



Division of Administration
Office of Procurement
150 William Street - 9th Floor
New York, NY 10038

RONALD E. RICHTER
Commissioner

February 1, 2012

Addendum #1

Negotiated Acquisition: Operation of Non-Secure Delinquency Placement Services
PIN: 06812N0001

To Potential Proposers:

Addendum Items:

1. Question and Answer Session

ACS will provide a question and answer session regarding the Non-Secure Placement Services solicitation on Monday, February 6, 2012. The session will be held at the ACS Children's Center, 492 First Avenue in Manhattan from 9:00 am to 12:00 pm.

Thank you,

A handwritten signature in black ink that reads "Patricia Chubb". The signature is written in a cursive, flowing style.

Agency Chief Contracting Officer



February 2, 2012

Addendum #2

Negotiated Acquisition: Operation of Non-Secure Delinquency Placement Services
PIN: 06812N0001

To Potential Proposers:

Addendum Items:

1. Question and Answer Session: Date and Time Change

The ACS question and answer session regarding the Non-Secure Placement Services solicitation has been rescheduled. **The Q&A session will now be held Thursday, February 9, 2012 from 9:00am – 12:00pm.** The session will be held at the ACS Children's Center, 492 First Avenue in Manhattan.

In order to answer as many questions as possible, proposers are encouraged to submit questions in advance. All questions should be submitted to the Authorized Agency Contact Person for this solicitation, Mr. Michael Walker, via email at Michael.Walker@dfa.state.ny.us.

Thank you,


Patricia Charlo
Agency Chief Contracting Officer



February 8, 2012

Addendum #3

**Negotiated Acquisition: Operation of Non-Secure Delinquency Placement Services
PIN: 06812N0001**

To Potential Proposers:

Addendum Items:

Proposers should submit questions no later than February 17, 2012, since ACS may not be able to respond to questions after that date.

Anticipated Available Annual Funding, Page 4 Paragraph 3

Aftercare services are removed from this solicitation and will be solicited separately. The \$34/day add-on rate for aftercare services is removed. The paragraph is amended to read as follows:

The anticipated total annual funding for these services is \$56,760,000.00.

The rate for general and specialized NSP programs will be \$400/day. Agencies that will be located in New York City will receive an add-on rate of \$68 per day, to be used for qualified behavior management staff to accompany the youth to a New York City Department of Education school each day (see below for more detail about this requirement). Providers may also receive up to \$50 per day for additional facility costs, not included in the rate; this add-on is subject to approval by ACS of a facility plan. Proposed start-up costs will be considered in addition to the proposed annual line item budget.

Section III Format and Content of Applications Page 12

Paragraph 2 is amended to read as follows:

ACS will not accept e-mailed or faxed proposals. If a proposer chooses to use a courier service to deliver its proposal, it is the proposer's responsibility to ensure the proposal is delivered to the correct location by the due date and time. Photo identification is required for building entrance.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted.

Each application should contain 1-original and 7-copies of items A, F and C below collated in that order and 1- original of the items B, D, E, G and H.



Price Proposal, Section III Format and Content of Applications Page 12

Item C is amended to read as follows:

For each proposed facility, attach a three-year annual line item operating budget. Budgets should include detailed line items for Personnel Services (PS) costs and Other Than Personnel Services (OTPS) costs. Proposed start-up costs should be included in addition to the proposed three-year annual line item operating budget. Provide a narrative that describes the cost effectiveness of the proposed budget, and include a justification for any proposed start-up costs. Proposers should use Attachment C for their Year One Budget. Year one would include all start up costs. Startup will be funded within your 12 month budget allocation. You cannot exceed the 12 month awarded budget value. Proposers should use Attachment D for their On Going (annual) Budget. Attachments C and D in excel format may be downloaded from the ACS website www.nyc.gov/acs.

Clarifications:

Below is a list of questions received from potential proposers. Where similar questions were received the duplicate question was deleted.

1. Q. For Appendix C – As the applicant, do we have to respond to the questions listed in the appendix within our proposal narrative? We would appreciate more explanation on what we are supposed to do with Appendix C.
 - A. The proposer does not have to respond to the questions in Appendix C in the proposal. After the contracts are awarded by ACS, each specialized program will then be required to seek and obtain approval from OCFS, and may be required by OCFS to seek and obtain approval from other New York State agencies if applicable, in order to begin operation, per the process described in Appendix C.
2. Q. For the OCSF approval stated on p. 8 of the solicitation, do we need to submit approval along with our application or would we need to gain approval once awarded a contract.
 - A. The proposer must be currently licensed by OCFS to provide residential services to youth and must submit a copy of this license with their application. The proposer does not have to submit approval for specialized beds with their application. Approval for specialized beds will be required after the contract is awarded by ACS.
3. Q. What is the expectation regarding linkage agreements? Does ACS want completed linkage agreements to be submitted?
 - A. The program narrative asks that applicants describe the organization's collaborations and linkages with other service providers that will support and inform the development of its services and programs for youth and families. While it is not necessary or recommended to submit linkage agreements at the time of the proposal, applicants do need to describe the linkages they will have at the time the contracts begin.
4. Q. Is the \$34/day per day an add-on to the days a child is placed or is it a payment for the days a youth receives the aftercare service?
 - A. Based on feedback we have decided to issue a separate solicitation for aftercare services.
5. Q. Is there a budget form applicants should use?
 - A. Proposers should use Attachment C for their Year One Budget. Year one would include all start up costs. Startup will be funded within your 12 month budget allocation. You cannot

exceed the 12 month awarded budget value. Proposers should use Attachment D for their On Going (annual) Budget.

6. Q. Can you confirm that Safe Crisis Management is the required intervention? Therapeutic Crisis Intervention (TCI) is not an acceptable intervention? If youth are integrated with foster care placed children where TCI is the preferred intervention, it will be a challenge to operate both models simultaneously for different children in the same facility.
 - A. Safe Crisis Management is the required intervention.
7. Q. Is the \$400/day an ongoing “fixed” rate or will the rate then be based using the SSOP standards as with other ACS residential placements?
 - A. The \$400 is a set per diem rate that is reimbursed based on care days. It assumes a 90% utilization rate. The revenue from the rate must be spent on the program. These expenses are not to be included on the Foster Care SSOP.
8. Q. Are agencies also expected to bill Medicaid for medical/mental health services? Has ACS worked with OCFS so that agencies with an existing HTP rate can apply it to these new programs?
 - A. Agencies who meet the minimum qualification requirements of the solicitation may request a Medicaid rate from OCFS. ACS will work with OCFS to support provider’s Medicaid programs.
9. Q. Medicaid is not mentioned, I am assuming that our DOH approved Medicaid rates will apply?
 - A. Agencies who meet the minimum qualification requirements of the solicitation may request a Medicaid rate from OCFS. ACS will work with OCFS to support provider’s Medicaid programs.
10. Q. Are agencies expected to bill Medicaid for medical/mental health services? Has ACS worked with OCFS so that agencies with an existing HTP rate can apply it to these new programs? Will these youth be assigned a CIN # to receive specialized and community services if warranted? Who will pay the medical and mental health bills for specialized and community services, pharmacy, dental, substance abuse etc.?
 - A. Agencies who meet the minimum qualification requirements of the solicitation may request a Medicaid rate from OCFS. ACS will work with OCFS to support provider’s Medicaid programs.
11. Q. Just to clarify is it certain that the \$68/rate to accompany youth to school applies to NYC DOE schools ONLY? Are there any exceptions?
 - A. For NYC based facilities, if the school is on site or off site DOE will be providing teachers and agencies should use the \$68 add on to provide qualified behavior management staff and other supplemental services staff. For non NYC based facilities, the facility will receive their Special Education rates provided by NYS.
12. Q. If our facility is located outside of New York City, what is ACS’ expectation regarding relocation to the five boroughs? Does ACS plan to assist agencies in securing property? Will an existing OCFS sites be available for acquisition?
 - A. Applicants that propose facilities outside of New York City must submit a plan to move the slots to a location within the five boroughs of New York City within two years of the contract start date. The plan does not need to be submitted as part of the response to the negotiated acquisition. ACS may allow an additional two year extension on the movement of

the slots to New York City, if diligent efforts to effectuate the move have been made and demonstrated to ACS during the first two years of the contract. ACS will not provide assistance in locating or securing a site. Existing OCFS sites will not be available for acquisition.

13. Q. Can youth from this program be placed in cottages with other ACS/DSS youth or must they be maintained in separate facilities?
- A. ACS will make awards first to those technically viable providers proposing NSP facilities that house only youth who have been adjudicated as juvenile delinquents, and do not house these youth with other populations of youth, including but not limited to youth in child protective placements with ACS. In the event that there are insufficient technically viable providers proposing such sites, ACS may consider making awards to technically viable providers proposing NSP facilities that house youth who have been adjudicated as juvenile delinquents with other populations of youth, including but not limited to youth in child protective placements with ACS, in its sole discretion. "Housing" means the location where youth sleep each night, which may be (1) a separate cottage on facility grounds, where the facility is comprised of multiple cottages; or (2) a stand alone facility. Thus, providers that operate a multiple cottage facility made up of separate cottages who respond to this negotiated acquisition by proposing a cottage which will house only New York City youth adjudicated as juvenile delinquents have met the requirement for a facility that houses only youth who have been adjudicated as juvenile delinquents.
14. Q. Is the 25 bed limit per agency? Per proposal?
- A. The 25 bed limit is per facility. Agencies may propose multiple facilities, each that have no more than 25 beds. Agencies are required to submit one proposal per model. This could include multiple facilities all utilizing the same model.
15. Q. Is there a page limit for the proposal?
- A. While there is no page limitations proposers should cognizant that proposals will be rated on content not length.
16. Q. Would it be appropriate to propose an NSP model in which each facility includes six beds (as in an agency boarding home)?
- A. Yes, a six bed facility may be proposed.
17. Q. Regarding handicapped accessibility for those with developmental disabilities (specifically physical accessibility and accommodations), can you provide more detail regarding expectations? And/or provide the applicable language of Title 18 (have had trouble accessing it)?
- A. MR/DD NSP residential programs are designed to provide care, treatment and therapies in a structured twenty-four (24) hour environment that ensures youth have their physical, emotional, and developmental needs met on a daily basis. It is preferred that applicants explain in detail the physical accessibility of the site being proposed to serve developmentally disabled youth. Applicants should include an emergency evacuation plan that is sufficient to demonstrate that youth with limited intellectual functioning can be safely evacuated from the facility during an emergency, including the number of fire escapes on each floor, the location of those fire escapes and that the number of staff present at all times are sufficient to manage evacuation procedures. Applicants should include whether or not the site can accommodate youth with mobility impairments and if so, whether the rooms in which youth with physical impairments are placed are on the ground floor or on a higher

floor of a multi-level facility.” Title 18 of the NYCRR may be found at this link:
<http://government.westlaw.com/linkedslice/default.asp?SP=nycrr-1000>.

18. Q. For education plans involving NYC DOE schools, do we need to obtain written approval (per p. 6) prior to submitting our proposal? And with non-NYC DOE schools, do we need to obtain proof of good standing with NYSDOE prior to submission of our proposal?
- A. Yes, applicants must submit the written approval of Tim Lisante with the proposal. Yes, proof of good standing of a non-NYC DOE school that will be used for youth placed in proposed non-secure placements facilities must be submitted with the proposal.
19. Q. What documents need to be submitted to demonstrate site control?
- A. The applicant must provide a copy of the organization’s Certificate of Occupancy for the proposed facility, or provide proof of intent to secure an appropriate Certificate of Occupancy for the building prior to the proposed start date.
20. Q. Are there additional funds allocated through Preparing Youth for Adulthood budgets to accommodate the NSP youth?
- A. No.
21. Q. For youth who must attend a District 75 school, are we required to accompany the student all day to the District 75 School as is required for District 79?
- A. The provider agency and ACS case manager will determine, on a case-by-case basis, whether provider agency staff will need to accompany youth to a District 75 school.
22. Q. As there are many ACS-funded FFT programs now funded, can you provide a model budget for an FFT program? Has ACS negotiated a specific contract with FFT for NYC or is the expectation that each agency develops its own FFT contract?
- A. This pertains to aftercare. We are removing the aftercare section from the solicitation.
23. Q. It is unclear as to the legal status of the Non-Secure Placement residents. Please clarify. Are they officially considered legally in foster care and assigned a legal guardian or are they sentenced to NSP? Do all children in this program have permanency hearings etc.?
- A. Youth in non-secure placement will be placed in the custody of ACS as their disposition in a family court juvenile delinquency case. All youth will have attorneys representing them. All the youth in NSP will be subject to permanency hearings.
24. Q. For children who cannot return to their birth families, how will they be assigned a foster family? Is this done through OPA or through the NSP provider?
- A. Children who cannot return to their birth families will need to come into the custody of Children’s Services on a child protection case: either via a voluntary foster care placement or a child protective case filed under Article 10 of the Family Court Act. Child protective placements will be determined and assigned to youth using the normal course of business to identify and new foster care placement, including through ACS’ Office of Placement Administration.
25. Q. Will the Safe Crisis Management Training be provided by ACS? With what frequency?
- A. No. It is the responsibility of the provider to train staff on Safe Crisis Management and to provide subsequent annual training.
26. Q. What is the nature, extent and frequency of contact with ACS case managers?

- A. ACS is developing the case management process for the non-secure placements. We are not able to answer questions about the nature, extent and frequency of contact with ACS case managers at this time.
27. Q. For Appendix 2, by checking the GLBTQ option are applicants responding that they want to only serve this population or does checking the box indicate that the applicant is open to serving the GLBTQ population? Please elaborate.
- A. All providers must adhere to GLBTQ guidelines for promoting a safe environment for LGBTQ youth and their families provided in Appendix B. By checking the GLBTQ box on the Application Cover Form Attachment A proposers are indicating that they would be willing to serve GLBTQ youth exclusively at this site.
28. Q. Will there be city or state facilities available to private providers to lease or rent for the provision of services during the contract period?
- A. Children's Services is not offering sites to be operated by providers as non-secure placement facilities.
29. Q. Will this population and these NSP programs be receiving a community Medicaid rate or a per diem Medicaid rate on top of the rates described in the solicitation?
- A. Rates are agency specific.
30. Q. Currently our group home program accepts youths placed with OCFS by the Family Courts on Delinquency petitions. After August, will all NYC non-secure placements go through ACS rather than OCFS?
- A. Yes. After August, all NYC non-secure placements will be made into the custody of ACS.
31. Q. How will the shift to placing youngsters with ACS affect the current Brooklyn for Brooklyn initiative?
- A. OCFS and ACS are currently having discussions about the future of Brooklyn for Brooklyn. Brooklyn for Brooklyn is not part of this solicitation.
32. Q. Will the solicitation allow for opening NEW group facilities within the 5 boroughs in order to accommodate these youngsters?
- A. Yes, the solicitation permits applicants to propose non-secure facilities within the five boroughs of New York City.
33. Q. Is the plan that all of these youngsters if placed in community facilities in the City will attend Passages Academy, and then transfer to public schools before discharge?
- A. The educational requirements are detailed in the solicitation on page 6. There are several school options available to proposers. One of these is that youth attend a District 79 school and then transfer to a public school before or at discharge. All school plans must be approved by Tim Lisante of the Department of Education before applicants submit their proposals.
34. Q. On page 3, the # of Slots is listed for pregnant/newly parenting young women as 4. Please define "slot" i.e. bed for one youth, mother/baby dyad, or does the baby have its own slot?
- A. The mother/baby dyad takes up one slot.
35. Q. On Page 5, Facility provides an adequate number of single restrooms and showers for all youth. Please describe. For example, must there be 20 restroom/showers for 20 youth? Our

residential facilities have ample restrooms for our population, but include restrooms that are communal with have several sinks, private showers and stalls, plus tubs for babies. Does this fit the criteria??

- A. There must be available a single restroom and shower to be used by all of the youth. Communal restrooms are not permitted. This does not mean each youth is assigned their own personal bathroom. An individual bathroom must be available to all youth.

36. Q. Is ACS open to blending some of the age groups in the residences? For example, instead of designating houses for 12-14 and houses for 15-17, can all proposed houses accept youth 12-17?

- A. No, as describe on page 3, all residential care programs should also be designed in a way that youth live with others in their age group, gender identity where appropriate, and/or developmental stage, such as youth who are 12-14, 15-17, and 18-21 years of age.

37. Q. Will renovations and/or compliance adjustments to proposed NSP facilities (such as for ADA or OCFS requirements) be the responsibility of the provider agency or ACS? And does the same apply if the proposed facilities are owned by ACS?

- A. Renovations and/or compliance adjustments to proposed NSP facilities are the responsibility of the provider agency.

38. Q. Will maintenance costs going forward be reimbursed to the provider agency as part of their operation budget?

- A. Maintenance costs must be paid for out of the per diem rate paid to the agency for placements.

39. Q. Regarding placement and intake (JJQAS p 19-20), what specifically is meant by "Children's Services' approval"? Which ACS Office/Dept will coordinate the referral of youth for placement?

- A. The Division of Youth and Family Justice will be responsible for coordinating the referral of youth for placement. An assessment tool will be developed to match youth to an appropriate placement.

40. Q. Clarification on the responsibility for AWOL diligence (p26-27): JJQA standards state that the ACS CM will continue diligent efforts to locate a youth who is AWOL longer than 7 days, however the standards state that the provider agency must keep the ACS CM “apprised of any and all changes regarding the youth’s status while absent.” These appear to be contradictory.

- A. It is possible that the provider agency will have different information about a youth who is absent without leave than the Children’s Services’ case manager. Provider agencies will be required to provide any information they learn about such youth to the Children’s Services case manager.

41. Q. Clarification on FFT exclusions (p.43-44): For youth and families unable to participate in FFT, is another evidence-based or evidence-informed intervention recommended?

- A. Based upon feedback received in response to the solicitation, aftercare has been removed from this solicitation and will be solicited separately.

42. Q. Clarification on mental health screenings (p50 a): Regarding the use of “validated instruments” for screening, what is accepted/acceptable as a validated instrument? And for substance abuse screening?

- A. Validated instruments have been tested to ensure that they are free of external factors that would influence results and tested to ensure the instrument's generalizability. There are several validated mental health screenings that are designed to be used with this population. Regarding substance abuse screening: p 54 E. 1. "The mental health screening process shall include questions/instrument related to the youth's history of use or abuse of alcohol and/or other drugs.
43. Q. Clarification on Safe Crisis Management system (p 72c.i): Will it replace or supplement TCI?
- A. Safe Crisis Management must be used for all youth adjudicated a juvenile delinquent who are placed with the agency. If an agency is currently using TCI, Safe Crisis Management would replace TCI.
44. Q. Clarification on use of hardware in restraints (p 73 5.a): What is the standard?
- A. These standards are being developed currently, and will be finalized with provider agencies after contracts are awarded.
45. Q. What is the anticipated occupancy on August 1st and the next six months thereafter?
- A. The planned average utilization rate is 90%. On August 1st, programs will just be starting. Utilization will likely not be as high on that date. ACS plans to achieve the average 90% utilization rate within six months.
46. Q. How many facilities do you anticipate will be for girls only?
- A. Girls account for approximately 25% of the placed population. We expect to be able to meet that need with this solicitation.
47. Q. Must the location of the facility be identified at the time of submission of the proposal?
- A. Yes.
48. Q. What is the demand for Non Secure Detention facilities as they are now defined in the next three years? What is the projected need for Assessment and ATD programs in the next three years?
- A. As the NSP slots will only be for youth who are placed post-adjudication, we expect no diminution of need for NSD slots and alternatives as a consequence.
49. Q. Does the respondent to the solicitation have flexibility in how they will staff based on their model and experience for this population?
- A. Yes, so long as the staffing model meets the minimum standards contained in the Non-secure Placement Quality Assurance Standards.
50. Q. Is this solicitation expecting 100% of the population to be reunified with their biological parents / caregivers/ guardians? If no, what is the expected percentage required?
- A. ACS is not expecting 100% of the population to be reunified and will not require a particular percentage, but ACS expects best efforts to reunify or make other arrangements, as appropriate.
51. Q. Based on our experience working with persons with developmental disabilities and delays (OPWDD services, school, pre-school, and Residential Treatment Center) we are looking at the MR/DD program for 12 youth.
- a. How was the number 12 derived? Does ACS anticipate the need for this number of beds on a consistent daily basis?

- b. How would ACS view a mixed program (e.g. – those classified as DD as well as those not specifically targeted for this specialty program but who have low IQs)?
 - c. In an MR/DD specialty program, does ACS foresee youth of varying ages and both males and females together in one program?
 - A. a. The number 12 was determined based on an analysis of the current non secure placement population. Yes, ACS anticipates needing this number on a daily basis.
 - b. ACS would accept an application for a mixed program in the competition for general non secure placement slots. Applicants for the specialized slots must propose a facility just with specialized slots.
 - c. Providers are expected to maintain separate housing for males and females, however, education and other enrichment programs may blend males and females.
52. Q. Is ACS working with OPWDD to identify and provide services for youth who might need OPWDD services upon discharge or even while in placement?
- A. ACS has not yet worked with OPWDD to identify and provide services for youth in non-secure placement. This work will occur after contract awards are made and providers can be part of that process.
53. Q. Do we need to include actual evaluation material and performance reports from city agencies?
- A. Proposers do not need to include actual evaluation material or performance reports from other NYC agencies. ACS evaluators will have access to that information. Proposers must describe and demonstrate the organization's record of performance (for the past three years) by including: (1) all evaluation material and performance reports for the past three years of contracts for relevant services with any government entities other than the City of New York.

Thank you,



Patricia Chabla
Agency Chief Contracting Officer

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
BUDGET SUMMARY PAGE
ONE FACILITY PER BUDGET

AGENCY NAME:			
AGENCY ADDRESS:			
PROGRAM NAME:			
PROGRAM TYPE:			
BUDGET PERIOD:			
NSP Program Rate	\$400	Census:	Value:
Education add on Rate:		Census:	Value:
Facility Rate:		Census:	Value:
Total Rate:			
Total ACS Revenue:		Total Revenue (Including Other Funding):	

CATEGORY	ACS PROGRAM BUDGET AMOUNT	PERCENTAGES
SALARY		
FRINGE BENEFITS		#DIV/0!
PS SUBTOTAL	\$ -	
CONSULTANT		
FACILITY		
OTHER OTPS		
OTPS SUBTOTAL	\$ -	
PS & OTPS SUBTOTAL	\$ -	
OVERHEAD		#DIV/0!
GRAND TOTAL	\$ -	

Description/ Comments: (please attach additional sheets if necessary)

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
SALARY

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

[illegible]

	# of Staff	Total Annual Salaries	Total ACS Program Budgeted	Percentage of ACS Program Budgeted
Total Direct Salaries				#DIV/0!
Total Indirect Salaries				#DIV/0!
Grand Total	0	\$0.00	\$0.00	#DIV/0!

AGENCY:
PROGRAM NAME:
FACILITY NAME:
MAILING ADDRESS:

NSP year one Budget Template Attachment C.xls

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
CONSULTANTS**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

PSYCHIATRISTS

PROGRAM	AMOUNT PER HOUR	TOTAL
NAME		

PSYCHOLOGISTS

PROGRAM	AMOUNT PER HOUR	TOTAL
NAME		

OTHER (SPECIFY)

PROGRAM	TOTAL NUMBER OF PERSONS	AMOUNT PER HOUR	TOTAL
NAME			

TOTAL - CONSULTANTS			\$0.00
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Names of Consultants are required.

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
FACILITY

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

TERM OF LEASE:

LEASE RENEWAL:	YES	NO
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FLOOR AND ROOM NUMBER:	
COST PER SQ. FT.:	
LANDLORD'S NAME:	
LANDLORD'S ADDRESS:	

[illegible]

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
OTPS**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

CATEGORY	ACS PROGRAM BUDGET AMOUNT
AUDIT FEES	
OTHER INSURANCE	
EQUIPMENT	
SERVICES TO YOUTH: (Itemize)	
OTHER OTPS:	
TOTAL	

Non-Allowable Expenses, e.g. Miscellaneous and Dues

AGENCY:
PROGRAM NAME:
FACILITY NAME:
MAILING ADDRESS:

NSP year one Budget Template Attachment C.xls

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
BUDGET SUMMARY PAGE
ONE FACILITY PER BUDGET

AGENCY NAME:			
AGENCY ADDRESS:			
PROGRAM NAME:			
PROGRAM TYPE:			
BUDGET PERIOD:			
NSP Program Rate	\$400	Census:	Value:
Education add on Rate:		Census:	Value:
Facility Rate:		Census:	Value:
Total Rate:			
Total ACS Revenue:		Total Revenue (Including Other Funding):	

	ACS PROGRAM BUDGET AMOUNT	PERCENTAGES
CATEGORY		
SALARY		
FRINGE BENEFITS		#DIV/0!
PS SUBTOTAL	\$ -	
CONSULTANT		
FACILITY		
OTHER OTPS		
OTPS SUBTOTAL	\$ -	
PS & OTPS SUBTOTAL	\$ -	
OVERHEAD		#DIV/0!
GRAND TOTAL	\$ -	

Description/ Comments: (please attach additional sheets if necessary)

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
SALARY

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

[illegible]

	# of Staff	Total Annual Salaries	Total ACS Program Budgeted	Percentage of ACS Program Budgeted
Total Direct Salaries				#DIV/0!
Total Indirect Salaries				#DIV/0!
Grand Total	0	\$0.00	\$0.00	#DIV/0!

AGENCY:
PROGRAM NAME:
FACILITY NAME:
MAILING ADDRESS:

NSP On Going Budget Template Attachment D.xls

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
CONSULTANTS**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

PSYCHIATRISTS

PROGRAM	AMOUNT PER HOUR	TOTAL
NAME		

PSYCHOLOGISTS

PROGRAM	AMOUNT PER HOUR	TOTAL
NAME		

OTHER (SPECIFY)

PROGRAM	TOTAL NUMBER OF PERSONS	AMOUNT PER HOUR	TOTAL
NAME			

TOTAL - CONSULTANTS			\$0.00
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Names of Consultants are required.

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
FACILITY

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

TERM OF LEASE:

LEASE RENEWAL:	YES	NO
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FLOOR AND ROOM NUMBER:	
COST PER SQ. FT.:	
LANDLORD'S NAME:	
LANDLORD'S ADDRESS:	

[illegible]

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
OTPS**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

CATEGORY	ACS PROGRAM BUDGET AMOUNT
AUDIT FEES	
OTHER INSURANCE	
EQUIPMENT	
SERVICES TO YOUTH: (Itemize)	
OTHER OTPS:	
TOTAL	

Non-Allowable Expenses, e.g. Miscellaneous and Dues

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
ON GOING NSP Program Budget
OVERHEAD**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

[illegible]

February 14, 2012

Addendum #4

**Negotiated Acquisition: Operation of Non-Secure Delinquency Placement Services
PIN: 0612N0001**

To Potential Proposers:

Addendum Items:

The following sections of the Juvenile Justice Non-Secure Placements Quality Assurance Standards have been amended as follows:

Section 4 of the Definitions and Acronyms section on page 5:

4. "Case Planner" shall mean the caseworker, with the primary responsibility for providing or coordinating and evaluating the provision of services to the family as defined in 18 NYCRR 428.2(c).

Section 9(a) of the Definitions and Acronyms section on page 5:

9. Juvenile Justice Youth are youth adjudicated delinquent by the Court and placed in and receiving services from an ACS provider pursuant to ACS policies and the law. Generally, these youth meet the following criteria:

- a) The youth is between the ages of seven (7) and eighteen (18).

Section 14(c) of the Definitions and Acronyms section on page 6:

- c) "Institution", locally referred to as "Residential Center," shall mean a licensed facility operated and staffed by an authorized agency for the care and maintenance of thirteen (13) or more youth.

Section B (9) of Part II: Contract Administration and Organization on page 11:

- 9. The NSP provider shall design a plan to ensure the regular meeting of a team inclusive of administrative and direct care staff, foster parents, birth families, and community service providers in compliance with the service plan meeting standards set forth in 18 NYCRR 430.12(c); including those standards relating to frequency, parent participation, third party reviewer and the dissemination of service plan information. The team shall seek to ensure and provide feedback that the stated goals of the program and Children's Services are being met effectively.



Section H (3) of Part II: Contract Administration and Organization on page 13:

3. The NSP provider shall adhere to the Children's Rights of Privacy Standards which are based on the *Title 18 NYCRR Part 441.18* and Parents Rights *Title 18 NYCRR Part 441.18* or any successor or amended regulation.

Section H (8) of Part II: Contract Administration and Organization on pages 15-16:

8. ALL sites have the following:

- i) All floors used by children must be separated from each other by a smoke stop separation and have alternated means of egress remotely located from each other and accessible to the occupants;
- ii) There shall be a minimum of two means of egress from each floor by way of a door at floor level;
- iii) All doors and means of egress must swing in the direction of exit and conform to the New York State Uniform Fire Prevention and Building Code requirements for panic hardware and self-closing mechanisms;
- iv) All stairs and ramps from such exits must terminate at ground level;
- v) Windows as means of egress must be at least 30 inches in its smallest dimension with the bottom of the window no higher than three feet six inches above the floor unless acceptable access is provided by steps or furniture fixed in place;
- vi) An upper level window as a means of egress must also have a platform outside the window and a stair, permanently affixed to the building, leading to ground level;
- vii) All exit doors and means of egress, halls and stairs must be well lighted and kept clean, free of obstruction and ready at all time for immediate use;
- viii) Illuminated exit and directional exit signs and battery-operated or generated-powered emergency lighting units or systems must be provided and maintained in accordance with the New York State Uniform Fire Prevention and Building Code;
- ix) Doors used as smoke stop separations must be equipped with self-closing devices and magnetic hold-open devices.
- x) A plan must exist for building evacuation, including printed procedures to follow in case of fire conspicuously posted in all halls and reception areas and regularly held fire drills;
- xi) An annual FDNY inspection report;
- xii) An appropriate current Certificate of Occupancy; and
- xiii) Adult supervision for all children's/youth's activities with required ratios of adults to children.

Section J (1) of Part II: Contract Administration and Organization on page 16:

- 1. The NSP provider disaster plans shall be in compliance with 18 NYCRR 441.16 (a) and incorporate general disaster planning information; detail the procedures to be followed in caring for youth and families in the event of a disaster or emergency; and focus on planning and procedures for the continued care and supervision of all children/youth in the provider's care, both during and after the disaster or emergency.

Section 5(c) of Section C in Part III: Permanency Planning on page 20:

c) The provider shall verify the CNNX information with Children's Services and shall be responsible for opening a "Child" case record immediately upon admission of all youth entering their care (see Part III, Section A, subsection 1 of these Juvenile Justice Standards for more

details). The provider shall maintain a Uniform Case Record in accordance with 18 NYCRR Part 428. The provider shall have specified procedures for obtaining admission information on youth, including receiving information from Children's Services and integrating it into the immediate service plan, that demonstrates a direct relationship between the plan goal and the needs of the youth.

Section 4(bviii) of Section D Part III: Permanency Planning on page 22:

viii. The results of all home visits by youth placed with ACS at non-secure placement settings shall be contemporaneously documented in CNNX, (and other database specified by Children's Services) by the provider case planner.

Section 4(xi) of Section D Part III: Permanency Planning on page 22:

xi. *Failure to Return from a Home Visit*: If the youth fails to return to the NSP facility after a home visit, the provider case planner will report this AWOL to Children's Services in accordance with 18 NYCRR 441.22 and ACS protocols pertaining to runaways/absconds, warrants, and transportation arrangements for return to program.

Section 3 of Section E Part III: Permanency Planning on page 22:

3. The NSP provider shall ensure that parent[s], family, extended family or other discharge resources are engaged in the development of the service plan and invited to service plans reviews as set forth in 18 NYCRR 430.12 (c). The NSP Provider shall ensure that parent[s]; extended family or other discharge resources are engaged and involved with every aspect of the youth's life, including but not limited to decisions regarding the service plan, education, medical issues, development, and overall well-being. When possible, the provider shall take measures to facilitate the attendance of parent[s], family, extended family, or other discharge resources at occurrences such as school conferences and medical appointments, and shall update parent[s], family, extended family or other discharge resources on the outcome of such events when they are unable to attend.

Section 2(a) of Section F Part III: Permanency Planning on pages 23-24:

- a) The NSP provider case planner will take the following steps in accordance with 18 NYCRR 431.8:
 - i. Notify the local precinct and/or state police for issuance of a Missing Person's Report.
 - ii. Notify the parents or guardian as soon as possible.
 - iii. Notify the ACS case manager.
 - iv. If the AWOL occurs during business hours (Monday - Friday, 9:00 a.m. – 5:00 p.m., excluding holidays), the NSP case planner is expected to immediately report the incident to the ACS case manager or other ACS staff member identified by ACS. If the AWOL occurs during non-business hours (including weekends and holidays) the report is to be called into a telephone number that will be designated for this purpose and a warrant will be issued.

- v. Upon receiving a report of an AWOL, ACS will immediately issue a warrant. The warrant is sent to the appropriate law enforcement agency or agencies. The ACS case manager shall file a Notice of AWOL with the appropriate placing court.
- vi. Record in CNNX and CCRS (or other specified/required database).

Section 4(b) of Section F Part III: Permanency Planning on pages 24-25

b) The NSP provider case planner is responsible for making diligent efforts to locate AWOL youth and return them to care in accordance with 18 NYCRR 431.8. Diligent efforts must include, but are not limited to, contact with the following person(s) for information concerning the youth's whereabouts.

Section 2(a) of Section B Part IV: Program Services on page 42:

- a) When youth are being discharged to Adult Residential Care, the Provider is responsible for providing a transition plan per 18 NYCRR 430.12(j); the standards for preparation for discharge set forth in 18 NYCRR 430.12 (f)(2)(i)(a); the stipend standards in 430.12 (f)(2)(i)(b); the issuance of consumer reports as required by 18 NYCRR 430.12(k); and the following actions:
 - i. Commencing planning for discharge at or before the youth's sixteenth (16th) birthday;
 - ii. Referring the youth to a facility and/or program that will be able to begin serving him/her upon discharge; and
 - iii. Making best efforts to identify and connect the youth to a caring adult who is willing to make a commitment to the young person's future well-being beyond the age of twenty-one (21), even though the youth will not be living in their home.

Section 3(a) of Section B Part IV: Program Services on page 42:

- a) Functional Family Therapy: This therapeutic modality will be offered as a post-residential service to appropriate youth FFT is an empirically grounded, well-documented and highly successful family intervention program for delinquent youth. FFT is provided in the home and focuses on both the youth and the family. The therapy ranges from, on average, 8 to 12 one-hour sessions for mild cases and up to 30 sessions of direct service for more difficult situations. FFT also includes a rigorous system of quality assurance, including its own clinical assessment and tracking system.

Section 3(ci) of Section B Part IV: Program Services on page 43:

- i. When youth are not eligible for FFT, the NSP provider shall ensure that youth and their families are connected to services and supports needed to maintain safety and stability and to continue progress made during the placement. This may include the ACS-approved aftercare service offered by the NSP provider, but may require alternate or additional services as well. The NSP provider shall develop and implement planning assessments for youth as set for in 18 NYCRR 441.14 (b). The NSP provider shall develop and maintain linkage agreements with community based service providers in order to assist families and facilitate a smooth transition for youth that are returning to their community of origin upon discharge.

Section 3(d) of Section B Part IV: Program Services on page 44:

- d) Discharge Planning – Health
 - i. The NSP provider shall ensure that all youths' health care is up-to-date and all referrals are followed up prior to discharge, including filing all paperwork for transitioning into community Medicaid or private insurance. The provider shall provide all youth with a medical exam at discharge pursuant to the provisions of 18 NYCRR 441.22 (n) and (o). The NSP provider shall ensure that health services are available to all children/youth discharged from placement and help children/youth obtain medical coverage by assisting with the Medicaid application process or linking the child to low-premium health insurance options, such as Child or Family Health Plus. The provider shall ensure that health records are up-to-date and all records are transferred to the discharge resource person and the post-discharge health services provider at no cost, as appropriate, pursuant to the provisions of 18 NYCRR 441.22(n) and (o).
 - ii. The provider shall work with the discharge resource person and/or the youth, as age appropriate, to identify and establish a linkage with the youth's post-discharge primary care provider and mental health provider, if indicated. Where appropriate and available, the post-discharge provider shall be located in the child's discharge neighborhood.
 - iii. The provider shall provide post-discharge supervision in accordance with 18 NYCRR 430.12(f)(4)(i)(b) and ACS policies. The provider with planning responsibility for the child shall provide or ensure post-discharge services for a minimum of three (3) months and a maximum of six (6) months with extensions provided when necessary.

Section 2 of Section D Part V: Services for Youth Placed in Non-Secure Juvenile Justice Placements on page 53:

- 2. The NSP provider shall assure that all youth in care aged twelve (12) years old and over, and younger children who are known to be sexually active, receive comprehensive information about family planning and sexual health issues, and have access to the full range of services including contraception (including but not limited to condoms, emergency contraception, and prescription methods), options counseling (including abortion and adoption services), and education and treatment related to sexually transmitted diseases ("STDs") and HIV/AIDS within thirty (30) days after placement and every six (6) months thereafter, and provide them with such services upon request. The NSP provider shall comply with standards for assessment and testing of HIV as set forth in 18 NYCRR 441.22(b).

Section 1 of Section G Part V: Services for Youth Placed in Non-Secure Juvenile Justice Placements on page 55:

- 1. NSP providers shall provide youth in placement with financial literacy training and allowance standards set forth in 18 NYCRR 441.12, which shall include, but not be limited to:
 - a) Financial Literacy – What does it mean to youth?
 - b) Provide access to information on financial management.
 - c) Understanding money in our society.
 - d) Practicing money management: saving, spending, budgeting, investing, and debt.

- e) Importance of paying bills on time; role of credit cards; role of credit scores.
- f) Strategies for minimizing debt.
- g) A regular allowance appropriate to the age of each child in care, which shall not be used to meet basic needs, and kept in the custody of the NSP provider, separate from agency funds in accordance with 18 NYCRR 441.12.

Section 1 of Section H Part V: Services for Youth Placed in Non-Secure Juvenile Justice Placements on page 55:

1. NSP providers' vocational activities/supports shall offer opportunities for youth in placement to receive employment-related training in accordance with 18 NYCRR 430.12(f)(2)(i), including but not limited to the:
 - a) Assessment of the youth's abilities to find employment and keep a job; assess a youth's social and interpersonal skills, and self-awareness to develop a plan to improve and maximize the youth's skills.
 - b) How to prepare for the world of work, whether paid or unpaid; including how to interview, conduct a job search, grooming, dress, punctuality, follow instructions, complete tasks, and obtain actual referrals to neighborhood businesses for employment, assist youth in obtaining documents required for employment.
 - c) Provide and/or make referrals for career counseling, vocational assessments, and for training to identify appropriate placements and supports needed to secure and sustain employment.
 - d) Develop job leads in the private sector and work with businesses who are potential employers. Develop linkages with local merchants, trade unions, and trades people to arrange possible apprenticeships, summer jobs, and other opportunities for young people.

Section 2 Section B Part VI: Services for Birth Parent[s], Family, Extended Family or Other Discharge Resources on page 59:

4. Mentally ill parent[s], family, extended family or other discharge resources who need supportive housing in order to reunite with their children shall be referred to New York-New York III and other supportive housing programs if the NSP provider determines that a lack of adequate housing is the primary factor preventing discharge in accordance with SSL §409-a(5) and 18 NYCRR 430.9 as appropriate.

Section 4 Section B Part VI: Services for Birth Parent[s], Family, Extended Family or Other Discharge Resources on page 59:

4. In cases where adequate housing is located, provided and, if necessary, renovated such that a youth could be discharged from care pursuant to this Part, the youth must be discharged within two months from the date such housing is made available. Discharge may occur on a trial basis. Where adequate housing is made available and the youth is not discharged within the two month period, the reason for the child remaining in care will be deemed to be due primarily to a factor other than housing and housing services will be terminated in accordance with 18 NYCRR Part 423.4(b)(2)(V) or any amended or successor amendment.

Section 1 Section E Part VI: Services for Birth Parent[S], Family, Extended Family or Other Discharge Resources on page 62-63:

1. Social Work Services

- a) Director of Social Work Services: A master's degree in social work or graduation from an accredited school of social work and a minimum of three (3) years of experience in a supervisory capacity supplemented by or including experience in the field of child welfare
- b) Supervisor of Social Work Services: A Master's degree in social work or graduation from an accredited school of social work and a minimum of (3) years experience, at least one of which shall have been under qualified supervision in the field of child welfare
- c) Site Director (for General Programs): At minimum, a BA/BS/BSW in an appropriate discipline with seven (7) years documented satisfactory experience working with court-related youth and at least three (3) years experience working in a residential setting. The site director should also have at least two (2) years of supervisory experience.
- d) Site Director (for Specialized Programs): LMSW or equivalent human services graduate degree and a minimum of seven (7) years documented satisfactory experience working with court-related youth; at least three (3) years experience working in a residential setting; and at least two (2) years working with the specific specialized population that the site will serve.
- e) Supervisor of Direct Care: Shall be qualified by appropriate training and have experience with children living in a group living facility
- f) Direct Care Worker: Shall have at least a high school or equivalency diploma.
- g) Intake Worker: MSW or equivalent human services graduate degree (preferred) or BA/BS/BSW with at least two (2) years documented relevant experience. (May be shared across multiple programs).
- h) Caseworker: MSW or equivalent human services graduate degree (preferred) or BA/BS/BSW with at least two (2) years of documented relevant experience.

Section 7(a-bi) of Section F Part VII: Required Personnel & Personnel Policies and Procedures on page 65-66

- 7. The NSP provider shall be responsible for the verification of credentials and references and screening of all current and prospective employees. Such screening shall include but not be limited to the following:
 - a) New York State Central Register Clearance (SCR)
 - i. Prior to employment, the NSP provider shall clear with the NYS Central Register of Abuse and Maltreatment all staff members who will have the potential for regular and substantial contact with children who are cared for by the agency (including administrative staff, supervisors, social workers, child care workers, cooks, drivers, and any other appropriate staff) in order to determine whether the applicant has been or is

currently the subject of an indicated child abuse/maltreatment report. Providers must utilize the child abuse or maltreatment report via the revised Statewide Central Register (SCR) Database Check, form LDSS-3370, when making a determination about hiring prospective staff. The provider shall provide written notice to each prospective employee of its intention to make inquiry of the SCR. Extensive guidance is provided in the revised *Children's Services Guidance #2009/08 conducting Criminal History Checks on Prospective Employees* issued September 3, 2009, and *OCFS Memorandum 09-OCFS-INF-04*.

b) Criminal History Record Check

- i. NSP providers shall obtain a fingerprint supported criminal history background declarations indicating criminal conviction records, if any, and conducting a record review directly with the New York State Division of Criminal Justice Services(DCJS) in accordance with above reference for all prospective employees who will have the potential for direct contact with children. Such searched apply to convictions and open charges. Fingerprinting of all prospective employees must be conducted in accordance with Section 378-a of the Social Services Law and all other laws, including the execution of a sworn statement by each applicant addressing whether the applicant has ever been convicted of a crime in any jurisdiction as set forth in 18 NYCRR §§ 442.18 and 448.3. The fingerprinting processing fee may be paid either by the prospective employee or by the NSP provider. In either case, the fee will not be paid or reimbursed by Children's Services.

Section 1 of Section H Part VII: Required Personnel & Personnel Policies and Procedures on page 67

1. If the NSP provider has reasonable cause to suspect that an employee has abused, maltreated, neglected, assaulted or endangered the welfare of any child/youth, the NSP provider shall, immediately report such belief to the SCR, and take appropriate action to remove the employee from the proximity of all children/youth while the matter is being investigated pursuant to the provisions of SSL§ 413 and 18 NYCRR 441.8. The NSP provider shall immediately notify Children's Services of any NSP provider reports made to the SCR regarding employees of the NSP provider.

Section 1 of Section M Part VII: Required Personnel & Personnel Policies and Procedures on page 69

1. NSP provider staff may not engage in or promote partisan political activity or religious worship, instruction or proselytizing during the conduct of their employment. The religious affiliation of the NSP provider or individual staff members shall not influence the delivery of services as set forth in 18NYCRR 441.11(a) and (b).

Section 1 of Section A Part VIII: Recordkeeping on page 77

1. The NSP provider shall maintain adequate case files and fiscal records, and shall ensure that its staff follows appropriate record-keeping and retention practices and procedures, in a manner that is in compliance with and supports all existing federal, state (18 NYCRR Parts 428 and 446) and City laws, rules, and regulations, and is consistent with policies, procedures, and standards promulgated by Children's Services. The NSP provider shall keep separate files and records for each youth so that they may be readily identifiable from those relating to other activities of the NSP provider. In addition to information normally kept by the NSP provider in individual files,

such as basic information about the individual, describing and recording each use of the services by the individual, and the individual's progress, the NSP provider shall include such other information in individual files as Children's Services may require. The files and records of each recipient shall be made available to Children's Services at reasonable times upon reasonable notice and request.

Section 6 of Section A Part VIII: Recordkeeping on page 77

6. Primary documentation of case record information will be maintained in CNNX (and any other database required/specified by ACS). Hard copies of all other information unable to be captured in CNNX shall be kept in physical case records. In general, case records shall contain: demographic and contact information; the reason for a request or referral for services; up-to-date assessments; copies of all signed consent forms; a description of services provided by referral; individual behavior plan, and documentation of routine supervisory review.

Section 3(a-b) of Section C Part VIII: Recordkeeping on page 80

- a) NSP providers are responsible for maintaining complete health information in each youth's CNNX case record (and other database required/specified by ACS), per Children's Services policies and CNNX Build 18.9. In addition to the requirements for the medical documentation contained in CNNX Build 18.9, the NSP provider shall establish a comprehensive health history for each youth by working with the birth family/caretaker and known previous health providers for the youth. The medical record shall include, but not be limited to: a complete medical history, dental history, immunization record, an admission physical exam and all subsequent physical exams, records of all medical treatment, consent(s) for treatment, and any other appropriate documentation related to medications and procedures (diagnostic and therapeutic). NSP providers shall adhere to all timelines for collection of such information as required by Children's Services.
- b) All NSP providers responsible for a youth's care shall have health information about the youth's health status and history on a "need to know" basis, as appropriate to maintain the youth's confidentiality, so as to maximize the opportunity for effective care and coordination. The NSP provider shall maintain standards for access to confidential HIV-related information as set forth in 18NYCRR 431.7. The NSP provider shall maintain each youth's individual medical history in a user-friendly, readily transferable manner that details all critical information regarding the child/youth's health status and history, including achievement of major medical milestones. The NSP provider will comply with provisions governing the disclosure of a youth's health history to an authorized agency to which the child is moved per 18 NYCRR 357.3(b)(1).

Section 4(a) of Section C Part VIII: Recordkeeping on page 81

- a) NSP providers shall document the results of a youth's physical examinations using the Child's Health Record or a comparable form. This form is used to include the results of the initial and periodic health examinations given to the child/youth. The record shall contain a section describing a plan for the youth's health needs being met and document on-going medical treatment. The record shall include information on all specialty referrals, copies of laboratory results, and summary discharge notes from any hospitalizations. The health record must also indicate any evidence that the child/youth's CIN number is readily available when needed by a health care provider. Upon intake, the NSP needs to document that each youth has had a

recent physical exam within the last 60 days. If a newly admitted youth has not had a physical exam within 60 days, the NSP will assure that he or she will receive a complete physical exam within 5 working days, after placement. The NSP Provider will provide the youth with regularly updated physical examinations pursuant to 18 NYCRR 431.7.

Section 5(a) of Section C Part VIII: Recordkeeping on page 81

- a) The NSP provider must keep a hard copy of the youth's medical history and other relevant health documents that are not scanned or recorded in CNNX (and other database required/specified by ACS).

Section 1(a) of Section E Part IX: Monitoring, Evaluation, Quality Improvement and Fiscal Recording on page 90

- a) (a) The NSP provider shall submit all invoices/requests for reimbursement on a form to Children's Services for special payments, expenses related to incentive funding, PYA Funding, reinvestment funding and all other expenses outlined in the Payment Bulletin and this Section no later than the deadline for invoices/requests for reimbursement provided in the Payment Bulletin. The NSP Provider shall submit any invoice/request for reimbursement for when youth are absent from placement as set forth in NYCRR 628.3. Any invoice/request for reimbursement which does not comply with Children's Services policies and is received after the time frame indicated in the Payment Bulletin will be disallowed.

A copy of the updated standards is attached.

Questions and Answers:

Below is a list of questions received from potential proposers either via email or via the Question & Answer session held February 9, 2012. Where similar questions were received, the duplicate question was deleted.

- 1. Q. Can I have a clear definition of Non-Secure (as opposed to Limited Secure)?
 - A. Non-Secure may be defined as a setting with less than 25 youth. It should be homelike and promote child development, as well as provide safety and security. There should be limitations on egress and close monitoring of the residents by staff. ACS is currently planning with the state regarding the use of physical hardware. There should be an alarm system in place but no restrictive hardware like barbed wire. The facility should be staff secured not hardware secured.
- 2. Q. Can I have a profile of kids who are typically NSD referrals?
 - A. This will be dependent on a screening and placement assessment tool that will be developed with agencies. ACS can't answer this question at this time.
- 3. Q. How will this impact current placements (IPAS, Brooklyn for Brooklyn, etc.)?
 - A. Youth will be placed with ACS as opposed to the state and there will also be an aftercare component. ACS is in talks with the State about the future of Brooklyn for Brooklyn. The aftercare system will be based on the Juvenile Justice Initiative's Intensive Preventive and Aftercare Services (IPAS) model.

4. Q. If an agency has a campus program with separate units and the residents will have no interaction, is that acceptable to propose as two facilities?
- A. Yes. As long as the residents have no interaction and are kept separate that may be considered two facilities
5. Q. What happens if there are not enough beds in the system and there is over utilization?
- A. If there was an increase in the number of youth requiring placement, ACS would contract for additional beds. However, ACS has reviewed trends of this population for the last six years and there has been a significant reduction in need each year. The projected amount of beds covered in the RFP is a conservative target and it is expected that the need for beds will not exceed this target.
6. Q. Aftercare and discharge planning requires continuity. Can agencies still propose FFT for discharge planning?
- A. Agencies may propose FFT, however there is no mechanism to pay for it in this solicitation. There will be a separate solicitation for aftercare services.
7. Q. Can kids cross boroughs for NSP placement?
- A. We want to encourage family and community engagement so where possible kids should be placed close to home.
8. Q. If there are problems with the placement, how will a youth move from a non-secure placement to a limited-secure placement?
- A. Before ACS has authority over the limited secure placements, the youth would have to return to Court before the placement can be changed. Once ACS is responsible for both non-secure and limited-secure placements, there will be no need to go back to Court unless the Court has made a specific order of placement that bars movement of the youth without a change in the court order.
9. Q. The proposal specifies that programs maintain ADA compliance for the purpose of family visiting. Can families visit off site if there is a challenge with meeting that compliance piece?
- A. Yes.
10. Q. Can ACS guarantee a minimum level of occupancy?
- A. The rate assumes 90% occupancy. If you fall significantly below that then perhaps that speaks to the viability of your program. 300 beds are needed now and that was a conservative estimate as the placement rate has been steadily declining over the last number of years. ACS will monitor this trend closely, as we always have.
11. Q. What is the transition process from non-secure detention to a non-secure placement?
- A. The mobile teams will assess the youth at the non-secure detention site before they are transferred, to make the transition process as seamless as possible and without delay.
12. Q. Utilization: The RFP specifies that there are specific guidelines for grouping kids by specific age ranges. Why can't we service a 15 and a 16-year-old together? Page 7 was very specific.

- A. This decision was partly determined by developmental functioning level of the youth. This is done to minimize victimization and bullying. We are however, flexible. Providers should focus on the developmental level of the youth.
13. Q. The RFP mentions that the providers should be flexible in changing the gender of the site?
- A. Yes, there is an expectation that as the system's needs change, providers can offer services for a different gender. Currently, there is a great need to provide services to adolescent females. However, ACS will be flexible with this requirement, knowing that some providers specialize in one gender.
14. Q. If a program starts on a campus and then moves to a group home, should a new rate be used?
- A. No proposers are to use the current rate for the campus.
15. Q. If there is a program that has three group homes in three different communities, can the program determine where the youth will be placed?
- A. Please see question number 13 on page 4 for Addendum #3 which answers this question.
16. Q. If a youth is in foster care at the time of the arrest, who is responsible for case management?
- A. Just as it occurs now, if a child is already in foster care, the case management function stays with the foster care placement.
17. Q. If a program currently has JD placements in their existing residential care program, mixing populations, can this type of program be proposed?
- A. Please see question number 13 on page 4 for Addendum #3, which answers this question. Proposers can mix populations; however ACS will review and consider program proposals with programming that are solely for JD youth before looking at program proposals for mixed populations.
18. Q. Is ACS going to take the lead on identifying evidence-base programs?
- A. No, not for placement models. There is an advantage for providers to offer a different models and a variety in the system will be beneficial.
19. Q. Do we need a policy that requires staff to use physical restraint?
- A. The state is working with ACS to develop and refine a policy. We do however require the use of Safe Crisis Management.
20. Q. Staffing requirements: the ratio of staff to resident is 1:8. What staffing models did you use to arrive at this ratio? Current daily rate?
- A. The staffing ratio was determined by consultation with national experts and personal direct experience. The daily rate was determined based on a number of factors, including the total allotted for the new system, the number of youth, and the cost of current programs.
21. Q. On page 63 in the QA standards it lists the staff qualifications - are we expected to have all those positions? A recreation therapist, a CASAC? Did ACS use a particular staffing pattern to arrive at the different per diem rates used in the RFP?
- A. No, contractors are not required to have all of these staff. If the contractor does hire these staff, however, these are the qualifications those staff must meet.
22. Q. Does the OCFS licensing mentioned on page 12 refer to the operating certificate?
- A. ACS will provide an answer upon further review.

23. Q. Where are the 300 JD youth currently placed?
- A. One hundred of these youth are in OCFS operated non-secure facilities. The remaining 200 youth are placed through OCFS private contractors.
24. Q. Currently are youth placed with OCFS private contractors part of the 300 youth mentioned in this negotiated acquisition?
- A. Yes, the number of youth placed with private contractors today is part of the 300 beds sought by this negotiated acquisition.
25. Q. There is no information as to the gender or characteristics of the youth in each category. Can a profile of some kind that includes criminal history, level of psychiatric difficulties, use of psychotropic medication, history of prior placement, etc. be provided that differentiates between youth to be served in Non-Secure Placement versus Limited Secure Placement? Attached is a snapshot of youth that OCFS sends out from time to time. Is anything along these lines possible for those youth to be served by NSP and a similar snapshot for those youth to be served by the Limited Secure Programs?
- A. We can only provide information on the youth in voluntary agencies, which are all non-secure placements. Approximately 14% of female. Approximately 18% are under the age of 15. Approximately 30% are 15 years old. Approximately 35% are 16 years old. Approximately 17% are 17 years old or over.
26. Q. Given the additional needs of the youth in the specialized categories listed in the RFP, how does ACS think they can be served at the same rate/staffing ratios as the general NSP population? Can a profile this population to be served in the regular and each of the specialized categories?
- A. The rates for the non-specialized placements and the specialized rates are the same. Staffing ratios for the non-specialized versus specialized placements, however, are not the same. The staffing ratios for non-specialized placements are on page 97 of the Quality Assurance Standards, and set a minimum of one direct care staff to eight youth during waking hours and one direct care staff to 10 youth during sleeping hours. The staffing ratios for specialized placements are on page 105 of the Quality Assurance Standards, and set a minimum of one direct care staff to six youth at all times, with at least one awake staff member supervising youth at all times.
27. Q. If a youth absconds and is gone for more than 7 days but is later apprehended, is the NSP expected to take the youth back? What if the facility is now full?
- A. This will be determined on a case-by-case basis by the ACS case manager assigned to the youth, in collaboration with the agency that had the youth prior to absconding.
28. Q. On page 20 of the QA standards contains a no reject policy but states providers “may request a review”. How much time will providers have from receipt of the information packet on a prospective resident to his/her arrival at the facility in which to determine whether to request review? Will youth remain with ACS while review is pending?
- A. The assessment and placement process has not yet been determined. ACS is currently developing the processes, and will finalize it in collaboration with providers after contracts have been awarded.

29. Q. While the RFP states that an agency can appeal the placement of a youth there are no guidelines or criteria or description of what is entailed with this process or the timeframe. Can this process be described more?
- A. This process is in development currently. It will be finalized with providers after contracts are awarded.
30. Q. On Page 23 of the Quality Assurance Standards states a “case planner will meet with the family after each home visit”. May this be by phone consultation after family is engaged with provider?
- A. A check-in following a home visit may occur by phone, unless a more in-depth in-person conversation is required because of problems or concerns expressed by the family or provider agency following the home visit.
31. Q. On page 35 of the Quality Assurance Standards a request to discontinue NSP placement. Procedure takes some time. Will there be provision for emergency transfer when required
- A. Yes, there will be a provision for an emergency transfer for situations that rise to that level based on standards to be promulgated by ACS.
32. Q. Is it envisioned that youth will be stepping down from locked detention facilities?
- A. ACS plans to operate a continuum of care settings. On a case-by-case basis, taking into account the needs of and risks posed by the youth, youth may be stepped down from a limited secure placement facility to a non-secure placement facility.
33. Q. Given the short LOS and what appears to be an inclination not to extend placement beyond the 6 months, what are ACS’ expectations for what the NSP will be able to accomplish with this period of time?
- A. The non-secure placements are expected to stabilize and begin the rehabilitative process for the youth by providing a behavior management model that draws on family and community engagement in the rehabilitative process, uses a youth development and/or evidence-informed approach, and focuses on school achievement.
34. Q. The solicitation stated of having three years of a strong track record – does that mean it is okay if we have been serving youth who have not been referred to us specifically because of sexually abusive behaviors, but we have come across this behavior in the course of our work with youth and we are experienced in recognizing and treating it?
- A. Yes, the type of work you describe will be considered as part of the track record of the agency with respect to these issues.
35. Q. Youth with sexually abuse behaviors typically need longer period of treatment and the solicitation suggests this, is ACS anticipating that these youth would be in placement far longer than 7 months?
- A. Although the goal length of placement will be seven months, actual discharge dates will be determined based on the needs of and risks posed by the youth. ACS will not categorically change the length of placement goal for a certain category of youth; it will be done on a case-by-case basis.
36. Q. In the instance where a modification is appropriate, what options will exist for the youth in the service continuum?
- A. Youth may be modified up or down the continuum: to a multidimensional treatment foster care setting, another non-secure placement setting, or a limited secure setting.

37. Q. What OPWDD discharge resources have been identified already by ACS for MR/DD youth?
- A. ACS has not identified OPWDD discharge resources. These resources may be more fully developed after contracts are awarded.
38. Q. Can you describe in greater detail the process for reviewing placements if the provider is concerned about the appropriateness of a particular youth for its program?
- A. ACS cannot describe this in greater detail at this time. The process for reviewing placements will be finalized in collaboration with providers after the contracts are awarded.
39. Q. What is the decision making process behind an assignment for placement? For example, all programs being equal, will be there random assignment of youth to programs?
- A. There will be an assessment tool that will be used to determine where a youth will be placed. The tool is in development currently, and will be finalized with providers after contracts are awarded.
40. Q. Developmentally disabled kids utilize an 853 school. What type of agreement with the DOE is necessary to continue this agreement?
- A. The negotiated acquisition states that all applicants must contact Tim Lisante of the DOE to obtain written approval for the educational plan to be proposed.
41. Q. JDs often aren't in school when we get them. 50% of all African American kids who don't have a HS diploma have also spent time in jail. What can we do to address these educational gaps?
- A. The DOE will operate two school locations for youth placed in non-secure placements (163rd Street in the Bronx and Pennsylvania Street in East New York). The DOE has a credit recovery component to this program.
42. Q. The city has many enhanced GED programs that are not DOE programs. Can providers utilize these?
- A. DOE sites are strongly encouraged, rather than non-DOE GED programs.
43. Q. Can you please clarify what exactly is needed and when with regard to the educational plan (solicitation page 6). If agencies would like to use the two district 79 schools, is approval needed, before submission of the proposal? If we plan to use another school, when is DOE approval needed, prior to proposal submission, by what date? What proof of the request is needed in the proposal? Can we propose to only send youth to the Bronx school if our program is currently in Westchester?
- A. Approval of the proposer's education plan must be obtained before submission of the proposal. Applicants must contact Tim Lisante at the contact information listed in the negotiated acquisition solicitation to discuss the plan and obtain written approval, which must be submitted as part of the proposal package.
44. Q. How does the staffing ratio work for school?
- A. At the DOE, the staffing ratio is one-to-eight. If there is a problem with the youth at school, the DOE is the primary counselor. The proposer's staff would be a secondary counselor to address concerns.
45. Q. Must school used on an RTC be in good-standing?
- A. Yes, any RTC school in good-standing can be used to provide education services. Youth cannot attend a school that is not in good standing.

46. Q. Who is responsible for transporting the youth and staff to school?
A. The provider is responsible for transporting staff.
47. Q. If children are bussed to DOE sites, will DOE pick up the cost of busing?
A. The provider is responsible for transportation of youth. The DOE is considering the possibility of providing transportation, but currently proposers will be expected to provide transportation.
48. Q. Does ACS guarantee that programs will operate at or close to full utilization at all times?
A. The planned utilization rate is 90% at all times.
49. Q. Is there any training financial support for using an evidence based model, such as the Missouri Model, as it is can be costly?
A. Training costs are covered in the per diem rate.
50. Q. Is ACS sticking with the current timeline and due date?
A. Yes.
51. Q. How was the addendum issued?
A. The addendum was emailed. If it was not received, it is available on the table in the lobby.
52. Q. How many copies of the proposal need to be submitted?
A. Seven.
53. Q. Can ACS send the forms as a word document so they can be completed?
A. ACS will post the Attachment A on line as a word document.
54. Q. Age Groupings: Given the physical limitations of facilities, how does ACS envision the age groupings (12-14, 15-17 and 18-21) working out? Is there sufficient number of youth in each age category and by gender to not mix these age groups together?
A. All residential care programs should also be designed in a way that youth live with others in their age group, gender identity where appropriate, and/or developmental stage, such as youth who are 12-14, 15-17, and 18-21 years of age.
55. Q. Data: Can ACS provide data on the current age and gender of the approximately 300 children in care both upstate and in current voluntary agencies? This will help agencies bidding to better understand ACS' needs.
A. We can only provide information on the youth in voluntary agencies. Approximately 14% of female. Approximately 18% are under the age of 15. Approximately 30% are 15 years old. Approximately 35% are 16 years old. Approximately 17% are 17 years old or over.
56. Q. Profile of Population: There is no information as to the gender or characteristics of the youth in each category. Can a profile of some kind that includes criminal history, level of psychiatric difficulties, use of psychotropic medication, history of prior placement, etc. be provided that differentiates between youth to be served in Non-Secure Placement versus Limited Secure Placement? Is anything along these lines possible for those youth to be served by NSP and a similar snapshot for those youth to be served by the Limited Secure Programs.

- A. We can only provide gender and age information on the youth in voluntary agencies. Approximately 14% are female. Approximately 18% are under the age of 15. Approximately 30% are 15 years old. Approximately 35% are 16 years old. Approximately 17% are 17 years old or over. We will provide additional data to providers after the contracts are awarded.
57. Q. What type of information must be submitted to Dr. Lisante in order to obtain DOE approval? We currently have a DOE school on our grounds, and I am proposing for the NSP youth to attend this school.
- A. Applicants must contact Tim Lisante at the contact information listed in the negotiated acquisition solicitation to discuss the plan and obtain written approval, which must be submitted as part of the proposal package. In this situation, the applicant should submit a letter stating that the agency will continue to use the DOE school on grounds and include the DOE district.
58. Q. We would like all appropriate teens educated at the DOE school in the Bronx. We will provide staffing and a trained Case Worker on-site during the school day. Can I tour the building?
- A. Yes, visits can be arranged by emailing Tim Lisante at tlisant@schools.nyc.gov.
59. Q. Can DOE provide us a small office/work space for our caseworker?
- A. Space is tight as classroom space is priority. Best efforts will be made to be accommodating.
60. Q. Can we use DOE space in the building for family contacts, and supervised after school activities like home-work and reading tutors?
- A. Yes during school day, after school usage must be negotiated with landlord.
61. Q. Please specify transportation alternatives available to move NSP students from our programs to the Bronx school.
- A. Currently, providers must provide transportation to school, however the DOE is exploring the possibility of providing transportation.
62. Q. Family Team Conferencing: The RFP states that an agency “may” be required to implement FTC or Family Team Meetings. If this becomes a requirement, will additional funding be provided to implement it?
- A. There will not be additional funding to implement family team conference if that becomes a requirement.
63. Q. Transportation: RFP states that NSP provider must provide for the cost of transporting the family to site visits and for youth to visit home if the facility is outside of NYC. Is there some cap on what is required or is this assumed to be included in the \$400 per diem?
- A. This is included in the \$400 per diem.
64. Q. Education: The solicitation requires that newly admitted youth to NSP not attend regular school until an assessment is completed. Assuming that the youth must attend school as soon as they enter a program, does ACS expect that the agency will provide some kind of in-house tutoring services until they begin regular classes? Is there some expected period of time foreseen before youth begins to attend regular classes? Is the cost of providing these educational services also included in the rate?

- A. Youth will be expected to attend school as soon as the placement is made. To clarify educational plans further and to obtain approval of the educational plan, applicants are required to contact Tim Lisante of the Department of Education.
65. Q. Community Participation on Board or Advisory Panel: If an organization is selected to provide NSP services on its Campus, should we assume that the development of this aspect of the program model will be put on hold pending selection of a site(s) in a particular community or will something else be required in the meantime?
- A. Proposers must select a site prior to submitting a proposal. A description of the site should be included in the proposal. ACS reserves the right to conduct site visits as part of the proposal evaluation process.
66. Q. OCFS Criteria for Specialized Population: Appendix C describes campus-based programs to serve the specialized populations listed in the RFP while the intent of the RFP is to clearly serve the entire NSP populations in community based facilities. Can this difference be explained?
- A. ACS expects that specialized populations will be served in the facilities described in the negotiated acquisition solicitation.
67. Q. Removal of Youth: Pages 27 through 30 of the solicitation outline the criteria for requesting a child's removal. In those cases in which a youth has committed a very serious offense and the youth is a serious danger to himself or other residents, can removal be arranged on an emergency basis? (In cases in which court approval is not needed, the proposal states that "the ACS case manager will identify a new placement...and make the appropriate arrangements," but there is no time frame indicated. In those cases in which court approval must be sought, is there any way to request an expedited hearing, especially since, in many cases, the other residents placed at risk of serious harm will be other ACS children?) In working with a JD now, cooperating with the program and not having their placement "modified" is a major incentive in working with this population. It seems that this model and approach will eliminate that pressure point.
- A. The process for modifications is currently in development and will be finalized with providers after contract awards are made.
68. Q. Is ACS willing to clarify and commit to expedited removal as ACS does with its NYC non-secure detention programs?
- A. Yes, the ACS case managers will work diligently with providers in the event a removal of a youth is necessary.
69. Q. Mixing of Populations: On page 3 of Section I General Information, it states that all programs should be able to accept youth with lower (below 70) I.Q.s on a case by case basis. Is it the intention of ACS to place developmentally-delayed adolescents with higher-functioning adolescents? (Historically, it has been recognized that mixing these populations is not conducive to treatment or insuring safety.)
- A. The mixing of youth will be done only on a case-by-case basis, taking into account the risks and needs of the youth to be served.
70. Q. SCORECARD: Will ACS evaluate the provision of services for this program using all the dimensions of SCORECARD?
- A. A quality assurance system is under development and will be finalized with providers after contracts are awarded.

71. Q. Time Before Placement: On page 20 of the solicitation, it states that "at disposition" on J.D. cases, when the court has placed the youth with Children's Services, they will determine the appropriate NSP agency. In view of the current delays between the time that the youth is charged and the dispositional hearing, is it expected that youths will remain in NSD placements prior to the NSP placements? For those youths new to the system, will psychiatrics, psychological and psycho-socials be completed prior to Children's Services placing the youth with the NSP agency?
- A. The mobile teams will assess the youth at the non-secure detention site before they are transferred, to make the transition process as seamless as possible and without delay.
72. Q. SSPS: Will this program be a part of annual ACS audit and subject to same requirements for reconciliation as MSAR and FFC programs?
- A. No, since this is not at foster care program, proposers will not use the Foster Care SOP. ACS is not clear what OCFS would require at this time. OCFS has to approve your rate.
73. Q. Everyday we have about 100 day students bussed to our Campus from NYC schools for education. Would ACS approve and support our bussing students into a nearby NYC school for education? We will provide the staffing during the school day. I am confident that we can develop an exciting model that ensures a more robust educational option for many. I am meeting with Dr. Lisante from DOE on Wednesday to outline our thinking, but would like to know of ACS' position on this.
- A. Yes, providers may propose bussing youth to New York City schools. However, the school plan must be approved by Tim Lisante of the DOE, per the requirements of negotiated acquisition.
74. Q. School - We will apply to first locate the NSP program on our Syosset Campus as we seek to identify facilities in the community to re-locate the program within the time frame defined in the RFP. On our Campus, we have a DOE School - PS256Q – that is part of District 75. The school only serves the youth placed in our care on the Syosset Campus. As we do now, we would work with the school to figure out how best to assess a JD youth for their proper school placement. Does this meet the educational requirements of the RFP? Given that it is a NYC DOE school do we need to seek approval or notify Dr. Lisante of this rather unique situation?
- A. Tim Lisante must be contacted about, and approve all proposed school plans.

As a reminder, proposers should submit questions no later than February 17, 2012, since ACS may not be able to respond to questions after that date.

Thank you,

Patricia Chabla

Agency Chief Contracting Officer

February 21, 2012

Addendum Items:

1. The following sections of the Juvenile Justice Non-Secure Placements Quality Assurance Standards have been amended as follows:

Part IX Section E 1-3: Reimbursements, Statistical and Fiscal Recording pages 90 – 94:
These paragraphs have been removed.

2. The budget form Attachment C: NSP Year One with Start-up Costs has been revised.

Anticipated Available Annual Funding, Page 4 Paragraph 3

The paragraph is amended to read as follows:

The anticipated total annual funding for these services is \$56,760,000.00.

Initially, for the provision of general and specialized NSP services, Contractors shall receive a preliminary base per diem of \$400 per youth per allowable care day. Contractors located in New York City will receive an add-on per diem of \$68 for expenses related to qualified behavior management staff accompanying the youth to a New York City Department of Education school each day (see below for more detail about this requirement). Contractors may also receive a per diem of up to \$50 per day for additional facility costs subject to approval by ACS of a facility plan submitted with the proposal. The facility plan should include a narrative detailing the proposer's facility costs including rent/facility use costs, repairs/maintenance, insurance, mortgage expenses etc, and should include a separate facility budget. Notwithstanding the aforementioned facility plan requirements, proposers should include their facility related costs in their proposed annual line item budgets required in Section III of this solicitation.

A Contractor's ACS approved annual budget shall be based upon the Contractor's preliminary base per diem, projected allowable care days, and youth per program. The approved annual budget determines the maximum amount the Contractor may receive for NSP services. The Contractor's actual reimbursement in connection with NSP services shall be based on allowable expenditures as determined by ACS. Accordingly, the per diem payments made by ACS to the Contractor shall be adjusted/reconciled at the end of each fiscal year based upon a financial report of actual allowable program expenses up to the approved annual budget maximum amount.

ACS, in its sole discretion, may adjust the Contractor's per diem from time to time for payment purposes to facilitate cash flow to the Contractor. ACS' adjustment to the per diem pursuant to this provision will not affect the actual amount of money due to the Contractor based upon the actual allowable program expenses up to approved annual budget maximum amount.



Start up Costs

Proposed start-up costs will be considered in accordance with the OCFS Policy for Funding Start-Up Costs for Foster Care Programs.

Questions and Answers:

Below is a list of questions received from potential proposers. Where similar questions were received the duplicate question was deleted.

1. Q. Will the NSP follow the same rules as foster care agencies in determining when agencies are entitled to the per diem if the youth is on a home visit, in the hospital, AWOL, etc.?
A. ACS will follow the same guidelines that are in place for foster care for Allowable Absences in the NSP programs.
2. Q. PYA and other funds: On page 91 of Appendix A states that, “The NSP provider shall submit all invoices/requests for reimbursement on a form acceptable to Children’s Services for special payments, expenses related to incentive funding, PYA Funding, reinvestment funding and all other expenses outlined in the Payment Bulletin and this Section no later than the deadline for invoices/requests for reimbursement provided in the Payment Bulletin. Any invoice/request for reimbursement which does not comply with Children’s Services policies and is received after the time frame indicated in the Payment Bulletin will be disallowed.” Yet Addendum 3 indicated that they do not qualify for PYA funds. Please clarify whether agencies will receive PYA, reinvestment funding, or special payments for youth in the NSP programs.
A. There are no additional funds outside of the NSP budget and rates. Part IX Section E of Appendix A has been rescinded. A Financial Guide for NSP will be available in the Spring of 2012.
3. Q. Facility Costs: a) Can you clarify what is eligible for the \$50/day add-on for facility costs? b) What are some examples of additional facility costs that the \$50/day rate might pay for? c) Please clarify the additional rate of \$50 per day for facility cost. What are some acceptable expenses? d) What does the \$50 per day for additional facility costs entail?
A. NSP providers should use the Facility Rate add on to cover additional facility expenses that are not covered in the base rate. The add-on can be used to fund fixed property items like rent, depreciation and interests that might exceed the available property allowance in the proposed NSP model.
4. Q. How will the contract structure payment? Will the basis be line item expenditure within agreed limits (as are the current NSD contracts) or will it be per capita based on actual daily occupancy? If the latter, is ACS able to guarantee a minimum level of payment/occupancy?
A. Based on the approved budget and the projected care days, Providers will receive an initial base rate of \$400 per day and, if applicable, add on rates. These rates will be used for the billing process in SSPS as providers now follow for their foster care programs. The approved annual budget amount will become an annual set allocation. At year end, the payments made to a Provider shall be adjusted based upon the Provider’s annual actual allowable program expenses not to exceed the annual approved budget amount. Therefore, the Provider’s actual base rate may be adjusted depending upon the actual allowable care days and the Provider’s actual allowable program expenses

5. Q. May proposers include special training costs in start-up costs? Does ACS have guidelines regarding permissible start-up cost levels?
- A. Start-up funds are available for pre-operational cost necessary to prepare for a site, and or program. Please follow the OCFS Policy for Funding Start-up Costs for Foster Care Programs (attached)
6. Q. Regarding suspended payment status - how many days of AWOL/days of Hospital will ACS reimburse/pay to the NSP provider when a youth drops into one of these statuses?
- A. ACS will follow the same guidelines that are in place for foster care for Allowable Absences in the NSP programs.
7. Q. ACS asks for the cost-effectiveness of the program in the budget justification—does that mean we do not need to justify every single line item cost, but rather focus on the overall budget and the per diem we are achieving?
- A. The budget forms require descriptions.
8. Q. Will ACS pay the \$400 daily rate to a provider no matter what or is it looking for providers to come in below that if possible, and that's the rate that would be paid?
- A. Based on the approved budget and the projected care days, Providers will receive an initial base rate of \$400 per day and, if applicable, add on rates. These rates will be used for the billing process in SSPS as providers now follow for their foster care programs. The approved annual budget amount will become an annual set allocation. At year end, the payments made to a Provider shall be adjusted based upon the Provider's annual actual allowable program expenses not to exceed the annual approved budget amount. Therefore, the Provider's actual base rate may be adjusted depending upon the actual allowable care days and the Provider's actual allowable program expenses.
9. Q. We have been told that the start-up costs are to be included in the year one budget. We are submitting proposals for programs on our campus in Westchester County with the expectation that we would, as required, be moving them to a NYC site. There will likely be renovation and other start-up cost related to this, as yet unidentified, site. Is it possible to "reserve" some of the start-up costs to Year 3 to cover any potential renovation costs for a new site?
- A. Start-up funds are available for pre-operational cost necessary to prepare for a site, and or program. Please follow the OCFS Policy for Funding Start-up Costs for Foster Care Programs (attached). We may consider start-up funding for the period of time that programs will be relocating to the NYC area.
10. Q. With all the uncertainties associated with this new program, is it allowable to submit a budget that has a "contingency" line for any significant swings or changes in costs including utility costs, future renovations, unanticipated additional staff time, etc?
- A. Based on the approved budget and the projected care days, Providers will receive an initial base rate of \$400 per day and, if applicable, add on rates. These rates will be used for the billing process in SSPS as providers now follow for their foster care programs. The approved annual budget amount will become an annual set allocation. At year end, the payments made to a Provider shall be adjusted based upon the Provider's annual actual allowable program expenses not to exceed the annual approved budget amount. Therefore, the Provider's actual base rate may be adjusted depending upon the actual allowable care days and the Provider's actual allowable program expenses.

11. Q. Will we be able to make line item modifications to budgets after we become aware of significant changes in operations (as long as we stay within the parameters of \$400 per day)?
- A. Yes.
12. Q. How do we separately identify what costs are start-up vs. those that are part of continuing operations in the Year 1 budget?
- A. Start-up funds are available for pre-operational cost necessary to prepare for a site, and or program. Please follow the OCFS Policy for Funding Start-up Costs for Foster Care Programs (attached). You should use the Budget forms and complete the start- up section of those forms.
13. Q. The RFP indicates that contracts will start in June but placements will not begin until August. Please confirm that agencies will be paid for start-up during this period if we submit a start-up budget and it is approved. Are there guidelines on allowable start-up costs?
- A. For each proposed facility, attach year one budget and an On Going (annual) line item operating budget. Budgets should include detailed line items for Personnel Services (PS) costs and Other Than Personnel Services (OTPS) costs. Provide a narrative that describes the cost effectiveness of the proposed budget, and include a justification for any proposed start-up costs. Proposers should use Attachment C for their Year One Budget. Year one would include all start up costs. Startup will be funded within your 12 month budget allocation. You cannot exceed the 12 month awarded budget value. Proposers should use Attachment D for their On Going (annual) Budget. Attachments C and D in excel format may be downloaded from the ACS website www.nyc.gov/acs.
14. Q. Medicaid Funding: While the need to provide medical and mental health services is clearly noted in the RFP, there is no mention of having a Medicaid rate to pay for these services. Will the agency get a Medicaid rate for the program or is the cost of these services assumed to be included in the \$400 daily rate provided for in the rate?
- A. ACS is working with OCFS to identify existing provider Residential Medicaid Rates to use for these programs as we await the implementation of managed care in the Spring of 2013. If you currently have an approved Department of Health Medical Assistance Per Diem Rate, this should be included in your proposal for provision of medical and behavioral health services for children placed in the NSP program.
15. Q. Add-on Staff: RFP states that in consultation between the NSP and ACS, there may be agreement to add special staff on a case-by-case basis. If this is agreed to, is the cost of doing this in addition to the basic \$400 a day per diem?
- A. All services for the NSP program must be within the approved rate except for Medicaid and Mental Health services as referenced in question 14.
16. Q. Mental Health Services for Parents: RFP states that the NSP will be responsible to see to the provision of mental health services to parents and other family members directly or through referral. How does ACS envision how these services will be paid for if the family does not have insurance or Medicaid coverage to cover the cost of these services?
- A. ACS is working with OCFS to identify existing provider Residential Medicaid Rates to use for these programs as we await the implementation of managed care in the Spring of 2013. If you currently have an approved Department of Health Medical Assistance Per Diem Rate,

this should be included in your proposal for provision of medical and behavioral health services for children placed in the NSP program.

17. Q. Acceptance of All Referrals: While the RFP states that an agency can appeal the placement of a youth there are no guidelines or criteria or description of what is entailed with this process or the timeframe. Can this process be described more?
- A. This process is in development currently. It will be finalized with providers after contracts are awarded.
18. Q. How will funding be handled during the State-up Phase? Rather than a per diem is ACS willing to contract for a particular facility and capacity instead? There needs to be further explanation as to the different “add-on” rates that could be provided for Aftercare, Behavior Management Staff and facility costs
- A. Based on the approved budget and the projected care days, Providers will receive an initial base rate of \$400 per day and, if applicable, add on rates. These rates will be used for the billing process in SSPS as providers now follow for their foster care programs. The approved annual budget amount will become an annual set allocation. At year end, the payments made to a Provider shall be adjusted based upon the Provider’s annual actual allowable program expenses not to exceed the annual approved budget amount. Therefore, the Provider’s actual base rate may be adjusted depending upon the actual allowable care days and the Provider’s actual allowable program expenses. Please follow the OCFS Policy for Funding Start-up Costs for Foster Care Programs (attached). There are per bed limits.
19. Q. What is the time period that the \$50/per day for additional facility costs applies to? Is it available (subject to approval, of course) in only the first year? Every year for the life of the contract?
- A. Each year of the contract.
20. Q. If we currently have an operating certificate for a 6 Bed Facility ---BUT we have space and want to propose a 7 Bed facility (in the same space), can we still submit the proposal with the 6 bed operating certificate and submit a plan to request for a new operating certificate after and if we are an awardee?
- A. Yes.
21. Q. We remain convinced that some of the teens served should be in DOE schools from day-one (following our clinical and behavioral assessments for appropriateness). While DOE explores the issue, and if we raise the funds for private transport, will ACS provide us the \$68 per day per teen for on-site staffing?
- A. Yes, if the staffing is required for safety and behavior management. This assessment will be made by the ACS case manager in collaboration with the provider agency.
22. Q. Regarding school approval/good standing. Just to be sure we are 100% clear, what is the exact documentation we must submit if we propose to use a school that is located on the grounds of our facility (for example, a school operated by us that serves the developmentally disabled)?
- A. Approval of the proposer’s education plan must be obtained before submission of the proposal. Applicants must contact Tim Lisante at the contact information listed in the negotiated acquisition to discuss the plan and obtain written approval, which must be submitted as part of the proposal package.
23. Q. Number of proposals: We are submitting a proposal for two 6 bed facilities and one 12 bed facility. The staffing model for the 12 bed facility is different, so we are submitting a separate

- proposal for the 12 bed. However, the 6 beds are at two different sites, but have the same model. Can we submit 1 proposal with two different sites of the same Model?
- A. A separate and complete proposal should be submitted per program model. Within each proposal you would list all of your facilities for that program model and include separate budgets (Attachments C & D) for each facility.
24. Q. Education: Our proposal will include a letter to Dr. Lisante outlining our education model. Do we need to have a written response from Dr. Lisante prior to our submission of the NSP proposal?
- A. YES. Approval of the proposer's education plan must be obtained before submission of the proposal. Applicants must contact Tim Lisante at the contact information listed in the negotiated acquisition to discuss the plan and obtain written approval, which must be submitted as part of the proposal package.
25. Q. Education add-on rate - Does the \$68/day add-on rate apply to the entire year of days (365 days) or just to school year days (180 days + summer school of 30 days = 210 days)?
- A. Applies to the entire Year
26. Q. Budgets by facility - Where a facility has not yet been identified (we are in the process of vetting several), is it acceptable to provide estimated costs?
- A. Yes.
27. Q. The three-year annual line item operating budget - Attachment C is for Year One (including start-up), Attachment D is for the On Going (Annual) Budget. Does that cover the budget that will be used for both Year Two and Year Three in the three year requirement OR does Attachment D have to be submitted for each Year Two and Year Three respectively?
- A. If year 2 and year 3 are the same submit one ongoing budget.
28. Q. The solicitation states that the site should have no more than 25 beds---does that mean we can apply for a 20 bed program and an 8 bed program at the same site because neither program is over 25?
- A. No. The 25 bed limit is per facility. Agencies may propose multiple facilities, each that have no more than 25 beds.
29. Q. The budget templates have a page for "Overhead." What is the percentage limit for the overhead, and what expenditures can be considered in overhead?
- A. Please refer to NYS Executive Order 38 <http://www.governor.ny.gov/executiveorder/38>.
30. Q. How will the contract Agency bill and be reimbursed for services? Will it be through the SSPS system? If not, is there a timeframe within which a contract Agency should receive payment once the billing has been submitted?
- A. Yes, it will be through the SSPS system.
31. Q. Pregnant/Newly Parenting Young Women – With child welfare placements, the per diem rate is paid for both the mother and the child. Is this how this specialized program will be funded as well? This is important to know given the small number of youth (4) needing this program at any one time.
- A. The per diem rate covers the mother-baby dyad.

32. Q. Could this solicitation consider 5 to 10 – specialized in alcohol and substance abuse – NSP beds within a 40-bed residential facility that already provides services for Non-NSP youth?
- A. No. The facility cannot have more than 25 beds in total.

Thank you,

Patricia Chabla

Agency Chief Contracting Officer
Assistant Commissioner

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
 YEAR ONE NSP Program Budget
 BUDGET SUMMARY PAGE
ONE FACILITY PER BUDGET

AGENCY NAME:			
AGENCY ADDRESS:			
PROGRAM NAME:			
PROGRAM TYPE:			
BUDGET PERIOD:			
NSP Program Rate	\$400	Census:	Value:
Education add on Rate:		Census:	Value:
Facility Rate:		Census:	Value:
Total Rate:			
Total ACS Revenue:		Total Revenue (Including Other Funding):	

CATEGORY	ACS ANNUAL PROGRAM BUDGET AMOUNT	PERCENTAGES	START UP Allocation	Remaining Annual Budget
SALARY				
FRINGE BENEFITS		#DIV/0!		
PS SUBTOTAL	\$ -			
CONSULTANT				
FACILITY				
OTHER OTPS				
OTPS SUBTOTAL	\$ -			
PS & OTPS SUBTOTAL	\$ -			
OVERHEAD		#DIV/0!		
GRAND TOTAL	\$ -			

Description/ Comments: (please attach additional sheets if necessary)

AGENCY: _____
PROGRAM NAME: _____
FACILITY NAME: _____
MAILING ADDRESS: _____

Indicate "D" for Direct Staff and "I" for Indirect Staff	TITLE	NUMBER OF INDIVIDUALS IN TITLE	FULL TIME EQUIVALENT POSITION	ANNUAL SALARY	ACS PROGRAM BUDGET AMOUNT	Start Up Budget Value
	TOTAL - SALARY BY TITLE				\$0	\$0

	# of Staff	Total Annual Salaries	Total ACS Program Budgeted	Percentage of ACS Program Budgeted
Total Direct Salaries				#DIV/0!
Total Indirect Salaries				#DIV/0!
Grand Total	0	\$0.00	\$0.00	#DIV/0!

AGENCY: _____

PROGRAM NAME: _____

FACILITY NAME: _____

MAILING ADDRESS: _____

DESCRIPTION	RATE	TOTAL SALARIES	ACS PROGRAM BUDGET AMOUNT	Start Up Budget Value
TOTAL - FRINGE BENEFITS	0.00%		\$0.00	\$0.00

**NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
CONSULTANTS**

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

PSYCHIATRISTS

PROGRAM	AMOUNT PER HOUR	TOTAL	Start Up Budget Value
NAME			

PSYCHOLOGISTS

PROGRAM	AMOUNT PER HOUR	TOTAL	Start Up Budget Value
NAME			

OTHER (SPECIFY)

PROGRAM	TOTAL NUMBER OF PERSONS	AMOUNT PER HOUR	TOTAL	Start Up Budget Value
NAME				

TOTAL - CONSULTANTS				
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Names of Consultants are required.

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
FACILITY

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

TERM OF LEASE:

LEASE RENEWAL:	YES	NO
----------------	-----	----

FLOOR AND ROOM NUMBER:	
COST PER SQ. FT.:	
LANDLORD'S NAME:	
LANDLORD'S ADDRESS:	

[illegible]

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
OTPS

AGENCY: _____
PROGRAM NAME: _____
FACILITY NAME: _____
MAILING ADDRESS: _____

CATEGORY	ACS PROGRAM BUDGET AMOUNT	Start Up Budget Value
AUDIT FEES		
OTHER INSURANCE		
EQUIPMENT		
SERVICES TO YOUTH: (Itemize)		
OTHER OTPS:		
TOTAL		

AGENCY:
PROGRAM NAME:
FACILITY NAME:
MAILING ADDRESS:

NSP year one Budget Template Revised with start up.xls

NYC ADMINISTRATION FOR CHILDREN'S SERVICES
YEAR ONE NSP Program Budget
START UP

AGENCY:

PROGRAM NAME:

FACILITY NAME:

MAILING ADDRESS:

Please explain your Start Up Budget Plan:

FOSTER CARE PROGRAM DEVELOPMENT GRANT OCFS POLICY FOR FUNDING START-UP COSTS

The purpose of the development grant is to provide funds for pre-operational cost necessary to prepare a foster care site for opening. Development costs may be reimbursed for:

1. Reasonable legal and other professional fees
2. Initial staffing and training
3. Rent or mortgage interest
4. Furniture/Equipment/Supplies
5. Reasonable rehabilitation costs

Process

Payment for start-up costs will be made via a special advance to the voluntary agency from the local social services district. The district will recover the advance over a period of up to five years through adjusted per diem rate payments (add-on rate). If the local district elects not to pay for start up through an advance, it will pay the add-on rate over the five-year period.

Allowable Development Costs (Start-Up)

A. Legal and Other Professional Fees:

Fees allowable under this category may include, but are not limited to:

1. Site selection hearings
2. Zoning board hearings
3. Preparing and filing amended certificate of incorporation
4. Filing fees
5. Legal preparation of mortgage and financing contracts
6. Origination fees
7. Engineering reports including site surveys

All legal and other fees must be identified. The identification must include the service provided and the corresponding fee.

B. Initial Staffing and Training

1. Staffing

Administrative or Program Planning - Allow up to three person months of salary and fringe benefits.

Business Personnel - e.g., secretary, bookkeeper, will only be considered on an exceptional basis for new agencies only.

Professional Staff - Allow up to one-month salary and fringe benefits.

Direct Care Staff - Allow up to two weeks of salary and fringe benefits for all staff who will be assigned direct care responsibilities. In addition, up to an additional two weeks may be allowed for direct staff supervisors on a case-by-case basis.

Support/Maintenance Staff - Allow up to two weeks of salary and fringe benefits for staff who will be responsible for cleaning, food preparation, etc.

2. Training

Staff training expenses including personnel costs, manuals and other training material are allowable. However, all such costs must be clearly explained and justified.

Specialized staff training equipment, such as audiovisual training equipment is not an allowable expenditure.

C. Rent or Mortgage Interest

Pre-operational rent or mortgage interest costs are allowable up to three months. Rental security deposits may not be included.

Allowable utility costs, including the installation of telephone and utilities are not to exceed three months.

Depreciation is not a pre-operational cost.

D. Furniture/Equipment/Supplies

In general, furniture or equipment required to furnish a facility including living room, dining room, kitchen, bedrooms, recreational and outdoor furniture or equipment are allowable. All such furniture or equipment purchases in excess of \$100 must be listed separately.

For individual furniture or equipment purchases in excess of \$1,000, the agency must obtain quotes from at least three separate vendors. Copies of the quotes must accompany the start-up request.

Window, wall and floor coverings are allowable if not included in any facility renovations.

D. Furniture/Equipment/Supplies (Cont'd.)

Household and kitchen supplies are allowable to the extent where such supplies are consumed during a pre-operational period, or shortly thereafter.

Vehicle rental or purchase is not an allowable start-up cost.

E. Rehabilitation Costs

Minor repairs/renovations necessary to bring the site into compliance with the applicable local and state codes and OCFS standards are allowable expenditures. Minor repair/renovation is defined as non-structural rehabilitation which may include painting, interior repair, electrical repair, floor covering or necessary room remodeling. Minor repairs may not include structural repairs, acquisition or construction of a new facility.

All allowable development costs are evaluated and approved based upon their own merit and are limited in total by maximums established by NYS OCFS.

TREATMENT OF START-UP COSTS

All approved and funded start-up expenses must be amortized over a five-year period. This includes expenses that would normally be capitalized over a longer period. Agencies must use the following procedures in reporting start-up funded expenditures:

- a. The agency's CPA will establish a formal amortization schedule and either include the yearly expense as part of the overall program depreciation or identify the expense as a separate expense item on the Statement of Functional Expense.
- b. The agency will report the expense established by the CPA in Account Number 38E (Use Charge - Other) on the OCFS 2652 Report of Actual Expenditures. The agency will also attach to the OCFS 2652, a schedule detailing the start-up expenditures reported in Account 38E.

Expenditures incurred by agencies that are in excess of the overall limits placed on this funding program should be treated as normal operating costs. That is:

- Expensed items should be reported in the normal expense accounts.
- Capitalized items should be depreciated over their useful lives.

February 23, 2012

Addendum Items:

1) The proposal due date and time is amended as follows:

Proposal Due Date: **February 29, 2012**

Proposal due Time: **2:00 PM**

2) ACS Removes the Competition for Pregnant/Newly Parenting Young Women

a) Target Population and Program Models, Page 3 remove the following from the table

Pregnant/newly parenting young women	4
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b) Section II Scope of Services - Specialized Residential Programs, Page 8 remove the following bullet:

- Specialized Programs for Young Women Who Are Pregnant or Newly Parenting

c) Section II Scope of Services - Specialized Residential Programs, Page 12 remove the following

Specialized Programs for Young Women Who Are Pregnant or Newly Parenting

- These Specialized Juvenile Justice NSP Residential Care Programs will serve pregnant and/or newly parenting girls.
- ACS seeks proposals for programs dedicated to serving pregnant and parenting youth in a blended maternity and mother-child model, intended to minimize unnecessary movements and allow continuity of service for girls during and after their pregnancies.
- Providers must conduct thorough assessments and identify and provide services, including obstetric, gynecological and pre-natal care for pregnant youth that address the youth's medical needs. Assessments must consider primary and secondary diagnoses for children and families and indicate arrangements for treatment of any identified conditions and health needs.
- Providers must also provide post-natal care and parenting skills training for the mothers, and pediatric care for the newborn infants. The staffing requirements, including medical staffing, are contained in the Juvenile Justice Non-Secure Placements Quality Assurance Standards attached in Appendix A.

3) Section III - Format and Content of Applications, page 14 is amended to include the following

I. Acknowledgement of Addenda.

The Acknowledgment of Addenda form (Attachment E) serves as the proposer's acknowledgment of the receipt of addenda to this solicitation which may have been issued by the Agency prior to the Proposal Due Date and Time. The proposer should complete this form (attached) and include it with their proposal.

Thank you,

Patricia Chabla

Agency Chief Contracting Officer



ACKNOWLEDGEMENT OF ADDENDA FORM**THIS MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL****TITLE:** Non-Secure Placement Services Negotiated Acquisition**PIN:** 06812N0001

DIRECTIONS: COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

LISTED BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP:

ADDENDUM # 1, DATED February 1, 2012

ADDENDUM # 2, DATED February 2, 2012

ADDENDUM # 3, DATED February 8, 2012

ADDENDUM # 4, DATED February 14, 2012

ADDENDUM # 5, DATED February 21, 2012

ADDENDUM # 6, DATED February 23, 2012

DATE: ____/____/____

NAME OF
ORGANIZATION: _____

SIGNATURE: _____ TITLE: _____