REQUEST FOR APPLICATIONS

FOR STAFF SECURE

EMERGENCY SHELTERS

FOR CHILDREN

Applications due July 1, 2008
I. PURPOSE

II. BACKGROUND

III. PROGRAM REQUIREMENTS/SCOPE
   A. TARGET POPULATION
   B. PROGRAM DESIGN
      1. DESCRIPTION OF SERVICES
      2. CLINICAL REQUIREMENTS
      3. PHYSICAL ENVIRONMENT/STRUCTURE
      4. DISCHARGES
      5. OUTCOMES
      6. TIME FRAMES/MANDATORY START DATES
      7. SERVICE DELIVERY AREA
      8. ORGANIZATIONAL REQUIREMENTS
      9. STAFF REQUIREMENTS

IV. DEPARTMENT RESPONSIBILITIES

V. SPECIAL TERMS AND CONDITIONS
   A. INSURANCE REQUIREMENTS
   B. LICENSE REQUIREMENTS
   C. NO DEBT AFFIDAVIT
   D. CRIMINAL BACKGROUND CHECK

VI. GENERAL TERMS AND CONDITIONS
   A. CONFLICT OF INTEREST
   B. PROHIBITION AGAINST GRATUITIES
   C. CERTIFICATIONS RELATED TO LOBBYING
   D. GOVERNING LAWS AND COMPLIANCE
   E. SUBCONTRACTS/JOINT VENTURES

VII. APPLICATION PROCESS
   A. INTENT TO APPLY
   B. ADMINISTRATIVE DATA
   C. PROJECT EXPERIENCE
   D. PROGRAM NARRATIVE/WORKPLAN
   E. BUDGET

VIII. EVALUATION
WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
REQUEST FOR APPLICATION
FOR STAFF SECURE FACILITY

I. PURPOSE

The Department of Health and Human Resource, (Department) Bureau for Children and Families (Bureau) is soliciting applications from agencies with group residential and/or emergency shelter experience interested in establishing twelve (12) to sixteen (16) bed staff secure facilities in the northern and southern regions of the state. The facilities will be dedicated to providing crisis support services for males and females between the ages of twelve (12) and seventeen (17) who cannot be safely assessed in their own homes or other settings. The Department intends to accomplish this through new facilities or the adaptation of existing facilities. The primary goals for this specialized program are to:

1. Protect youth committed to the care of the Department of Health and Human Resource by limiting the ability of the youth to elope (runaway);
2. Complete CAPS (comprehensive assessment and planning system) process to assist the youth in developing effective management strategies to control the desire/urge that results in running away;
3. Assist the Multi Disciplinary Treatment team in identifying the least restrictive environment which can meet clinical needs and facilitate the successful transition into the local school system, recreational activities, employment, without continued incidents of running away.

II. BACKGROUND

Child Welfare agencies have been aware of the missing child phenomenon for many years. Research indicates that a number of children go missing due to overt behavior (e.g. running away). A small portion of these children experience multiple runs and/or runs lasting more than one week. This population comprised three percent of the foster care population and accounted for fifty four percent of the absent without leave activity (Ross, 2001).

Children in foster care are twice as likely to exhibit runaway behavior as children in the general population. Children who go missing from foster care are at risk of harm, often placing themselves in unsafe situations where they are vulnerable to crime. Statistics indicate some children with chronic running behaviors have a diagnosed or undiagnosed mental condition. Research and statistics further provide these insights:

- Youth who run pose a very serious risk for themselves and their communities.
- Youth who run often do so as a coping mechanism.
• Running negatively impacts appropriate treatment planning.
• Geographic location affects running behavior.
• Time of day and/or season affects running.

West Virginia defines a runaway incident as “a child away from supervision, without consent, from a previously defined boundary for more than fifteen (15) minutes resulting in staff’s inability to intervene”.

In response to a court order dated May 20, 1999, the Department designed and implemented an “Away from Supervision” reporting and tracking system to gather information about the nature and frequency of runaways from residential care. All group residential facilities are required by contract to submit data detailing the number of runaway incidents each month. During the most recent fiscal year (July 1, 2006 – June 30, 2007) West Virginia residential facilities reported that 350 children ran away from care, totaling 465 runaway incidents.

III. PROGRAM REQUIREMENTS/SCOPE

A. Target Population

The target population is limited to males and females between the ages of twelve (12) and seventeen (17) in the legal custody of the Department who:

• are involved with the legal system due to status offenses and;
• display chronic and recent (within 30 days) runaway behaviors and;
• have displayed at least two documented instances of running away (as defined in the agreement with the court) in the past of a significant duration or of a nature that would constitute a risk to the youth and;
• are experiencing a crisis which may be the result of family dysfunction, a serious mental disturbance, transient situational disturbance, physical or emotional abuse, neglect, sexual abuse, loss of family or other support system, or the abrupt removal of the youth from a failed placement or other living situation and;
• may display behaviors ranging from impaired abilities with social communication, daily living skills, or severe disturbances in conduct and emotion and;
• are in need of 24-hour treatment intervention because less restrictive services alone are not adequate or appropriate to resolve the current crisis and meet the youth’s needs based on the documented response to prior treatment and/or intervention or
• are in need of 24 hour treatment/intervention to prevent hospitalization; (e.g., the youth engages in self-injurious behavior, or the youth is currently physically aggressive and communicates verbal threats, but not at a level of severity that would require psychiatric hospitalization) or
• are in need of step-down from a more restrictive level of care as part of a transitional discharge plan (e.g., behaviors/symptoms remain at a level which
requires out of home care but the placement plan has not been fully implemented) and
• are authorized by APS Healthcare Inc., the administrative services organization (ASO) for the Department, and
• have been recommended for placement by the MDT in conjunction with the court system.

B. Program Design

1. Description of Services

Crisis Support is a structured crisis service for children through age 17, which is provided in a community-based small group residential setting. Crisis support must be provided in a site licensed as a Children’s Emergency Shelter by the West Virginia Department of Health and Human Resources. The service is delivered in an environment, which is safe, supportive and therapeutic. Length of stay cannot exceed ninety (90) days.

The purpose of this service is to provide a supportive environment designed to minimize stress and emotional instability which may have resulted from family dysfunction, transient situational disturbance, physical or emotional abuse, neglect, sexual abuse, loss of family or other support system, or the abrupt removal of a child from a failed placement or other current living situation. Treatment programming must be designed to address runaway behaviors.

Crisis support involves a comprehensive array of supportive and therapeutic services including but not limited to individual and small group counseling, crisis intervention, behavior monitoring, clinical evaluation, psychological testing and treatment planning, and enhancement of daily living skills.

2. Clinical requirements

Organizations must describe in detail how they will deliver appropriate individualized clinical and educational services for each child. The individualized plan of care must include:

• A Comprehensive Assessment and Planning System (CAPS) for each youth identifying the clinical condition and associated symptomatology that is affecting the youth’s functioning;
• A functional analysis of “running” behavior as well as the clinical issues revealed by the CAPS process;
• Plan for 24 hour treatment intervention because less restrictive services alone are not adequate to prevent the behaviors contributing to running away;
• Behavior support plan to control behaviors identified as barriers to the completion of the CAPS process and the behaviors associated with runaways, individualized for each youth;
• Detailed daily schedule of activities designed to keep youth occupied in therapeutic, educational, social and recreational activities during all waking hours, individualized as necessary.
• Detailed description of the case review process that will be implemented to track progress of treatment issues as well as review any subsequent runaway attempts.

3. Physical Environment and Program Structure

The organization must provide a detailed description of staffing patterns, the proposed schedules for all shifts, and the number of clinicians, supervisors, and direct child care staff necessary to deliver clinical care and maintain a staff secure environment at all times.

The organization must describe the physical environment and what changes, if any, must be made to the physical environment to prevent or reduce the likelihood of running away. The organization will describe planned use of devices such as delayed exit doors, alarms, cameras and/or use of staff positioning to prevent running away. The organization must describe how the physical environment will facilitate the “eyes on” supervision of youth at all times.

The organization must describe the manner in which family visitations can be conducted on the grounds of the facility without jeopardizing the security of the environment. The organization must describe how they will ensure family participation in the assessment and planning process for youth.

The organization must have adequate space available as defined by the West Virginia Department of Education policy for an on grounds school as outlined in the Handbook On Planning School Facilities (6200) located at http://wvde.state.wv.us/policies/p6200.doc. The organization must commit to working with the Department of Education’s, Office of Institutional Education Programs (OIEP) in establishing an on grounds educational program. The working relationship with the WVDE is contingent upon specific legislative funding.

The organization must convene a meeting with facility staff and the Department worker for the purpose of sharing information to assist in the delivery of education and the development, if appropriate, and implementation of the student’s Individualized Education Program (IEP).
The organization must establish an ongoing communication system regarding student issues and needs, which also includes notification when students are removed from school.

The organization must coordinate with the schools to forward records of progress to the receiving school district prior to a youth’s discharge from the facility.

Failure to secure specific legislative funding would require the organization to deliver education to all students either through the local county school system or qualifying as a private school.

4. Discharges

The organization must describe the discharge planning process which includes at a minimum one of the following:

- Appropriate placement has been located which meets the youth’s treatment and care needs as outlined in the treatment plan.
- The crisis which necessitated placement has abated, and the youth has returned to a level of functioning that allows reintegration into their previous care setting.
- The youth exhibits symptoms and functional impairment that cannot be treated safely and effectively in the crisis support setting and which necessitates more restrictive care (e.g. In-Patient).

5. Outcomes

Completion of the CAPS assessment with recommendations to the MDT.

The facility is expected to control runaways as indicated by zero incidents of running away on the monthly “Away from Supervision” report submitted to the Bureau for Children and Families.

Youth are expected to demonstrate appropriate coping mechanisms through reintegration into the community (school, recreational activities, etc.) without the reoccurrence of run away episodes.

6. Time Frames/Mandatory Start Date

The organization must demonstrate the ability to be fully operational and begin admitting no later than ninety (90) days after appropriate license has been issued through DHHR.
The organization must also commit to working in cooperation with the Department of Education, Office of Institutional Education Programs (OIEP) to establish an on grounds educational program once funds become available.

7. Service Delivery Area

The organization will serve youth from all counties in West Virginia. The Bureau for Children and Families is interested in the development of two sites located in the Northern (Regions I and III) and Southern (Regions II and IV) areas of the state.

8. Organizational Requirements

The organization must demonstrate the capacity to establish and operate a staff secure program dedicated to the assessment of chronic runaway youth.

The organization must be or be willing to become licensed to provide behavioral health services and group residential care in West Virginia.

The organization must provide a detailed organizational chart showing proposed positions, chain of command, and the written plan for staff supervision and training.

The organization must discuss agency policies and procedures relevant to the Clyburn “Away for Supervision” training and implementation.

9. Staffing Requirements

The organization will provide job descriptions with the education, training, and experience requirements for each position delivering services to youth (includes supervisory, clinical, and direct child care staff).

The organization must demonstrate the capacity to deliver quality clinical services and effective intervention skills for youth admitted to this facility.

The organization must have all direct service staff trained and certified to provide physical restraint. The type of non-violent crisis de-escalation/physical restraint training provided must be approved by the Department. The training curriculum for direct service staff must conform to accepted standards, and must be non-violent, in order to prevent injury to youth and staff, and must address issues regarding the use of physical restraint to reduce the likelihood of running away.

IV. DEPARTMENT RESPONSIBILITIES

There will be no start up funds available to organizations. The Department will reimburse providers at the rate established through the submission of cost reports to
the Office of Management and Accountability Reporting. An interim rate will be established for the first year of operations.

The Bureau for Medical Services will reimburse the treatment per diem. The Bureau for Children and Families will reimburse the room, board and supervision per diem.

The Bureau for Children and Families will continue to reimburse the room, board, and supervision rate in the event the ASO denies medical necessity for continued stay in the staff secure facility. Under no circumstances will the Bureau for Children and Families reimburse providers the treatment per diem.

Department case worker will provide known information about the referred youth.

Department caseworker will participate in treatment planning and case staffing for youth in the program.

Department will provide technical assistance as necessary for the efficient operation of the program.

Department will issue a medical card for each youth in placement.

V. SPECIAL TERMS AND CONDITIONS

A. Insurance Requirements:

The organization selected must at all times during the term of the Agreement have and keep in force a liability insurance policy in an amount not less than one million dollars which shall include General Liability, Personal Injury, Directors and Officers Liability, and Professional Liability, where applicable.

B. License Requirements:

The organization and its employees must be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and will, upon request, provide proof of all licenses.

C. No Debt Affidavit

A signed “No Debt Affidavit” document must accompany all applications.

D. All staff must have a Criminal Investigation Bureau (CIB) background check in accordance with Department CIB policy.

VI. GENERAL TERMS AND CONDITIONS

A. Conflict of Interest
The organization affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder.

B. Prohibition Against Gratuities:

The organization warrants that it has not employed any company or person other than a bona fide employee working solely for the organization or a company regularly employed as its marketing agent to solicit or secure the grant and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of agreement.

For breach or violation of this warranty, the Department will have the right to annul this agreement without liability at its discretion, and/or to pursue any other remedies available under law.

C. Certifications Related to Lobbying

Organization certifies that no federal appropriated funds have been paid or will be paid by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds, other than federally appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the Organization will complete and submit a disclosure form to report the lobbying.

Organization agrees that this language of certification will be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

D. Governing Laws and Compliance

This agreement will be governed by the laws of the State of West Virginia. The
organization further agrees to comply with the Civil Rights Act of 1964 and all other applicable Federal, State and local Government regulations.

E. Subcontracts/Joint Ventures

The organization is solely responsible for all work performed under any resulting agreement and will assume sole responsibility for all services. The Department will consider the organization to be the sole point of contact with regard to all contractual matters.

VII. APPLICATION PROCESS

A. Intent to Apply


Telephone calls regarding the Request for Applications will not be accepted. Questions must be submitted electronically by June 18, 2008. Answers to questions will be posted online by June 24, 2008.

B. Administrative Data

The application cover page will include: agency name; business address; telephone number; name of authorized contact person; signature of person authorized to act in agency’s behalf; and date.

C. Project Experience

The organization will provide a summary of the agency’s structure, size and resources, capability, and experience relevant to this project. The summary will include:

Identifying information
Date organization established
Type of ownership
Copy of current license to do business in the State of West Virginia
List of current services being provided
Organizational chart
Copy of most recent audited financial statement
Description of any pending litigation or filings for bankruptcy. If the agency or parent organization has ever filed for bankruptcy, the organization will include an explanation, history and a declaration that the bankruptcy has been resolved.
D. Program Narrative/Description

Include a detailed description of all services to be delivered as required in Section III, Program Requirements/Scope of Work, including:

- Location and detailed description of the facility;
- Proposed staffing levels and job functions;
- Job description for each functional position with educational and salary requirements;
- Plan for staff supervision, including chain of command, individual conferences, staff meetings, training, evaluation requirements, etc;
- Process and time frames for start-up, including hiring and training staff.

E. Budget

Costs in a detailed line item budget must include all operating costs for a twelve month period to meet the requirements set forth in this Request for Applications (RFA).

Submission of Applications

An original and five (5) copies of the application are to be submitted to the attention of Director, Division of Grants and Contracts, Bureau for Children and Families, West Virginia Department of Health and Human Resources, 350 Capitol Street, Charleston, WV 25301-3711. All applications become the property of the Department.

VIII. EVALUATION

Applications will be evaluated by a committee of three (3) or more individuals in accordance with the criteria stated. The organization which meets all the mandatory specifications and attains the final highest point score of all applicants will be selected. The maximum number of points available is one hundred (100). The selection will be made by a consensus of the evaluation committee.

The Department will select the application(s) that best meets the terms and conditions set forth in this document as stipulated in Section III, Program Requirements/Scope of Work. While the budget is considered, it is not the sole determining factor. The Department reserves the right to accept or reject any or all of the applications, in whole or in part, without prejudice if to do so is in the best interests of the Department. The decision of the Department is final and there is no appeal process for the Department decision. The evaluation criteria are as follows:
A. Project Experience/Organizational Qualifications: 30 Points
   Does the organization have the experience and capacity to deliver the required services?
   Has the agency demonstrated an ability to operate a staff secure program successfully?

B. Program Requirements/ Scope/Work plan 50 Points
   Will the services meet department objectives?
   Does the plan for implementing the services include specific tasks and activities, responsible persons, and realistic completion dates?
   Will the physical environment meet the need for “eyes on” supervision?
   Will the proposed staffing pattern provide for adequate supervision?

C. Budget 20 Points
   Total costs for a 12 month operating period.
   Calculations are correct;
   Reflects costs that are allowable and reasonable;
   Are costs directly tied to the proposed services to be purchased?
   Does the budget include sufficient funding to support staffing?
   Are salaries are in line with Department and competing organizations?
   Does the organization appear to be fiscally sound to operate a program with the proposed budget?
   Have all potential costs been considered?

The Department reserves the right if necessary to ask applicants for additional information to clarify their applications.