

STATE OF MARYLAND
DEPARTMENT OF HUMAN SERVICES (DHS)

January 20, 2022

AMENDMENT NO. 2

STATEMENT OF NEED / REQUEST FOR PROPOSALS
PSYCHIATRIC RESPITE RESIDENTIAL CHILD CARE (PRRCC) PROGRAMS
SSA/PRRCC-22-001-S

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below. New language has been underlined and marked in **bold** (i.e. word), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. Section 2.3.23. RCC Performance Requirements is revised as follows:

2.3.23 **RCC Performance Requirements**

- A. DHS desires that each foster child be placed in the least restrictive setting that meets their needs and achieves permanency. Thus, all contracts issued ~~Child Stability and Permanency~~ will be monitored by DHS. ~~Contractors are given an opportunity to earn incentive points because a number of factors drive decision making about exits from a RCC to a less restrictive placement or exit to foster care, reunification, guardianship, or adoption.~~
- B. The continuation of each Contract will be based on meeting the minimum standard established for each Contract year. The minimum standard is derived from the performance measures and will be equal to the lowest performance score for each RCC Program category beginning with the initial Contract award. ~~DHS reserves the right to adjust the criteria for awarding incentive points and, after a 3-month notification to Contractors, to implement changes.~~
- C. The performance measures for each RCC Program category will be compiled, monitored and rated 4 times during each Contract year – after 3, 6, 9, and 12 months (see **Chart B**) and the minimum standard will be updated annually (see **RFP Section 2.3.25**).

Note: ~~Due to the nature of the short-term placement interventions of PR Programs, Contractors will not have the opportunity to be considered for incentive points relating to Child Stability and Permanency.~~



- D. All Offerors awarded a Contract will be monitored by DHS for the performance measures, weighted as shown in Chart A.

Chart A

Indicator	Performance Measure	Available Points
A. Child Safety (50%)	Staff Security	30
	Maltreatment while in Foster Care	20
B. Licensing and Monitoring (40%)	Licensing Sanctions	20
	SSA Hotlist	5
	Annual Financial Audits	15
C. Child Well-Being (10%)	CANS Compliance	10
TOTAL		100
D. Incentive Points: DETP Only Child Stability/Permanency	Exits to Permanency or Less-Restrictive Placement	20

2.3.23.1 The performance measures are grouped under four broad child welfare outcome areas and the requirements for each measure are as follows:

A. Child Safety

The successful provision of residential child care depends on safety, therefore, half (50%) of the weight of the performance measures is devoted to child safety.

1) Staff Security

- a. 100% compliance for Child Protective Services (CPS) clearances and Criminal Background (CB) checks for all employees and prospective employees;
- b. Timely submission of the COMAR Safety Requirements report. The COMAR Safety Requirements form may be found by going to DHS website: <http://Dhr.maryland.gov/licensing-and-monitoring/provider-resources/safety-reports/>;
- c. CB and CPS check approval dates are prior to the employee hire date; and each employee is in compliance with the COMAR 14.31.06.05 standards for indicated child abuse and criminal convictions (**See RFP section 2.3.11**).
- d. OLM will conduct random checks of the COMAR Safety Requirements reports for each Contractor to ensure 100% compliance for CPS clearances and CB checks.

2) Maltreatment while in Foster Care

Contractors serving foster children shall have no indicated findings of child maltreatment where Contractors' staff member is identified as the maltreater in the investigation 100% of the time.

B. Licensing and Monitoring

Contractors shall meet the minimum standards for the following licensing and monitoring performance measures, based on information obtained from the Contractor's licensing agency and SSA's Contracts and Monitoring Unit. Licensing and Monitoring measures are a reflection of the overall health of the organization. A healthy organization impacts both the safety and well-being of the children it serves; therefore, nearly half (40%) of the weighted score depends on these measures.

1) Licensing Sanctions

Contractors shall not have any licensing sanctions during each quarterly rating period, using licensing agency (DHS, DJS, or MDH) data.

2) SSA Hot List

The SSA Hot List is a record maintained by the Department for Providers who may be out of compliance with licensing and/or the Contract requirements. Contractors shall not be placed on the SSA Hot List any time during each quarterly rating period.

3) Annual Financial Audits

- a. Contractors are required to submit their Annual Financial Audit (see Attachment R) timely on or before December 2 each Contract year.
- b. On-Time submission is valued at 100%; up to 1-month delay is valued at 75%; up to two (2) or more months delay is valued at 50%; no current submission is valued at 0% for this measure. In the event that an extension was approved, the new due date is the starting point for evaluating this measure.
- c. Process for Requesting a Fiscal Audit Extension

A Contractor can ask for a fiscal audit extension before December 2 of each year, in sufficient time to permit DHS time to review the request. Not all requests will be granted. The reason for the request must be for extenuating circumstances such as a death or re-location of the Contractor's facility. The written request shall include the reason for the request and date when the Contractor will submit the audit. The written, signed and dated request must be sent to the State Project Manager as soon as the Contractor is aware that an extension is needed. A review of the request will be conducted and a letter approving or disapproving the request will be sent to the Contractor within ten (10) Business days after receipt of the request.

C. Child Well Being

Contractors shall ensure that each child is equipped to achieve the case plan objectives and goals for the child.

1) CANS Assessment Compliance

- a. The CANS Assessment has been selected by DHS to measure child well-being. It is critical for DHS to have complete, accurate, and reliable CANS data as part of its evolving interest in gaining a full picture of the strengths and needs of children, as well as making CANS an integral part of case planning for children served. This measure is weighted as 10% of the total score.
- b. All Contractors shall complete the CANS Assessment (Human Services Article, § 8-1004, Annotated Code of Maryland). Among children who have been in placement for at least 1 month (30 calendar days), CANS Compliance is based on the expected completion of the Intake, Quarterly and Closing assessment data completed.
- c. The denominator used in the measurement is the number of expected CANS Assessments for children placed during the rating period; and the numerator used in the measurement is the number of actual CANS Assessments recorded.

~~D. Child Stability and Permanency (Incentive Points) (DETP Only)~~

~~Contractors are to ensure that placements are stable and purposeful, leading preferably either to exits from foster care to permanency (reunification, guardianship, or adoption), or to less-restrictive placement settings.~~

~~1) Exits to Permanency or to Less Restrictive Placement Setting~~

- a. ~~Among those children who have lived at the RCC for at least two months, Contractors will receive a bonus point for every 5% of exits from foster care to permanency or discharge to a less restrictive placement.~~
- b. ~~This performance measure will contain the percentage of exits to permanency or to a less restrictive placement, wherein the denominator will be the number of all exits from the Contractor's existing RCC, and the numerator will be the number of exits to permanency or to less restrictive placement settings, based on data from our case-management system. This statistic will be generated based on the exits from the RCC during each quarterly rating period.~~

Chart B - Summary of Performance Measures and Rating Periods

Performance Area	Minimum Acceptable Level	Performance Measure	Rating Period
• Child Safety	100%	Timely submission of the COMAR Safety Requirements Report and Licensing Agency's Random Review of Clearance Documents	3-month (quarterly) periods
	100%	No Child Maltreatment Findings	
• Licensing and Monitoring	100%	No Licensing Sanctions	3-month (quarterly) periods
	100%	No Placement on Hot List	
	On Time=100% 1 Month Late=75% 2 Months Late=50%	Timely Submission of Annual Financial Audit	
• Child Well-Being	90%	Timely submission of CANS Assessment	3-month (quarterly) periods
• Incentive Points: DETP Only • Child Stability and Permanency	0%	Children in RCC discharged to permanency (reunification, guardianship, or reunification) or less restrictive placement	3-month (quarterly) periods

2.3.24 Chart C is an example of a Performance Report and includes the Incentive Points for Child Stability and Permanency.

Chart C - Example of Quarterly Performance Rating—Provider C (corresponds to the Example of Quarterly Performance Rating – State Project Manager Attachment T)

Performance Area	Minimum Acceptable Level	Performance Measure	Performance Explanation	Rating received by Contractor
A. Child Safety	100%	Monthly submission of the COMAR Safety Requirements Report	Received full credit—all employees on roster had complete information for child protective services and criminal background checks	1=30 points

	100%	No Child Maltreatment Findings	Received NO credit—during rating period there was an indicated finding of child maltreatment among agency staff	1= 0 points
B. Licensing and Monitoring	100%	No Licensing Sanctions	Received full credit—there were no licensing sanctions received during the rating quarter	0=20 points
	100%	No Placement on Hot List	Received full credit—there were no appearances on the Hot List during the rating quarter	0=5 points
	On Time=100% 1 Month Late=75% 2 Months Late=50%	Timely Submission of Annual Financial Audit	Received partial credit for this item—the Annual Financial Audit was received 1 month late	75%=7.5 points
C. Child Well-Being	90%	Timely submission of CANS Assessment	Received full credit—Provider CANS data was completed. This is the percent of expected CANS records completed during rating quarter.	100%=10 points
SUB-SCORE	Based on Child Safety, Licensing and Monitoring, and Child Well-Being		Calculation: 72.5=30+0+20+5+7.5+10	72.500
D. Incentive: DETP Only Child Stability & Permanency	0% (Excluding PR Programs)	Children in RCG Discharged to Permanency (reunification, guardianship, or reunification) or Less Restrictive Placement	Earned a 0.8 increase because 4% of exits were either to permanency or to less restrictive placement (4% of 20 is 0.8) and the points are added to the sub-score to obtain the total score	4%=0.8 points
TOTAL SCORE	Sub-Score plus Incentive		Calculation: Sub-Score + Incentive	73.300

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7068, or via email at samuel.eduful@maryland.gov.

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