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**Required Performance and Staffing Deliverables**

**for**

**Child Protection Substance Abuse Initiative (CPSAI)**

**Effective Date: July 1, 2024**

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**Section I - Summary Program Description:**

The New Jersey Department of Children and Families (DCF), Division of the Children’s System of Care, Office of Integrated Health & Wellness administers the Child Protection Substance Abuse Initiative (CPSAI). Families associated with the Department of Children and Families, Division of Child Protection and Permanency (CPP) with parents/caregivers who have a substance use disorder (SUD) or for whom there are substance use concerns may receive through this program initiative: substance use disorder assessments, extended assessments, urine drug screens/toxicology screens, referrals to substance use disorder treatment, case management, motivational interviewing, transportation, referrals to peer recovery support, and other supportive services. The CPSAI staff work directly with CPP workers to facilitate parent/caregiver entry into appropriate treatment and to provide other supportive services to enhance positive outcomes. CPSAI program staff are available to CPP for consultation, participation in meetings and conferences, and to support staff development on substance use topics as needed.

**Section II - Required Performance and Staffing Deliverables**

**NOTE: After reviewing the required deliverables listed below,** **Contractors must sign the statement at the bottom of this Section II to signify acceptance of all of them. Please submit an executed copy as a PDF document with the title heading: *Required Performance and Staffing Deliverables*.**

1. **Subject Matter -** **The below describes the needs the contractor must address in this program, the goals it must meet, and its prevention focus.**

1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

The CPSAI program addresses parent/caregiver substance use concerns and challenges impacting the welfare of the children and families CPP serves. CPSAI performs substance use disorder assessments to help parents/caregivers identify the effects their use of substances may have on them, and potentially those in their family. Many parents/caregivers referred to CPSAI display multigenerational patterns of substance use and exposure to trauma. CPSAI assessments provide CPP with information to assist caseworkers in their decision making regarding the safety of children in the home. Additionally, CPSAI assessments provide, when needed, recommendations to the appropriate SUD treatment level of care and to support services to help the families remain intact.

2) **The goals to be met by this program are:**

1. To ensure child safety through the identification, assessment, referral, and follow up of parents/caregivers to substance use treatment programs and support of their recovery journey.
2. To refer parents/caregivers to the appropriate SUD treatment and support services.
3. To maintain ongoing communication with CPP regarding the status of parent/caregiver CPSAI referral, assessment, assessment outcome, diagnosis, and recommendation.
4. To educate CPP staff about substance use, substance use disorders, SUD treatment levels of care, and support services for this population, via individual or group consultations.

3) **The prevention focus of this program is:**

To ensure child safety and family wellbeing by providing CPP with information that may serve as a basis for timely decision making regarding appropriate interventions, identification of caregiver substance use, and caregiver support to access services.

1. **Target Population - The below describes the characteristics and demographics the contractor must ensure the program serves.**
2. **Age:**

Adults involved with CPP - 18 years old and over.

1. **Grade:**

N/A

1. **Gender:**

All - Female; Male; Trans; Non-binary

1. **Marital Status**:

N/A

1. **Parenting Status:**

Expectant; Biological; Adoptive, Informal Kinship Caregiver, Grandparent, Resource Parent: Kin, Resource Parent: Non-Kin

CPSAI providers shall serve all the above types of parents and caregivers.

1. **Will the program initiative also serve the children of the primary service recipient?**

No

1. **DCF CP&P Status:**

CPP In Home Case; CPP Out of Home Case; CPP Adopt/ KLG;

The parents/caregivers receiving CPSAI services are those with all the above types of CPP involvement.

1. **Descriptors of the primary service recipient:**

CPSAI providers shall serve adult parents/caregivers who are CPP-referred due to current or suspected substance use concern which may pose a risk of abuse or neglect to children. CPSAI providers shall not discriminate in accordance with the NJ Law Against Discrimination N.J.S.A 10:5-1 et seq.

1. **Descriptors of the Family Members/Caregivers/Custodians of the primary service recipients also required to be served by this program initiative:**

N/A

1. **Other populations/descriptors targeted and served by this program**

**initiative:**

CPP staff are eligible to participate in trainings through this contract, as appropriate.

1. **Does the program have income eligibility requirements?**

No

1. **Activities - The below describes the activities this program initiative requires of contractors, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.**

1) **The level of service increments for this program initiative:**

1. Each CADC/LCADC Assessor shall complete 25 assessments per month (based on receiving 40 referrals per month from CPP).
2. Each assessment will include 1 chain of custody urine drug/toxicology screen, and 2 in total where clinically indicated.

2) **The frequency of these increments to be tracked:**

Monthly, quarterly, and annually.

3) **Estimated Unduplicated Service Recipients:**

At least 50% of all completed assessments will be of unique service recipients.

4) **Estimated Unduplicated Families:**

N/A

5) **Is there a required referral process?**

Yes

6) **The referral process for enabling the target population to obtain the services of this program initiative:**

The CPSAI provider shall outpost its staff in all the CPP Local Offices in the counties they serve. They shall receive referrals from the CPP staff assisting parents/caregivers in need of substance use disorder assessments.

The referral begins with the CPP staff completing an 11-46 referral form and submitting it to the CPP gatekeeper for review. In counties with a Systems Coordinator, the gatekeeper signs the 11-46 and emails the referral to the Systems Coordinator who verifies whether the parent/ caregiver is welfare eligible. Based on welfare eligibility, the Systems Coordinator emails the referral to the appropriate assessor (either CPSAI or the county welfare Substance Abuse Initiative – SAI). In counties without a Systems Coordinator, the parent/caregiver is referred directly to CPSAI through the CPP gatekeeper, who signs the 11-46 referral form and emails it to the CPSAI provider.

In accordance with the CPP Referrals Priority Designation, CPSAI staff shall schedule an appointment with the parent/caregiver, and offer transportation as follows:

1. Contact the parent/caregiver within 24 hours and offer an immediate appointment in response to Priority #1 referrals. These referrals may result from either CPP intake or during an ongoing CPP case based on information indicating that substance use within the home poses an imminent risk of harm to the child for abuse or neglect.
2. Contact the parent/ caregiver within 48 hours and offer an appointment within one day of the initial contact in response to Priority #2 referrals. These referrals may result from existing CPP in-home supervision cases in which substance use poses a risk of harm to the child for abuse or neglect, or a risk of Termination of Parental Rights (TPR) due to prolonged placement.
3. Contact the parent/ caregiver within 72 hours and offer an appointment within one day of the initial contact in response to Priority #3 referrals. These referrals result from Child Welfare or Out-of-Home placement cases in which family reunification may be delayed or cannot occur due to substance use of the parent/ caretaker.

CPSAI providers will inform CPP staff of the date and time of the initial assessment appointment via email.

7) **The rejection and termination parameters required for this program initiative:**

Three attempts will be made by CPSAI to assess the parent/caregiver within a 30-day period. If after 30 days, an assessment is not completed, CPSAI staff will email the referral and the case closure document to CPP.

CPSAI provider shall engage in direct consultation with CPP staff for case closing protocols and continuum of care plans. The discharge planning procedures include review of the CPP 11-46 referral forms, extended assessment referrals, case closing documentation forms, as well as conversation with the CPP caseworker.

The CPSAI provider shall complete discharge paperwork and email it to CPP staff. Discharge criteria include instances in which the parent/ caretaker:

1. engaged in substance use disorder treatment;
2. completed the initial assessment with case closure recommendations;
3. is discharged prior to entering the referred level of care due to a refusal to accept the assessment recommendations;
4. is unable to be found;
5. missed three appointments; or
6. is no longer involved with CPP.

The CPSAI provider shall contact the CPP staff if a parent/caregiver is discharged from a treatment provider agency against medical advice or due to administrative issues. CPP is permitted to re-refer such a case to CPSAI for a reevaluation.

8) **The direct services and activities required for this program initiative:**

The CPSAI provider shall:

1. consult with CPP workers as needed to identify appropriate parents/caregivers to be assessed;
2. continue ongoing written and verbal case conferencing with CPP from referral to discharge and for any parent/caregiver for whom there is a substance use concern;
3. schedule and conduct SUD assessments utilizing American Society of Addiction Medicine (ASAM) criteria, Comprehensive Addictions and Psychological Evaluation (CAAPE)-5 assessment tool and the Level of Care Index (LOCI) 3;
4. conduct chain of custody toxicology testing during the assessment appointment and one additional test during the assessment period when clinically indicated;
5. make referrals to treatment as appropriate, and coordinate treatment placement;
6. engage in case management and advocate for appropriate levels of treatment;
7. conduct informal workshops for CPP staff as requested, to share of new relevant substance use related information and best practices;
8. provide formal SUD trainings on various topics for CPSAI staff that include CEUs. CP&P staff from the agency’s catchment area are to be invited. Trainings can be virtual or in-person and should have a curriculum.
9. in counties with a CPSAI Systems Coordinator, assist in identifying cases appropriate for Work First New Jersey Substance Abuse Initiative (SAI).
10. engage in outreach efforts to ensure the parents/caregivers keep their appointments for assessments and treatment, as indicated;
11. collaborate with community provider agencies to coordinate treatment and monitor treatment progress in keeping with current case closing protocols;
12. refer parents/caregivers to the Peer Recovery Support Specialist Program if eligible and parent/ caregiver agrees;
13. After 2 unsuccessful attempts to complete the assessment in the local office, CPSAI may conduct the assessment in the parent/caregiver’s home, accompanied by CPP staff. Additionally, if parent/caregiver is unable to attend an assessment in the local office due to medical or other needs, on a case-by-case basis, CPSAI staff, with approval from their clinical supervisor and when accompanied by CPP staff, may complete the assessment in the home.

1. provide Counselor Aide services in each office to assist with intake, case management, chain of custody toxicology screens, and transportation to SUD assessments and first appointment at outpatient SUD treatment or to residential treatment;
2. collaborate with CPP and the Local County Welfare agency (see Systems Coordinator information under staffing);
3. conduct random chain of custody toxicology screening in the CPP local office and in the field;
4. provide resources to parent/caregiver on available community and social services to meet basic needs;
5. utilize the Comprehensive Addictions and Psychological Evaluation (CAAPE-5) tool to screen for mental health disorders and share results with CPP for follow up as appropriate;
6. develop and maintain close working relationships with treatment providers in New Jersey to build collaborations and additional linkages to services;
7. collaborate with CPP and the parent/caregiver to support access to treatment.

9) **The service modalities required for this program initiative are:**

**a) Evidence Based Practice (EBP) modalities:**

The ASAM Criteria was built on a foundation of evidence around the multidimensional factors that influence disease severity and prognosis and expert consensus from a broad coalition of clinical stakeholders.

The ASAM Criteria's strength-based multidimensional assessment takes into account a patient's needs, obstacles and liabilities, as well as their strengths, assets, resources, and support structure. This information is used to determine the appropriate level of care across a continuum.

CPSAI assessors are trained in Motivational Interviewing and utilize this EBP throughout their work with parents/caregivers.

**b) Other/Non-evidence-based practice service modalities:**

The CAAPE-5 (Comprehensive Addictions and Psychological Evaluation-5) is a comprehensive diagnostic assessment interview providing documentation for substance-specific diagnoses based on DSM-5 criteria.

10) **The type of treatment sessions [OR prevention services] required for this program initiative are:**

**a) Substance Use Disorder Assessments:**

SUD assessments include an interview using the CAAPE-5, up to two chain of custody toxicology screens, and when clinically indicated, referral to the treatment at the recommended level of care, as per the assessment tools.

CPSAI will provide verbal and written documentation to CPP staff by the below schedule:

For Priority #1 referrals, case conference immediately with CPP staff to supply verbal recommendations. Written treatment recommendations and copy of assessment provided by email to CPP within 3 business days from completion of assessment, including toxicology results.

For Priority #2 & #3 referrals, case conference with CPP staff, provide written treatment recommendations and copies of assessments to CPP staff within 4 business days from assessment completion, including toxicology results.

**b) Extended Assessments**:

The CPSAI provider shall include the Extended Assessment program in every CPP office in the counties it serves to assist parents/caregivers by:

1. removing barriers to their assessment and treatment;
2. providing support to individuals who may be struggling with substance use;
3. identifying those who may not need substance use treatment;
4. assessing those with more complex issues;
5. supporting those with language barriers until they are engaged in a treatment program that meets their needs;
6. obtaining more information to make an informed decision and recommendation related to parent/caregiver substance use.

The CPSAI provider also shall use the Extended Assessment program to provide chain of custody toxicology screens once per week, or as clinically appropriate, up four weeks. CPSAI shall also provide 1-2 contact hours per week for up to 4 weeks, delivering support and education, focusing on helping the individual to recognize and avoid harmful or inappropriate substance use.

Parents/caregivers eligible for Extended Assessment include those with risk factors that appear to be related to substance use but may not meet the diagnostic criteria for substance related disorder as defined in the current Diagnostic and Statistical Manual of Mental Disorders (DSM-5) of the American Psychiatric Association or other standardized and widely accepted criteria.

**c. Case Management Services**

The CPSAI provider shall offer case management to individuals enrolled in treatment for a minimum of thirty days, including:

1. Regular contact with both the parent/caregiver and the recommended treatment agency;
2. monitoring of intake/ admission dates;
3. ongoing reports to CPP regarding the progress and engagement of the parent/ caregiver;
4. present case reviews in counties with Child Welfare-CPP Consortia, per the DCF/DHS MOA;
5. provision of follow up services for parents/caregivers who are being referred to treatment, as well as those who are referred to treatment but not engaged with the treatment process.
6. removal of identified barriers preventing parents/caregivers from receiving assessments and recommended treatments; and
7. the provision of transportation to assessments and initial admission appointments.

Parents/caregivers eligible for Case Management Services include those who meet the diagnostic criteria for treatment of substance use related disorders as defined in the current Diagnostic and Statistical Manual of Mental Disorders (DSM-5) of the American Psychiatric Association or other standardized and widely accepted criteria.

11) **The frequency of the treatment sessions [OR prevention services] required for this program initiative are:**

1. Assessments: Please refer to referral priority levels as noted in Section II, C, 10) a.

1. Extended Assessment: Please refer to Section II, C, 10 b.
2. **Contractors are required to communicate with Parent/Family/Youth**

**Advisory Councils, or to incorporate the participation of the communities the contractors serve in some other manner:**

N/A

13) **The professional development through training, supervision,**

**technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:**

All CPSAI staff shall receive ongoing cross training in both substance use disorder and mental health diagnoses to ensure appropriate assessment and referrals. CPSAI shall arrange three trainings per year for CPSAI workforce. CPSAI staff shall be proficient in the use of CAAPE-5 for assessment of substance/alcohol use disorders, the LOCI referrals to treatment, as well as the ASAM criteria for successful placement for treatment episodes.

14) **The court testimony activities, which may address an individual’s compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:**

When needed for court, CPSAI provider shall provide to CPP written documentation of the assessment outcome and treatment recommendations within one business day of CPP’s request or otherwise agreed upon with CPP staff.

15**) The student educational program planning required to serve youth in this program:**

N/A

**D.** **Resources - The below describes the resources required of contractors to ensure the service delivery area, management, and assessment of this program.**

1) **The program initiative’s physical service site is required to be located in:**

CPSAI providers shall operate in CPP local offices within the county it serves to provide SUD assessment, referral and case management services to the parents/caregivers. CPSAI providers may go to the homes of the parents/caregivers with CPP workers to provide services there when parents/caregivers are eligible for such field services.

2) **The geographic area the program initiative is required to serve is:**

CPSAI Providers are required to serve the CPP local offices within their assigned counties.

Catchment Area:

3) **The program initiative’s required service delivery setting is:**

CPP Local Offices, Family Home, Resource Home, Community, Other (if selected, include description.)

SUD Assessments will be completed in the CPP office, or in parent’s/ caregiver’s home, or when clinically needed at other approved locations, such as jail.

4) **The hours, days of week, and months of year this program initiative is required to operate:**

CPSAI staff shall be available from 9:00 a.m. until 5:00 p.m. in person or via cell phone during the hours of operation of their assigned CPP local offices. At the initial parent/caregiver appointment, the CPSAI staff shall provide each parent/caregiver with its after-hours contact information and appropriate hotline numbers for emergency situations.

5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?**

The CPSAI staff shall designate clinical staff to be available by telephone to receive after hour calls made by parents/caregivers and/or CPP staff. These calls may be directed through an answering service that contacts the scheduled on-call clinician.

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?**

CPSAI provider shall be available to meet the needs of the parent/caregiver, which may include evening hours Monday through Friday. The CPSAI staff shall provide assessments and, if needed, transportation when requested by parents/caregivers who are not available during traditional operational hours of 9AM to 5PM. CPP staff and local offices will accommodate the CPSAI providers in the evening in accordance with the security procedures in the local office. CPP staff will need to be available in the local office during these after-hour assessments.

7) **The language services (if other than English) this program initiative is required to provide:**

The CPSAI provider shall have the ability to meet the linguistic and cultural needs of referred parents/caregivers. Clinical services for those with limited English proficiency must be provided in their primary language. The CPSAI providers may utilize technology solutions to support communication with parents/caregivers and non-clinical program staff and should allocate funds in their budgets for needed translation services for language needs or for deaf and hard of hearing parents/caregivers.

8) **The transportation this program initiative is required to provide:**

The CPSAI provider shall offer, and when needed, provide transportation services to parents/caregivers for their assessments and treatment intake appointments as well as for the Extended Assessment services. The CPSAI provider also may ensure accessibility to all services for parents/caregivers with physical limitations, by traveling to them for in-home assessments when clinically appropriate and approved by CPSAI Clinical Supervisor. CPP will need to accompany CPSAI on in-home assessments.

9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

The following are the minimum staffing credentials and requirements for a CPSAI provider. This is not to be interpreted as comprehensive of the total responsibilities each staff member will manage. The following requirements shall be documented in a manner that can be audited and reviewed.

Note: Not all the below positions are required at each provider agency.

| **Position** | **Qualifications** | **Other Requirements** |
| --- | --- | --- |
| *Program Director (full-time or part time position)* | Master or doctoral degree in counseling, social work, psychology or a related field and a license to practice independently in NJ including LCSW, LMFT, LPC, PsyD, PhD and a minimum of three (3) years post-graduation experience (at least one year of which shall be in a supervisory capacity). | Provide direct supervision of program operations, coordinating staff, direct services, complete required reporting activities and quality assurance/ program improvement activities. |
| *Clinical Supervisor (full-time position)* | Master or doctoral degree in counseling, social work, psychology or a related field and a license to practice independently in NJ including LCSW, LMFT, LPC, PsyD, PhD.  or  Master level therapist licensed to practice in NJ including LSW and LAC who will achieve full independent licensure in the timeframe required by the appropriate licensing board and is practicing under the supervision of a NJ independently licensed therapist. Supervision must be provided in accordance with corresponding licensing board regulations. | Provide weekly onsite supervision of CPSAI staff, review & approve direct service records. |
| *Counselor* | Licensed Clinical Alcohol and Drug Counselor (LCADC)  or  Certified Alcohol and Drug Counselor (CADC) and 3 years of experience | Provide assessments, extended assessments, Urine Drug Screening (UDS), and treatment recommendations when indicated to all CPP-referred parents/caregivers. Coordinate the activities of the Counselor Aides. |
| *Floater Counselor* | Licensed Clinical Alcohol and Drug Counselor (LCADC)  or  Certified Alcohol and Drug Counselor (CADC) and 3 years of experience | On call to provide backup assessment and referral services for all offices within the region served, to support a continuum of services when additional or replacement staff is needed. |
| *Counselor Aide* | High School Diploma | Provide transportation to assessments, treatment intake, and admission appointments. Provide motivational interviewing to support and coordinate the assessment and treatment process. Urine drug screen monitoring as needed. |
| *Systems Coordinator\** | Bachelor’s degree  or  Associate’s degree and 3 years of experience working with a human service population | \*This position is limited to designated counties.  • Provide coordination of all CPP SUD assessment referrals via collaboration with SAI.  • Coordinate welfare and child welfare, referrals, assessments, and treatment placement between Department of Human Services/ Division of Family Development (DFD), CPP and treatment agencies.  • Electronically log all referrals and maintain accurate and up-to-date records and provide monthly tracking reports as required by DHS.  • Facilitate and participate in county consortium.  • Communicate regularly with DFD, SAI, CPP and CPSAI staff regarding the status of all parents/caregivers involved in multiple systems. |
| *Administrative Assistant* | High School Diploma | Provide administrative, clerical support for CPSAI staff. |
| *Data Coordinator* |  | Assist with data entry and collection for CPSAI. |

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

For the legislation and regulations relevant to this and all DCF contracts, CPSAI contractors shall refer to the Standard Language Document and the Notice of Standard DCF Contract Requirements, which are required to be signed and submitted with your response.

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:**

E-mail, face to face conferences, virtually held consortium meetings, gatekeeper meetings, and written communication.

Participation in CPP staff meetings, Plans of Safe Care, Family Team Meetings, and Early Childhood Conferences.

12) **The required partnerships/ collaborations with stakeholders that will contribute to the success of this initiative:**

Throughout the service period, CPSAI provider shall:

1. maintain ongoing written and verbal communication with CPP to coordinate follow-up, monitor the progress of the parents/caregivers, consult on cases presented at Plan of Safe Care meetings, and to increase awareness of CPP staff of the CPSAI program;
2. collaborate with provider agencies for treatment coordination, follow up and monitoring of treatment engagement in keeping with current case closing protocols;
3. facilitate communication between CPP and the Local County Welfare Agencies, where applicable (See systems coordinator information under staffing);
4. arrange with RDS/ gatekeeper to present at each LO in catchment area a minimum of once per year, to educate CPP staff about the service and the referral process.
5. **The data collection systems this program initiative requires:**

Agency-specific Electronic Health Record to document communications, assessments, and assessment outcomes (ie, diagnoses and recommendations).

CPSAI provider shall maintain information regarding their services under this contract in a format that may be subject to DCF review. Data will be provided to DCF as requested and formatted.

1. **The assessment and evaluation tools this program initiative**

**requires:**

CPSAI provider shall complete the assessments of parents/caregivers utilizing the Comprehensive Addictions and Psychological Evaluation-5, (CAAPE-5) and Level of Care Index (LOCI-3) assessment tools. The CAAPE-5 is a comprehensive diagnostic assessment interview tool providing documentation for substance‐specific diagnoses based on DSM‐5 criteria. The CAAPE‐5 covers some of the more prevalent mental health conditions likely to impact recovery from substance use disorders and collects key demographic information associated with prognosis. This tool will be used by the CPSAI program to assess all CP&P Adult alleged substance users. The CPSAI contractor will also utilize the LOCI-3 ASAM Criteria tool to formulate treatment placement recommendations. Information from the CAAPE-5 and the LOCI-3 will be used to develop an assessment summary report in a DCF-approved format which shall be provided to CPP staff and treatment providers.

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required of contractors for this program.**

1) **The evaluations required for this program initiative:**

Contractor performance is assessed ongoing via communication with CPP referents, RDS/ gatekeepers, the provider agencies, DCF-Office of Monitoring, and other system partners as needed.

2) **The outcomes required of this program:**

1. **Short Term Outcomes**:

100% of referred CPP parents/caregivers will be offered a comprehensive substance use disorder assessment.

CPP will receive assessment documentation, indicating outcome and/or diagnosis. When appropriate, level of care recommendation will be delivered.

Each evaluator will complete 25 SUD assessments per month (based off of 40 referrals).

1. **Mid Term Outcomes:**

100% of parents/caregivers appropriate for treatment will receive referral and assistance getting into treatment.

100% of parents/caregivers assessed who have treatment recommendations will be linked to a DHS-Division of Mental Health and Addictions Services, licensed facility, or appropriate provider.

1. **Long Term Outcomes:**

85% of the parent/ caregivers assessed will be placed in their appropriate level of treatment.

100% of all parents/caregivers requiring case management will receive support services, transportation and follow up care according to comprehensive assessment and recommendations.

75% of parents/caregivers referred to extended assessment will have completed their assessment with a recommendation.

Based on three trainings offered to CPSAI and CP&P staff, the workforce will continue professional development on substance use related information.

3) **Required use of databases:**

[Describe the Information Technology Systems required for the Operation and Performance Monitoring of this program initiative]

See below Reporting Requirements

4) **Reporting requirements:**

[Describe the documents and reports required for data collection, reporting, and ongoing quality improvement for this program initiative]

1. Monthly completion of the online DCF Service Report.
2. Quarterly expenditure reports, to the DCF Contract Administrator and DCF Program Lead.
3. Quarterly data spreadsheet to Program Lead, including the following data elements, broken down by CPP local office: Referrals received, Individuals assessed, Individuals referred to treatment, Individuals engaged in treatment.
4. Income data as required by DHS-Division of Family Development.
5. **Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *Required Performance and Staffing Deliverables* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

I agree to provide the services specified in this contract in [Enter the name of the specific region, county, or municipality when the contract is applicable statewide]:

Name:

Signature:

Title:

Date:

Organization:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address: