

County of Sacramento, Department of Child, Family and Adult Services
Division of Child Protective Services
Foster Family Agency Minimum Qualifications
Home Based Shelter Care Open Enrollment - No. CPS/057
Revised 02/01/2021

The County of Sacramento, Department of Child, Family and Adult Services, Division of Child Protective Services (DCFAS-CPS) has developed minimum qualifications (MQs) for all eligible Foster Family Agencies (FFA) that are seeking to contract with DCFAS-CPS to provide Home-Based Shelter Care (HBSC) for Sacramento County children and youth ages 0-17 years who are in need of immediate, short-term, home-based placement.

Important Information

- A. Child Welfare Continuum of Care Reform (CCR), which was launched by the State of California Department of Social Services (CDSS) in 2012, consists of sweeping changes to the foster care system, with a focus on improved outcomes for children and youth. One of the goals of CCR is to reduce the use of all congregate care placement settings, including the use of children's shelters.
- B. The rate for HBSC services is a \$2,400 monthly retainer, or a prorated fraction thereof, for the time each HBSC resource family provides HBSC services to a child/youth, or is actively available to accept an HBSC placement.
- C. Only agencies that meet all of the MQs will be offered a contract with DCFAS.
- D. HBSC services include, but are not limited to:
 - 1. Capacity and Recruitment
 - a. CONTRACTOR shall have available a minimum of one (1) fully-trained resource family prepared to accept HBSC placements, or currently providing HBSC services to a child/youth at any given time.
 - b. CONTRACTOR shall make ongoing, active recruitment efforts a minimum of one time per month to increase capacity for HBSC services with a goal to maintain a minimum of three (3) fully-trained resource families prepared to accept HBSC placements, or currently providing HBSC services to a child/youth at any given time.
 - c. CONTRACTOR shall ensure that all recruitment efforts are targeted to individuals/populations who would likely be willing and capable of meeting the needs of children of all ethnicities, ages, sexual orientations and gender identities, immigration statuses, physical abilities, religious or spiritual beliefs, and who have a wide range of trauma histories, developmental capabilities, mental health and/or behavioral needs, and coping skills.
 - 2. HBSC Resource Family Selection and Training
 - a. CONTRACTOR shall ensure that all resource families approved for HBSC reside in Sacramento County.
 - i. Approval for a family residing outside of Sacramento County to provide HBSC services requires contract monitor approval.
 - b. CONTRACTOR shall ensure that resource families approved for HBSC are screened and selected based upon their ability to meet the needs of children of all ethnicities, ages, sexual orientations and gender identities, immigration statuses, physical abilities, religious or spiritual beliefs, and who have a wide range of trauma histories, developmental capabilities, mental health and/or behavioral needs, and coping skills.
 - c. CONTRACTOR shall ensure that HBSC resource families have met the minimum training requirements of the CDSS for provision of ISFC level care to children/youth.
 - d. CONTRACTOR shall ensure DCFAS-CPS has an updated and accurate roster of HBSC resource families at all times, which reflects the date resource families were approved to provide both Intensive Services Foster Care (ISFC) and HBSC services.

- e. CONTRACTOR shall ensure that HBSC resource families complete any additional trainings identified as necessary by DCFAS-CPS and through the collaborative oversight of the HBSC Steering Committee.
3. Physical Custody of Children/Youth and Facilitation of HBSC Services
- a. CONTRACTOR shall maintain an internal system for receiving and responding to requests for placement from DCFAS-CPS 24 hours a day, 7 days a week.
 - b. CONTRACTOR shall respond to all calls from CPS for HBSC referrals within 30 minutes.
 - c. CONTRACTOR shall accept the physical care and custody of the child/youth referred for HBSC services within 2 hours of receipt of the referral.
 - d. CONTRACTOR shall accept any child/youth referred for HBSC services.
 - e. CONTRACTOR shall provide CPS the address and contact information for the identified HBSC home and work collaboratively with CPS to identify a transportation plan for the child/youth.
 - f. CONTRACTOR and identified HBSC resource family shall participate in the development of a safety plan for each child/youth at the time of placement, when necessary, based upon the known needs, behaviors, identified coping skills, and trauma history of the child/youth as identified by DCFAS-CPS.
4. Continuum of HBSC Services
- CONTRACTOR shall maintain a continuum of supports for the duration of each HBSC placement, which includes, but may not be limited to:
- a. Complying with all Community Care Licensing regulations and the Sacramento County FFA MOU.
 - b. Ensuring HBSC resource families receive \$1,000 of the \$2,400 monthly retainer, or a prorated fraction thereof, based upon the number of days the resource family either provided HBSC services or was available and prepared to provide HBSC services to a child/youth.
 - c. Providing intensive case management and coordination support.
 - d. Transporting child/youth to all necessary appointments (school, therapy, court, medical/dental, visitation, etc.).
 - e. Obtaining medical clearance for all children newly entering care or when necessitated by urgent medical needs that arise during HBSC placement.
 - f. Participating in Prevention Child Family Team (PCFT) and Child and Family Team (CFT) meetings as appropriate.
 - g. Participating in services/interventions that are part of a child's support network such as Wraparound Program, Therapeutic Behavioral Services (TBS), Flexible Integrated Treatment (FIT), etc.
 - h. Providing crisis response intervention and behavioral support to children and families, when necessary, utilizing a trauma-informed and harm reduction approach, in alignment with the identified safety plan.
 - i. Providing referral services in collaboration with DCFAS-CPS and community partners to address identified needs of the child.
 - j. Providing placement stabilization and transition planning services.
 - i. Should an HBSC referral result in a potential longer-term placement match for both the child/youth and HBSC resource family, and the CONTRACTOR, DCFAS-CPS and CFT agree, HBSC services can be terminated with Contract Monitor approval. The CONTRACTOR will maintain placement with compensation adjusted as needed and as determined by ongoing foster care placement rate.
 - k. Ensuring appropriate respite options are available for all HBSC resource families, providing assistance with the facilitation of respite services, and notifying the DCFAS-CPS contract monitor and assigned social worker of respite usage when needed.
 - l. Requesting and participating in an urgent Multidisciplinary Team (MDT) and/or PCFT/CFT meeting if there is a safety concern or when other compelling issues arise that are not conducive to maintaining the child with the HBSC resource family.
 - i. CONTRACTOR can move a child from one HBSC resource family to another of their HBSC resource families if necessary to maintain safety of all parties with notice to DCFAS-CPS no more than 30 minutes after the move has occurred.

- a. Notification must be provided to both the case carrying social worker and the contract monitor.
 - ii. If an urgent MDT or PCFT/CFT is requested due to an identified safety concern or other compelling issue, CONTRACTOR must follow all identified recommendations and must not relinquish care and custody of the child/youth without approval of DCFAS-CPS.
5. Collaboration and Oversight
 - a. In collaboration with DCFAS-CPS, CONTRACTOR shall develop and implement Quality Assurance and Continuous Quality Improvement processes.
 - b. CONTRACTOR shall maintain active and consistent participation in HBSC Steering Committee meetings and any other meetings held for the purpose of discussion and/or oversight of HBSC services.
 - c. CONTRACTOR shall provide DCFAS-CPS with an identified management-level point of contact and one back up point of contact for HBSC services at all times, should any urgent issues arise.
6. Outcomes and Data Tracking
 - a. During the contract term, CONTRACTOR shall report on achievement of the following service objectives:
 - i. Accept all HBSC referrals within the identified timeframes.
 - ii. Maintain 24 hours a day/7 days a week availability to accept and facilitate placements.
 - iii. Maintain HBSC service capacity for one (1) child/youth at all times, while conducting active efforts towards increasing capacity to a minimum of three (3) HBSC resource family homes.
 - b. Service objectives reported by CONTRACTOR will be assessed against the following outcome measures:
 - i. Place 100% of children/youth referred for HBSC services within the agreed upon timeframes.
 - ii. Maintain children/youth successfully with HBSC resource families until a longer-term/more permanent placement is secured.
 - c. CONTRACTOR shall provide DCFAS-CPS with the following data tracking:
 - i. CONTRACTOR shall track the time calls were received from DCFAS-CPS for HBSC services.
 - ii. CONTRACTOR shall track the time physical care and custody of a child/youth was accepted by the CONTRACTOR.
 - iii. CONTRACTOR shall track discharge information for all children/youth including date of discharge and type of placement the child/youth was discharged to.
 - iv. CONTRACTOR shall track the number of days each HBSC resource family provides HBSC services to a child/youth or is actively available to accept an HBSC placement during the month.
7. Data Reporting

All required reports shall be submitted timely to DCFAS-CPS and shall contain all the required information/data.

 - a. CONTRACTOR shall provide a daily capacity and occupancy report to DCFAS-CPS by 10:00 a.m., which includes information on each child, length of time each child has been receiving HBSC services, and remaining capacity of resource families available to accept HBSC placements.
 - b. CONTRACTOR shall submit monthly outcome reports reflecting the following:
 - i. Total number of approved HBSC resource families on the first day of the reporting period
 - ii. Total number of newly approved HBSC resource families during the reporting period
 - iii. Total number of HBSC resource families who are no longer available to provide HBSC services including the date the family became unavailable and the reason why the family is no longer available
 - iv. Total number of days each HBSC resource family provides HBSC services to a child/youth or is actively available to accept an HBSC placement during the month.
 - v. Details of recruitment efforts made during the reporting period
 - vi. Number of HBSC youth referred and served
 - Number of children/youth referred for HBSC services whose physical care and custody were transferred to CONTRACTOR within 2 hours including time of referral and time of transfer
 - Demographics for each youth referred including but not limited to age, gender, ethnicity and if part of a sibling set

- Number of children/youth who required a safety plan at the onset of HBSC services
 - Indicate if any child/youth was referred, but not served and provide the reason why services were not provided
 - Indicate number of children/youth who were moved for safety reasons from their initial HBSC resource family prior to a longer-term/more permanent placement being located and the details surrounding the need for the move (if applicable)
- vii. Outcomes for each HBSC youth served, including but not limited to:
- Length of HBSC services including entry date and discharge date
 - Type of placement at discharge
- viii. Number of respite episodes provided to each HBSC resource family
- ix. Number of routine PCFT/CFT meetings held for children/youth
- x. Number of urgent MDT or PCFT/CFTs held for children/youth
- xi. Monthly reports shall include cumulative data for the contract period
- xii. Monthly reports shall be submitted electronically to the contract monitor by the 15th day of the month following the end of the reporting period.
- c. CONTRACTOR shall submit quarterly reports reflecting the following:
- i. All data captured in the monthly report
 - ii. Successes and challenges that occurred during the quarter and recommendations for future collaboration
 - iii. A success story related to HBSC services

Quarterly reports shall be submitted electronically in place of the monthly report, by the 15th day of the month following the end of the quarter.

- d. CONTRACTOR shall maintain supporting documentation for all data and information submitted in reports and provide the documentation if requested by the contract monitor.

In order to meet HBSC minimum qualifications, all prospective HBSC CONTRACTORS must:

- A. Have a current MOU with Sacramento County for the provision of foster care placement services and be in good standing, and
- B. Have current approval from CDSS to operate an Intensive Services Foster Care program, and
- C. Have current accreditation through one of the agencies accepted by CDSS, and
- D. Be prepared and capable of providing home based shelter care services in Sacramento County for placement of Sacramento County children and youth as described in this notice, and
- E. Agree to enter into a contract developed by DCFAS for provision of HBSC services based on the needs of Sacramento County CPS, and
- F. Obtain and/or maintain minimum insurance requirements stipulated in the contract.

Interested and qualified FFA agencies may request a contract with Sacramento County DCFAS-CPS by submitting the required information listed below to: Jennifer Nash (nashj@saccounty.net). Required information must be submitted via a single email. Multiple emails with individual MQ verifications will not be accepted. Word and PDF attachments are accepted.

For questions regarding document submission, contact Jennifer Nash (nashj@saccounty.net).

For questions regarding provision of HBSC services, contact Genevieve Maze (mazeg@saccounty.net).

Information Required to Request an HBSC Contract:

1. Proof of current MOU with Sacramento County for the provision of foster care placement services, and
2. Copy of current ISFC rate letter issued by CDSS, and
3. Proof of current accreditation from one of the agencies accepted by CDSS, and
4. A letter containing a detailed description as to the following:
 - How your agency will provide the HBSC services and outcome data reporting outlined in this notice, and

- How many resource family homes your agency currently has that are trained and prepared to provide HBSC services (including whether each resource family home has capacity to serve sibling sets and if so, of what size), and
- How many resource family homes your agency anticipates having trained and prepared to provide HBSC services on May 1, 2021 (including whether each resource family home has capacity to serve sibling sets and if so, of what size).

Responses received by 5:00 p.m. on Friday, February 26, 2021, will be considered for HBSC contract negotiation on or before May 31, 2021.