would ask the SHR worker to provide documentation of having a Tax Identification Number (TIN), this is the social security number, or an Individual Tax Identification Number (ITIN), and this is for individuals who cannot obtain a social security number. The SHR worker is responsible for reporting all earned income and paying any/all applicable Federal and New Jersey income tax withholding and employment-related taxes in compliance with all current Federal and New Jersey requirements in a timely manner. Please see page 5 of the RFQ.

14. In regard to background check, fingerprinting, and TB test for SHR, who pays for that? The provider agency, the individual providing the respite, or the family?

The cost of the fingerprinting and criminal history background check to become a qualified provider will be paid for by the Department of Children and Families. Obtaining the TB test for the SHR is the responsibility of the individual worker.

15. Who keeps these reports since they are not agency employees?

After the Applicant is qualified, the Exhibit D for each Agency employee and SHR shall be maintained in the offices of the Applicant available for review and audit upon reasonable notice. Once the fingerprinting and criminal background checks have been received, the Applicant shall record and maintain such records for review and audit upon reasonable notice. Employees of the agency and SHR workers rendering respite services are required to pass a tuberculin skin test. **DO NOT SEND PROTECTED HEALTH INFORMATION; KEEP THAT FOR YOUR RECORDS.**

16. Does Exhibit D need to be filled out by each current employee of the respite program or just the program director?

Please refer to answer for question #5 above. The community agency director must sign Exhibit D for submission. Each employee must sign Exhibit D once hired by the agency.
Please refer to page 22: For this RFQ application, each responsible community agency head, must sign and date Exhibit D with the response to this Request for Qualifications.

17. Do all of our potential employees need to complete a background check/finger printing?

Yes, all employees must complete a background check and fingerprinting.

18. All of the employees at our program at the moment are also employees of another program and therefore already have completed the background checks and finger printing. Does this contribute in any way to how we fill out Exhibit D?

Each SHR worker and employee of a qualified agency must complete Exhibit D and submit it to the head of the agency, which shall maintain it in the office and make it available for review and audit upon reasonable notice. (Please note that the Exhibit D to be completed by the agency head must be submitted as part of the response to the RFQ.)

Each SHR worker and employee of a qualified agency also must be subjected to a criminal background check and fingerprinting, and the agency head shall maintain these records in the office and make them available for review and audit. If you have been fingerprinted through DHS, those results are valid through the end of that 2 year cycle.

19. Please clarify the requirements re: fingerprint/background checks on staff working with DCF children. My understanding is that checks are to be conducted every two years, yet Idento has advised us that this process is not needed for DCF.

All requirements of the RFQ must be adhered to. Please see pages twenty-two (22) and twenty-three (23), section A. Required Qualifications, number eleven (11) of the RFQ.

20. This question has to do with the Proposal Cover Sheet. Does this RFQ have to be budget neutral to match 2015 budget numbers, or can it propose new programs?

Agencies may propose new programs; services will be reimbursed on a fee-for-service basis.

21. For the overnight respite to be provided in a licensed facility with round-the-clock supervision, are we able to use empty rooms in DDD licensed group homes with residents over 21 years of age?

Any site hosting youth overnight must be licensed by the DCF Office of Licensing.

22. Is the Annex A a requirement of the RFQ or is it submitted after an agency is considered a qualified provider?

The RFQ, Appendices and Exhibits together describe the required services and serve the intended purpose of the Annex A.

If it is submitted afterwards is there an estimated time frame for the submission?

Applicants must complete and submit all Appendices and Exhibits at the time of application.

23. Page 6, Definitions: Agency Weekend Recreation “No additional funds over the posted rate will be provided for transportation”. Currently our agency provides the weekend recreation program with community based outings. To expect parents to drive the children to/from the various community outings beyond that of the center would take away from their valuable and much needed respite time that this program is designed to give. Yet the reimbursement rate available would not cover the expenses of staff salary, weekend operation of the center, plus transportation and activity costs.

Is there any way that the rate of \$16.00 per hour could be reconsidered?

At this time the posted rate is \$16.00 per hour, per youth; if the published rate shall change the amount received by the provider shall change.

24. Page 9, item 9a “all employees of the agency and the agency reimbursed SHR workers will have fingerprinting completed” Our agency has only been required to have SHR workers, those hired by the families, screened with two background checks completed on the NJ Dept. of Corrections and the NJ Sex Offender Internet registry.

Is this a change to the current policy?

No, only those coming into direct contact with the recipients of the services and the CEO are required to comply.

25. Page 9, item 9a “workers rendering services will have fingerprinting completed now and every two years thereafter”. After the initial fingerprinting is completed, every two years our agency has been able to ask that a worker’s archived fingerprints be run through the system to check for any concern. Workers do not have to be re-fingerprinted.

Will the agency be able to run the archived fingerprints through the system or will the worker need to have their fingerprints taken again?

The logistics for running archived fingerprints for DCF providers will be finalized shortly and that information will be disseminated to the approved providers.

26. Page 9, item 9h “pass Tuberculin Skin test”. This is required of SHR workers as well?

Yes, this is required by all individuals providing respite services and receiving public funds for reimbursement. Please see page twenty-three (23), section A. Required Qualifications, number twelve (12) of the RFQ.

27. Page 13, item G. Funding “Units of service are defined as one hour of direct contact service provided to, or on behalf of the youth”

In a center-based weekend recreation program, would the time needed for set-up/clean-up of the program site and documentation of progress notes be considered allowed billable expenses as they are on “behalf of the child”?

No, the setting up and cleaning of the program site is not an allowable billable expense; documentation is covered in the all-inclusive rate.

28. Page 14, item G. Funding “Qualified applicants will bill using the Health Insurance Claim Form, CMS 1500”.

Is this billing in addition to the monthly usage of hours that is documented on CYBER currently, or will it replace the CYBER entries?

Qualified applicants will bill using the Health Insurance Claim Form, CMS 1500 and submit claims through the Division of Medical Assistance and Health Services (DMAHS)’s fiscal agent . Information and technical assistance will be provided to applicants qualified under the RFQ.

The electronic record, CYBER contains information that is used by providers to admit youth, manage census and complete discharges.

29. Page 24 B. Required Documentation Exhibit F Program Component Form “Complete one form for each program”

Our weekend recreation program has two distinct groups—a morning group operating from 9:30a-3:30p and an evening group that operates from 6p-10p. There are three morning groups which occur, and other than each having a different program location all other aspects of the program are identical. The same is true for our evening programs—they have different meeting locations but all other aspects are the same.

Do we need to fill out five of the Program Component Forms, one for each location, or would we fill out two—a morning and evening description that lists the multiple program locations on a single form?

Yes, it is required that each program have a separate form for each program component. In the above example, the program site address, or location, and times of operation vary and this is required information on the Exhibit F, Program Component Form.

30. Page 8: # 4: It states that a written program description is required to be on-site.

Does this written program description need to be included in the RFP proposal?

No. The provider needs to maintain a written program description on site.

31. Page 8 # 5: It states that at Intake an agency has to inform families of certain things.

Does this need to be a face to face intake, or can it be via written communication?

Written communication is acceptable.

32. Page 8, #8:

Is an agency that only provides SHR required to maintain information on the youth's behavior, interests and limitations on activities in the individual service record?

Yes.

33. Page 9, #9h:

- **Does a SHR worker have to pass a TB test if the family is paying the SHR?**

Yes, it is required of all workers.

- **If yes, how can a provider agency insure that this is completed prior to the SHR providing service and getting paid?**

Please see the response to question number 15.

34. Page 9 # 10:

Do SHR workers need to complete all the training identified in # 10?

Prior to delivering services, provider agencies shall ensure that each individual working with youth has been provided with training, the form of which is left to the provider, to ensure the family selected respite workers are aware of and have access to the agency provider's expertise. Training may be as simple as a mailing out a pamphlet to all Self Hired Respite workers or extensive as inviting them to attend an onsite orientation and/or workshop. At a minimum, Self Hired Respite workers shall be provided with the following:

1. Agency Hours of Operation
2. Agency Contact Person
3. Overview of Responsibilities and Expectations
4. Emergency Procedure Plan

5. After Hours Contact Number i.e. PerformCare 1-877-652-7624
(operates 24 hours a day; 7 days a week)
6. HIPAA
7. Danielle's Law
8. Child Abuse

35.RE: The service description for AAS: Is the service still to be provided during the summer months, school breaks or early dismissal's since it clearly states that it's to be provided at the end of the school day?

For Agency After-School Care (AAS), The service is not provided during the summer months or school breaks. It is permissible on days of early dismissal as it is at the end of the school day.

36.Our program falls under the "Agency Hired Respite." Would the client be able to receive more than \$25.00/hr? Our programs have fixed hourly rates set by our corporate office.

No.

37.If the client is not able to receive more than \$25.00/hr, could they receive the \$25/hr if they are willing to supplement the rest of the cost?

No.

38.Our programs are broken down into 60, 120 and 160 hour programs. Would the client be able to be pre-approved for up to 160 hours initially to complete the program without disruption?

No.

39.Years ago we had recurring DDD contracts. We always supplied the Annex A which also called a VID. It was a series of questions and fill in response from us. Is that something you would want to see?

Exhibits E and F are required at submission of the application and serve as the Annex A. Please review the answer to question #22.

40. Page 24, Exhibit F (no page number on attachment): The families will be receiving "respite" while staff supervises their children during transport to and from the program. Is the time of transportation considered part of "program time"? We understand that funds will not be provided for transportation mileage.

Yes, the \$16.00 per hour will apply to transportation for after School and Weekend Respite.

- 41. Page 24, Exhibit F (no page number): We will begin providing transportation within a set geographic area. We will also accept children outside of this area if the families choose to provide their own transportation. How can we reflect this on Exhibit F?**

Check the appropriate box, yes or no and if yes write in information on line provided.

- 42. Page 24, Number 9--Crisis Policy: May we submit multiple policies that when combined address all of the areas required?**

Our agencies have numerous policies that address crisis situations, one is addressing Danielle's Law but we have many others. Do you want us to include a copy of all those policies in the RFQ or would you like the table of contents from the policy and procedure manual and we could reference those policies.

Please provide the crisis policy that is pertinent to the particular respite service being provided.

- 43. Page 25, Number 13—Signed Standard Language Document (no page number on attachment): This form requires a Contract Number and Contract Ceiling. We currently operate several programs with different ceilings. Since we have not yet received approval for this contract renewal, should these lines remain blank or should we name only the contract that will be cancelled on December 31?**

You can leave this section blank.

- 44. Page 25, Number 14—Business Associate Agreement/HIPAA (pages 34 and 35): Please supply the name and contact information of the DCF Business Manager if you would like us to complete that section of the agreement. Or should we leave it blank and only complete the Business Associate section for our agency?**

The Business Associate is the name of your CEO/ signature and agency.

45. Page 25, Number 15—Source Disclosure Certification: Where do we find our Solicitation Number and the Bidder/Offeror to put on this form?

You can enter the name of your agency and the name of the RFQ in this section.

46. Page 25, Number 17—Disclosure of Investigations: Will the officers/executive committee responsible for ongoing governance suffice?

Yes. We need to know who is on your Board of Directors/executive committee and that any investigations are disclosed as contained in the form.

48. Our agency is completing the RFQ to be a provider of Agency-Hired Respite. Question: How quickly would the program have to be in place if we were to be approved for the program? Is there an expectation that it would start on January 1, 2016?

Within sixty (60) days of qualification.

49. I received 2 packets from Molina Medicaid with our number handwritten on the top. I am thinking that we only need one? Which one should we use?

Fee for Service agencies already qualified as Medicaid Providers for "Respite" through CSOC do not need to reapply for a Medicaid provider number.

50. Will we be able to expand the number of qualified youths we accept in each service in order to account for the youths who use less than 100% of their hours? (Currently we are limited to a contracted number of youths that we can admit. With contracts going away will this number go away as well?)

Each family is entitled to the authorized hours and the agency must be ready to provide up to that amount.

Regarding the number of youth an agency can serve, please see the answer to question number three (3).

51. Will we be allowed to use some of a youths service hours at the posted rate to provide them with transportation to and/or from a service? (Example-youth is approved for 75 hours for an authorization period. Youth attends the service for 65 hours at \$16 per hour and the agency provides 8 hours of transportation to the youth during same authorization period at \$16 per hour)

Yes for after school and weekend respite.

52. We are already qualified as a respite provider in the RFQ that we submitted in late 2013. We received a letter from DCF to notify us that we were accepted as a qualified provider on March 25, 2014 and we are accessing referrals for respite in CYBER. Is it necessary to re-qualify again? Aren't we still qualified now?

Yes, you will need to requalify and submit the application for this RFQ. However you will not be expected to resubmit an application for a Medicaid provider number.

53. We are a new staffing agency currently applying for the Respite Services RFQ. Since we are a new agency would it be helpful to send the business plan along with the rest of the application?

Yes, this may be helpful.

54. Re: Appendices 15, 17, 18, 20:

- **Do I need to register with NJ Start to complete this form and other forms that are also listed in the RFQ?**

Yes. The RFQ requires the completion of these forms.

- **They ask for a solicitation number. Is this a number that is provided by the state?**

No, just leave blank.

55. As a business just starting up do I need a DUNS number?

Yes. The RFQ requires that you apply for and receive a DUNS number and provide a print out of the form.

56. The business is not active with SAM. Do I need to register?

Yes. The RFQ requires that your agency register with SAM and provide a print out of your registration.

57. Affirmative Action Certificate: I am currently in the process of hiring employees, however may not have any hired by the time the RFQ is submitted. How should I then complete the form?

You can submit a written statement that you have no employees, but will complete the necessary affirmative action requirements once you have hired staff.

58. Financial Statements: I have financial projections for three years. Can this count for financial statements?

No.

59. PAGE 9 #G, SELF HIRED RESPITE, AGENCY AFTER SCHOOL CARE & AGENCY WEEKEND RECREATION.

- **Does DCF provide family with Progress Notes and Daily Logs?**

No. Agency can provide family with notes upon request. Progress notes and daily logs are to be completed by the respite worker, the form of which is left up to the provider.

- **If the family doesn't get progress note and daily logs to us can we bill?**

No, please make sure these are submitted as they support billing. For SHR the family is responsible for providing the agency with all required documentation in order to receive reimbursement.

- **If not and we are past billing deadlines, do we have to pay the family?**

No. The family must supply all required documentation.

- **What information should the progress note contain?**

Progress notes contain a brief description of each service visit.

- **Does daily log submitted by Self Hire Respite include behavior, activities, concerns and successes?**

Yes.

Please see page nine (9) of the RFQ. Number eight (8) g “progress notes with a brief description of each service visit and the respite worker’s daily log of the youth’s behaviors as well as any concerns or particular successes.

60. PAGE 13 #G, AGENCY AFTER SCHOOL CARE & AGENCY WEEKEND RECREATION.

- **A unit is one hour. How do we round a partial hour?**

Over 46 minutes can be charged the hourly rate. CSOC will look to decrease unit increments in the future.

61. PAGE 14 #G, SELF HIRE RESPITE

- **IF WE BILL FOR A SERVICE LATER THAN 30 DAYS DO WE NO LONGER HAVE THE OPPORTUNITY TO BILL? IS THERE A GRACE PERIOD?**

Yes, however, we strongly recommend that you bill within 30 days to assure adherence to best accounting principles. This helps minimize aging receivables and assures adequate cash flow for services rendered.

- **IF WE ARE DOING SELF HIRED RESPITE AND THE FAMILY GETS THEIR PAPERWORK TO US AFTER THE 30 DAYS FROM THE DELIVERY OF SERVICE, ARE WE STILL ABLE TO BILL? IS THERE A GRACE PERIOD?**

Yes, agencies are still able to bill.

- **IF NOT, DO WE STILL HAVE TO PAY THE FAMILY?**

Families are reimbursed only after they have provided the agency with all required documentation.

62. Section I - General Information-Section C - Pg 5 / Agency Hired Respite (AHR):

- **This states the agency recruits, trains and *employs* respite worker. We sub contract with our providers. Are we able to use subcontractors?**

Yes.

- **And can our BA's or ISS technicians provide these services too, if they were interested?**

Yes at the respite rate and if it is a respite service that is being provided and they meet all qualifications/expectations of this RFQ.

63. Section G - Pg 13 / Funding:

Can we propose a budget for support to launch this RFQ? We are defining support to launch as money that would cover the cost of recruiting more providers and training staff to provide respite service.

No. There are no additional funds available.

64. Section G - Pg.14 / Funding: The RFQ states if services have not been provided within 30 days of admission, the provider must inform the CSA.

When is the implementation of this RFQ to be expected, the Summer of 2016?

January 2016.

65. Section III - Required Qualifications and Documentation Supporting Documents-#7 PROFESIONAL LICENSES

What type of licenses are you looking for? Our agency's manager has the following licenses and credentials: LPC, LCSW, Certified Approved Supervisor.

This RFQ does not have licensing requirements for staffing. But if you have the individuals on staff, please submit those.

66. #15 SOLICITATION Number - Can you tell us what that number is/where we would find it?

Leave this section blank.

67. Page 6 – Overnight Respite – The RFQ states “Services must be provided in a licensed facility with round-the-clock supervision and care” – Whom are these settings licensed under?

The DCF Office of Licensing. Please refer to our website at:
<http://nj.gov/dcf/providers/licensing/>

68. Page 6 – Section D– number 2 – States that the provision of licensing and health and fire certificates must be submitted when adding Agency After School. What are the licensing requirements?

Please refer to the DCF licensing regulations.

Please refer to our website at:

<http://nj.gov/dcf/providers/licensing/>

69. Page 6– It is stated on page 6 that Agency Weekend Respite will sometimes include community outings. It is the assumption that the transportation expenses incurred for these outings are included in the program rate billed for the outing period?

Yes. Transportation is typically not covered under the fee for service rate and CSOC will be reviewing alternatives in the future.

- 70. 13 – Section G – Funding – the listed rate for Overnight Respite is \$155.00 per night. What does this rate encompass/how many hours? Additionally can this rate be combined with an authorization for another service – i.e. agency hired respite or agency weekend respite?**

The rate for OVR is an all-inclusive rate which includes all services provided to the youth for the length of the overnight episode and cannot be combined with other respite services. The hours of operation generally involve early evening drop-off and mid-morning pick-up.

- 71. Page 22 – 23 – Required Documentation – many of the forms in the required documentations require a contract number – What do we put in that space?**

Leave this section blank

- 72. Page 22 – Number 10 states that applicants must have the ability to achieve full operation within (60) sixty days of qualification – does that time frame include all the operations including obtaining TB test results, fingerprinting, development of respite plans etc., as stated early in the RFQ.**

Yes, all the terms and conditions of this RFQ will need to be met prior to providing the service and subsequent billing. Within 60 days of qualification TB test results of staff must be on file with the agency. The development of respite plans for authorized youth must be completed prior to delivery of service. Community agencies and families may provisionally employ an individual who has not been fingerprinted for a period not to exceed 6 months if the individual submits to the community agency head a signed Exhibit D attesting that the individual has not been convicted of any crime or disorderly person's offense.

- 73. As a current provider agency of respite programs is there a transition timeline for our current families that will transition into the new fee for service programs on January 1? This would allow us time to develop Respite Service Plans, and ensure that all self-hired**

respite workers have been trained completed their fingerprinting and TB tests.

For current providers respite service plans and TB tests must be completed by January 31, 2016. For fingerprinting please see answer to question # 72. For training please see the answer to question number 35.

- 74. On page 36, we have the option of selecting yes for the question of: *is transportation provided*. It is very clear that no additional funds above the stated rate of \$16.00 per hour will be granted for this program for transportation. Is it the assumption that the transportation expenses for this time period are included in the program rate billed for that period of time when the youth is with staff.**

Yes, the hourly rate of \$16.00 per hour may be applied to the after school and weekend respite transportation time.

- 75. We are currently a SHR respite provider and work closely with DCF serving 150 families. Under the new RFQ and updated qualifications, are the initial fingerprints and mandated trainings needed for SHR workers - included in the 16.00 hourly rate, or is there an additional allocation that helps pay for the hours of training. We are working out our budget, and trying to assess the numbers based on upcoming requirements.**

The cost of the fingerprinting and criminal history background check to become a qualified services provider will be paid for by the Department of Children and Families.

The rate for respite services is all-inclusive. Providers may access the DCF CSOC training site and staff may attend our offered training(s) which are free of charge. Staff may receive training in the required topics from any other appropriate source. Many agencies have their own curriculums and train staff in-house; some access the Boggs center, ARC, and other sources.

76. For the purposes of this RFQ is this form completed by the Executive Director only? Agency head?

Please refer to page 22: For this RFQ application, each responsible community agency head, must sign and date Exhibit D and submit it with the response to this Request for Qualifications. After the Applicant agency is qualified, each Agency employee and SHR shall complete an Exhibit D and it shall be maintained in the offices of the Qualified Agency available for review and audit upon reasonable notice. Once the fingerprinting and criminal background checks have been received, the Qualified Agency shall record and maintain such records for review and audit upon reasonable notice.

77. I recently (6/2015) registered /incorporated as a single member LLC. There is no other member and I do business under my company name.

Do I file as an individual provider or a corporation? I have been issued an EIN number. Please clarify.

No, it does not appear that that you would qualify. Please see Section III of the RFQ, Required Qualifications and Documentation.

78. If I apply as a corporation do I have to provide all the supporting document applicable to a corporation?

Yes. Your agency will not qualify if this is incomplete.