

DAY TREATMENT, DCSD 001

1. What is the expected number of hours for daily operations for the Day Treatment Program? **Provide a schedule of the program's hours of operation for both MPS school days and non-school days (including the summer months). We are expecting the program to submit a proposal to include the hours of operation, these need to be consistent and acceptable to the MPS office of contracted programs. This also will include Programming during summer vacation, winter, and spring breaks, and other days when MPS is not in session**

2. Is there a minimum number of treatment hours required for the Day Treatment Program?

For Clinical Services: Availability of direct (face-to-face) counseling including Youth, Family, and Group work. Youth enrolled to Day Treatment should have, at a minimum, one scheduled, individual meeting per week with a licensed, clinical provider. Other treatment must be outlined in accordance with the youth's needs as determined by the assessment and service plan. Written assessments and service plans incorporating and addressing criminogenic needs completed with copies forwarded to Children's Court Human Service Worker (HSW) and/or Wraparound staff within 45 days of intake. Include a sample copy of your assessment and service plan template along with your Application. Please note there may be other court ordered clinical services that the youth may need to receive. The agency would be notified of these requirements at the time of referral.

3. Is there a minimum length of stay for the Day Treatment? **No.**

4. Are youth court ordered to the Day Treatment Program? **Yes.**

5. Is there a pre-determined length of stay for the student or does the program decide when the youth is ready to transition back to MPS? **This would be individually determined for each youth depending on their court order, their assessment and their service plan.**

Budget and Other Financial Information

1. If MPS is paying for educational staff, will the rest of the Day Treatment staff be included in the Milwaukee County DHHS budget excluding the educational staff? **Yes.**

Page 5-DCSD-5

1. Do you anticipate keeping the allotted 46 program slots at full capacity? **Please see question two below for the updated number of slots. Census may vary but will not exceed the contracted number of slots unless mutually agreed upon.**
2. It says the tentative program budget is designed to support 46 slots and that 15 slots are for a program specific to girls and 31 slots are for a program specific to boys. Is this still the number and breakdown of slots available?
There will be a total of 75 spots available. DCSD is suggesting that one day treatment program focus a 15 slot program for female specific programming. The agency would just focus on the specific needs of girls (see response to question 2 below). The remaining slots can be for either gender, they are not gender specific programming
3. Can you clarify what you mean by “a program specific to girls” and “a program specific to boys?” If a provider receives slots for both males and females, must ALL programming be gender separated by location and gender specific, or may some services be combined to improve cost efficiencies.
We are seeking a program that would specifically serve 15 female youth. Programming should be evidenced based and geared towards known practices and programming that have been shown to work best with the female population. No males would be included in that day treatment population nor would there be any cross treatment programming with male youth. The other 60 slots could be either male or female and does not have to have gender specific programming.
4. Program Purpose – Will you definitely contract with three contractors for 15 youth each or do anticipate that you may contract one organization for all 46 slots? **Please see question 2 above for updated number of slots to be contracted for. There will be 75 slots. Two 15 slot sites and one 30 slot site. DCSD will award a contract to a minimum of one vendor and a maximum of three vendors to operate the Day Treatment program**
5. How many days of school (regular school year and summer) do you expect the program to operate? **Year round excluding breaks for holidays and weekends.**
6. With school beginning in Fall will the Day treatment program contract also start in January (mid school year)? **Contract will begin on January 1**
7. Is it expected that all staff be trained in MI and TIC upon commencement of the program or can there be a plan to have all trained as soon as possible upon contract award?
Please submit an organizational plan to implement and support the delivery of Trauma Informed Care (TIC) within the agency. Describe how TIC practices will be incorporated into programming, along with TIC policies the agency will implement and TIC training that staff will receive. DCSD is also requiring that all direct care staff that working with the youth be trained in motivational interviewing (MI). Please submit the agency’s plan to implement MI staff training, along with verification of training completion.

Page 5-DCSD-6

1. Is the length of the non-school day (summer months) required to be equal to the regular MPS school day? **School hours should be consistent year round including summer months. It is expected that youth will continue to attend the same hours even in the summer.**

2. What is the required number of counseling hours per week?
Availability of direct (face-to-face) counseling including Youth, Family, and Group work. Youth enrolled to Day Treatment should have, at a minimum, one scheduled, individual meeting per week with a licensed, clinical provider for a minimum of an hour. Recommended topics for counseling include Empathy Building, Relationship Violence, Errors in Thinking, Anger Management, Conflict Resolution, Alcohol and Other Drug Abuse (AODA) education, etc. The assessment and service plan should outline the recommended treatment plan to address each youth's individual level of need.

3. Service Related Requirements Item #1: Regarding the statement: "Bi-lingual capability as needed to meet Limited English Proficiency" - are you looking for the IDT program to have the capacity to serve youth with limited English proficiency in the educational curriculum? If so, what will be the responsibility of the legal educational authority (MPS) and what will be the responsibility of the agency providing the Intensive Day Treatment Services? Or, are you looking for the agency to provide interpreting and translation services for families and caregivers as needed for intakes and family meetings?
The day treatment program should be set up to serve youth with limited English proficiency both in the treatment setting and in the educational setting. There should also be the ability to have translation services for the parents for effective team meetings when the parents have limited English proficiency.

4. Service Related Requirements Item #3: Regarding the phrase: "licensed, clinical provider" -what license is required for the person conducting the individual weekly meetings? On page 5-DCSD-5 It says, the program is a "non-clinical program" yet this requirement calls for a "licensed, clinical provider. Which is accurate?
Licensed Clinical Provider means Licensed Clinical Social Worker or Licensed Counselor.

Day Treatment programs are expected to provide some level of clinical services as part of their treatment programming, this would include the weekly one on one face to face meetings with the youth and any other services.

5. Who provides the lunch? Is it expected that the provider be responsible or does MPS provide lunch? Can the provider contract with MPS to provide the lunch? Can we access NSLP?

The proposer shall coordinate with MPS to determine what, if any, school lunch, snack, or other meal programs youth in the Day Treatment program can access.

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6. Is there any requirement of use of any specific pre and post academic test to show educational growth during placement in the Day Treatment?

Education Related Requirements

Proposals must indicate an ability to enter into a contract with MPS, which will provide funding for teachers at the Day Treatment program. For example, programs could submit a letter of support from MPS along with a detailed plan for collaborating with MPS. Interested parties shall contact Dominique Smith at 414-698-6864.

Collaboration with MPS and must include the following elements:

1. Class size that are no larger than 15 students.
2. A core academic curriculum plus Health and Human Sexuality, Physical Education, and Art. Summer school is to be included.
3. Certification to accept students with Special Education Needs.
4. The ability for students to complete a full semester of academic credits each semester.
5. Arrangements for MPS support staff to provide:
 - **Diagnostic assessments of Special Education and At Risk students.**
 - **Development and monitoring of the Individual Education Plan (IEP).**
 - Monitoring of program compliance with federal and state guidelines for Special Education and At Risk students.
 - Monitoring of the overall education program including lesson planning.

5-DCSD-8

- Consultation and technical assistance regarding the transition of students returning to regular MPS and alternative MPS programs.

Note: Describe the process by which your staff will work with MPS to ensure the successful transition of students who are returning to regular MPS or alternative MPS programs. This should include a process for planned and unplanned discharges for students.

7. Is there a specific format for staffing review reports which are to be forwarded to DCSD or Wraparound staff? **No**

Page 5-DCSD-7

1. Are applicants required to employ a special education-certified teacher? **No.**
2. What exactly is the role of MPS in the Day treatment? Do they provide a portion of the service? **A separate contract between the service provider and MPS covers the costs of education related services.**

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3. Just for clarification, does MPS actually pay the service provider for the provider' teaching staff? If so what is the amount that MPS allows for salary and does it include Fringe benefit costs? Can educational staff include teaching assistants? Do they provide funding for any other educational costs? Does MPS provide text books, online curriculums like Plato, etc. and other classroom materials or should the provider include that into the Day treatment budget?

The service provider must enter into a separate contract with the MPS Office of Contracted Schools for education expenses. In the current Day Treatment contracts, MPS pays the provider for the education related costs. The proposer shall contact the MPS Office of Contracted Schools to determine the MPS contract parameters, and work those parameters into the budget and proposal that is submitted under this RFP.

4. What is the average length of stay for a student? **This is based off of the assessment and is individualized for each student.**
5. Is the provider able to suspend youth from the Day Treatment and if so is there a maximum number of days? **No.**
6. Are the summer programs able to provide a shortened day or are they expected to run the same schedule as the regular school year? **School hours should be consistent year round including summer months. It is expected that youth will continue to attend the same hours even in the summer.**
7. Does the Day treatment get any students with visual or hearing disabilities and if so are they expected to be able to serve them in the regular program? Will MPS provide support including staff for serving youth with these types of disabilities?

The day treatment program should be set up to serve youth who are referred with any communication barrier both in the treatment setting and in the educational setting. There should also be the ability to have translation services for the youth and or the parents for effective team meetings when the parents have any known communication barrier or disability. Programs could submit a letter of support from MPS along with a detailed plan for collaborating with MPS. Interested parties shall contact Dominique Smith at 414-698-6864

8. Does the provider have to have a charter to operate a school? **No.**
9. If the provider is not a charter school will MPS accept our grades and they provide the student the credit? **Yes.**

Page 5-DCSD-9

1. Regarding Outcome #4: How will this data be collected? Will this be the responsibility of the agency to collect this information?
Each program will be expected to maintain data and report on their individual outcomes.

MPS Performance Measures

1. Expected Outcomes - Will MPS provide the provider with the student's previous attendance rates as we must demonstrate increased attendance? **A collaboration is expected between contracted providers and MPS. Programs could submit a letter of support from MPS along with a detailed plan for collaborating with MPS. Interested parties shall contact Dominique Smith at 414-698-6864**
2. Can we be provided the Alternate Accountability Performance Measures that is part of Outcome 1 for MPS contract? **A collaboration is expected between contracted providers and MPS. Programs could submit a letter of support from MPS along with a detailed plan for collaborating with MPS. Interested parties shall contact Dominique Smith at 414-698-6864**

Page 5-DCSD-10

1. What is the minimum number of service hours per day required to bill the daily unit rate of \$72.78?

Proposals shall include a daily schedule and a plan to contact, attempt to engage, and provided services to youth during times of unexcused absence. These schedules shall establish a proposed minimum effort required to justify billing.

2. In MPS Outcome #9, it says that there should be 100% completion of Individualized Student Learning Plans. Is the actual MPS SLP required of Day Treatment providers? Or, can Day Treatment providers use their own Treatment Plans?

A student learning plan would be different that a Treatment plan completed by the day treatment agency. Every youth will need to be in compliance with the MPS Individualized Student Learning Plan. It would be expected that these two plans be separate but coordinated.

MPS Performance Measures

1. What is the billing process for MPS? Is it the same as the County? **A collaboration is expected between contracted providers and MPS. Programs could submit a letter of support from MPS along with a detailed plan for collaborating with MPS. Interested parties shall contact Dominique Smith at 414-698-6864**

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2. Who reimburses at the daily attendance rate of \$72.78/student? MPS or the County? **Milwaukee County DCSD. Payment terms for the MPS portion of the costs are governed by a separate contract with MPS.**
3. Will the reimbursement rates be the same during the school year as during summer? **Yes**

SUPERVISION ENGAGEMENT AND FIRST TIME JUVENILE OFFENDER PROGRAM, DCSD 004

Recommended Programs and Budget Allocations (pg. 5-iii):

1. Does the increase in the tentative allocation mean that it is understood there will be a significant caseload increase due to the SEP? **The increased contract allocation is based on DCSD's projection of the number of SEP cases that may need to be served, along with other factors relating to budget priorities. The RFP contains sever parameters that help proposers project the number of youth than may be served under the tentative budget allocation. For example, caseloads may not exceed 27 youth per worker, the unit rate is \$32.00 per hour, and the maximum service level/duration is 20 hours/6 months.**
2. Is there a preference for one or two providers for this program? **There is no preference**
3. Approximately how many cases are expected per year with this new model of combining FTJOP/SEP? **This is unknown at this time.**
4. Is FTJOP staff able to coordinate and initiate services through the CCSN network directly or are referrals finalized through HSWs?
**How is this changing now that we are putting referrals into Synthesis? Will FTJOP staff send referrals to the HSW for them to send out?
They are going to have to go through the HSW for now, this could change in the future but the response should be that the referrals will get sent to the HSW for processing. One positive of this is that the HSW's will be more aware of the services the youth are getting.**
5. What is the approximate number of youth currently served through FTJOP?
In 2013, 188 youth were served and 149 youth were discharged from FTJOP.
6. What are the specific eligibility criteria for FTJOP youth? Type offenses, etc?
Youth have to be between 10 and 16 years of age, referred to juvenile court for the first time and admit to the offense. Basically the same as Community Accountability Panels.
7. Is minimum face-to-face contact required?
Proposals shall include a plan that proposers think most effectively and efficiently accomplishes the program goals within the stated resource constraints. Past experience has demonstrated that ample face-to-face contact with both family and youth have proven critical to successful monitoring, motivation, and engagement.
8. Who currently has contracts with Delinquency Services to provide FTJOP/ Supervision services?
The current providers budgeted a total of 10 FTE to operate the FTJOP program in 2014.

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9. Are agencies able to submit a proposal for either FTJOP or the Supervision component or do proposals have to include both?
No, DCSD will only accept proposals to provide both services.
10. What were the average daily and annual caseload volumes for this program in FY2013?
11. What are the average daily and projected annual caseload volumes for this program in FY2014? **In 2013, 188 youth were served and 149 youth were discharged from FTJOP**
12. How many line staff of the existing vendor(s) currently provide this service? **The current providers budgeted a total of 10 FTE to operate the FTJOP program in 2014.**
13. How many supervisors of the existing vendor(s) currently provide this service?
1 supervisor per vendor, however, under the current model the supervisors also provide direct services.
14. Will space within a County or other facility be provided for use by the selected vendor(s)? **No. Proposers may contact Milwaukee County Facilities Management should they wish to rent space from Milwaukee County.**
- A. If space will be provided, will there be a cost to the vendor for use of the County or other facility space? **NA**
15. Is there an existing database/information system that vendor(s) will be granted access to use? **The program services will be authorized, billed for, and tracked through the Synthesis system, to which the providers will be granted access.**
16. If there is an existing database/information system, will it's utilization be required of the vendor(s)? **Yes.**
17. Are there client/participant behaviors that the selected vendor(s) will be able to address directly with the client/participant, or will ALL negative behaviors be referred directly to a HSW? **Trackers will be expected to address these directly and communicate with the HSW regarding the outcome, suggestions, change in services etc....**

Page 5-DCSD-11

1. In the Program Purpose section, it says, "through this process, SEP/FTJOP providers track and report youths' behaviors." What kinds of tracking activities are expected? Will 24-hour tracking be expected?
The Service Plan is coordinated by a Tracker, who monitors the satisfactory completion of all program requirements. Each Plan involves a minimum of Community Service hours (the number is assigned at Intake) and meetings with his/her Tracker (at home, school, by phone, and at the Tracker's office). Most of our youth also have Network services assigned at Intake, such as counseling, academic support, mentoring, etc. All services are provided with the anticipated outcome of preventing further re-offense, and stabilizing the youth's behavior in the community.

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2. What has the average number of clients served by the First Time Juvenile Offenders program been in the past? What is the projected number for this program?
In 2013, 188 youth were served and 149 youth were discharged from FTJOP.

Page 5-DCSD-12

1. Please clarify: once the 60-90 day engagement period has ended for SEP youth (**page 5-DCSD-12 SEP Role**), what are the expectations for maintaining contact during transition? Does contact with SEP youth end after the 90 days? **Providers shall propose a transition plan that assumes contact with the youth ends after 90 days.**
2. Should transition services be built into the 30-60 or 60-90 day service period, or do transition services take place afterwards? **Transitional Services Should be built in.**

Page 5-DCSD-14

1. ITEM #10: How often is it expected that staff would we check-in with the youth? Exactly what type of contact will be required?
After the case is staffed, which occurs after the DA has agreed to the DPA with the FTJOP. Then the Tracker will call the youth to set up a meeting to explain the program rules and expectations as well as to help you sign up for the services they will be receiving.

Normally, you will call every week and meet once every other week (either at the office, at the youth's home, or at school) for an update to discuss progress with all of the required conditions of the DPA.

Page 5-DCSD-15

1. How do we access the documentation/forms, including the FTJOP Service Plan/Program Referral Form, CCSN Service Plan Authorization Form, CCSN Service Plan Amendment, and the YASI Wheel? **This will come from the HSW.**

Page 5-DCSD-17

1. REIMBURSEMENT SECTION: Exactly what service activities count as billable hours?
**Face to Face Contacts
Attempts at Contacts
Phone Calls
Home visits
Court Hearings**
2. REIMBURSEMENT SECTION: How would reimbursement during the start-up period work, as well as when referrals are low? **This right now is a FFS contract.**

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3. Please clarify the service period for SEP youth. In the reimbursement section (**page 5-DCSD-17**) it refers to a six month period, but in other sections (**page 5-DCSD-13**) it refers to 60 days plus and optional 30 days. **The time period for SEP is 60 to 90 days.**
4. May we bill for case management, travel time, and face-to-face service units? Or only bill for face-to-face? (**Reimbursement section, page. 5-DCSD-17**)
REIMBURSEMENT SECTION: Exactly what service activities count as billable hours?
Face to Face Contacts
Attempts at Contacts
Phone Calls
Home visits
Court Hearings

MISCELLANEOUS QUESTIONS (no page number)

1. Would the provider be expected to provide bus tickets to the youth? **Yes**
2. Would staff be expected to attend court appearances? **Yes**

DIVERSION ACCOUNTABILITY PANELS, DCSD 020

1. Who are the current vendors providing this service/program? **We have a pilot agency (Professional Services Group) running this year for this program that will be starting in September through December 31, 2014.**
2. What were the average daily and annual caseload volumes for this program in FY2013? **New program**
3. What are the average daily and projected annual caseload volumes for this program in FY2014? **New program, not yet determined**
4. How many line staff of the existing vendor(s) currently provide this service? **3**
5. How many supervisors of the existing vendor(s) currently provide this service? **1**
6. Will space within a County or other facility be provided for use by the selected vendor(s)? **NO**
 - A. If space will be provided, will there be a cost to the vendor for use of the County or other facility space? **NA**
7. Is there an existing database/information system that vendor(s) will be granted access to use? **No**
8. If there is an existing database/information system, will it's utilization be required of the vendor(s)?
9. Will clients/participants appearing before a panel be worked with/tracked on an ongoing basis, or is program participation a one-time interaction? **The provider will be expected to work with the youth throughout the process.**
10. On page 5-DCSD-28 the first indicator for Outcome #1 states that Community Service Hours are to be tracked, however this is the first time that Community Service is mentioned in this program. Is community service typically a part of this program and, if so, who outlines the number of hours and type of service that will satisfy this requirement? **The HSW and the DPA**
11. On page 5-DCSD-28: The final heading 'Group Care Characteristics Cart' seems to be referencing a program besides the DCSD 020 (Diversion Accountability Panels) program. Do the client characteristics outlined in the table in that section pertain to the DCSD 020 (DPA) program? **Yes, the table is mislabeled.**