



Tom C. Rawlings

Director

Agreement To Keep Our Children Feeling Happy, Safe, Secure and Loved.



FY2022 RBWO CONTRACTS AGENDA

- New Insurance Requirements
 - Certificate of Liability
 - Renewals (Insurance expirations)
 - Maintaining Insurance through Contract Cycles: July 1st – June 30th and October 1st – June 30th
- FY2022 RBWO Scope of Services/Deliverables
 - Changes after FY2021 Contract



Certificate Of Liability Insurance

- **Malpractice/Professional Liability Policy**
 - \$1 million per occurrence/\$3 million aggregate policy limits
- **Commercial General Liability Policy**
 - \$1 million per occurrence/\$3 million aggregate policy limits
- **Business Auto Policy**
 - \$1 million per occurrence/\$3 million aggregate policy limits
- **Commercial Umbrella Policy**
 - \$1 million per occurrence/\$ 3million aggregate policy limits
- **Workers Compensation Insurance**
 - (If employs 3 or more employees)



Certificate of Liability Insurance

- *(Georgia Workers' Compensation (commonly known as Workman's Comp) is required for most all employers. Any employer with 3 or more full, part-time or even seasonal employees must carry this form of insurance.*

Ste 563
 Jonesboro GA 30237
 INSURER E :
 INSURER F :

COVERAGES **CERTIFICATE NUMBER: CL2111922141** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	Y	MAC 1765337 04	1/17/2021	1/17/2022	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							ABUSe or Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			MAC 1765337 04	1/17/2021	1/17/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB 1765338 04	1/17/2021	1/17/2022	EACH OCCURRENCE \$ 3,000,000
							AGGREGATE \$ 3,000,000
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WWC3480590	8/19/2020	8/19/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			MAC 1765337 04	1/17/2021	1/17/2022	\$1,000,000/\$3,000,000 Limit
C	Directors & Officers/EPLI			MY 1011710	1/17/2021	1/17/2022	\$1,000,000 Combined Limit



SCOPE OF SERVICES

I. Contractor will provide the following services/deliverables in accordance with the terms and conditions of the Contract:

1. That the Contractor's application, which was approved by DHS, is made a part of this contract and is incorporated herein by reference. The Contractor's application is on file with DHS's, Division of Family and Children Services (DFCS), Office of Provider Management (OPM) unit.
2. This is a Performance Based Placement (PBP) and all performance scores will be published on the second Friday of the following month on the GA+SCORE website at www.gascore.com by DHS and used to facilitate placement decisions made by DHS. A detailed explanation of how scores will be determined is reflected in the R.B.W.O./Performance Based Placement Measurements and Standards Guide posted on the GA+SCORE website at www.gascore.com and, by reference, incorporated into this contract.
3. Fully comply with the FY 2022 R.B.W.O. Performance Based Placement (PBP) Measurements and Standards Guide, which contains all PBP requirements. The guide can be accessed on the GA+SCORE website at www.gascore.com. The Contractor agrees to also fully comply with the FY 2022 R.B.W.O. Minimum Standards posted on the GA+SCORE website at www.gascore.com. The Contractor agrees to abide by any changes made to the R.B.W.O. Minimum Standards.

Contractor will participate fully in Performance Based Placement goals and to provide regular and timely documentation by the 10th of the following month into GA + SCORE and the Georgia SHINES portal. The Performance Based Placement goals can be accessed on the GA+SCORE website at www.gascore.com. Scores will be provided quarterly. Goals and measures may be changed or modified throughout the contract year, with a minimum of 90 days written notice to Contractors. The Contractor further agrees to abide by any changes made to the R.B.W.O. Performance Based Placement Measurements and Standards Guide.

DELIVERABLES

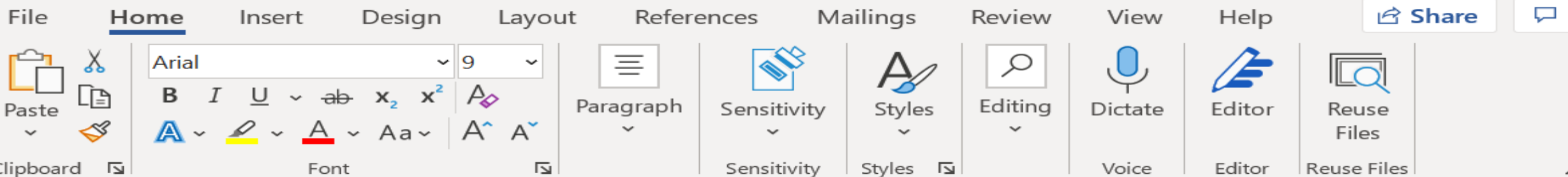
DELIVERABLES




UNREVIEWABLES

Prior to commencing services under this contract, individuals in positions or classes of positions having direct care, treatment, or custodial access to confidential information of clients or any combination thereof shall undergo a criminal history investigation prior to being hired and every five years thereafter (based upon hire date anniversary). This requirement became effective July 1, 2014. Staff hired after July 1, 2009 but before July 1, 2014 must have their 5-year criminal records check completed by their anniversary date as they reach their fifth (5th) year of service. The criminal history investigation shall include a fingerprint record check pursuant to the provisions of Section 49-2-14 of the Official Code of Georgia, Annotated (O.C.G.A.). Contractor shall, maintain and upon request, provide DHS with evidence of a satisfactory criminal record check of any members of its staff or a subcontractor's staff assigned to or proposed to be assigned to any aspect of the performance of this contract. Contractor staff must have a satisfactory criminal Fingerprint record checks shall be submitted via Live Scan electronic fingerprint technology. Contractor must utilize the following method to comply with this requirement: Contractor will register with the Georgia Applicant Processing Services (GAPS) at www.aps.gemalto.com/ga/index.htm and follow the instructions provided at that website.

- a. RBWO Staff criminal records checks are required to be uploaded into GA+SCORE. These checks must be uploaded by the date of hire and **within 30 days before** the staff's 5-year anniversary.
6. Conduct and document the results of a Child Protective Services history check through the **Georgia Investigation Outcome Notification System (IONS)** at <https://ionsrequestportal.dhs.ga.gov/General> for all staff within 30 days prior to hiring and annually within 30 days prior of the staff's anniversary date. Each Contractor must have a policy on checking CPS history through IONS and if the results of the IONS check reveal a substantiated case, this individual is unable to be employed or continue employment to work with children in the custody of the Division.
7. Conduct and document, a Sex Offenders Registry, Pardons and Paroles and Department of Corrections check on all staff within 30 days prior to hire. Thereafter, annually, to conduct a Sex Offenders Registry check, no more than thirty days prior to the staff anniversary date. Each Contractor must have a policy on how your agency will regularly monitor compliance for initial hires and annually. These checks are



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13. Ensure the GA+SCORE System, at www.gascore.com is updated within 48 hours of an event, to include all admissions, and service delivery updates. All Staff and administrative information should be updated as soon as possible but no later than one business day. A minimum of two different contact phone numbers and email addresses will be provided and updated within 48 hours of any change. Contact information must designate "after hours" and weekend referrals. Significant events relating to the Contractor's operation or to the care or protection of children in its care must be reported in the GA + SCORE System, as soon as possible but no later than one **calendar day**.
 14. Maintain an admissions protocol that includes a process for accepting children for placement 24 hours per day and seven days per week. Contractors are required to have an executed plan to accept placements on nights and weekend. Contractors must maintain up to date contact information in the GA + SCORE System under profile and contact information that includes the Executive Director/CEO, Site Director, Primary and Secondary Admissions Contact, GA + SCORE System Reporting Contact and the After-Hours Admission Contact. Unique phone numbers and email addresses must be used for each contact person listed.
 15. Ensure that its admission policy includes that youth up to 21 years of age may be served. (Note: The Residential Child Care License (RCCL) jurisdiction only extends to youth up to 19 years of age. Therefore, the RCCL will continue to indicate that it covers youth up to 19 years of age.) Contractor must ensure that youth are discharged upon the youth's 21st birthday.
 16. Utilize the RBWO Universal Application and Referral Form as the sole referral documentation needed to determine whether a potential placement match exists. The admission application package may not require a psychological evaluation report. However, the admission application package may ask if a psychological evaluation report exists and is available and if so, may require that the psychological evaluation report be provided as a part of the application.
 17. For Maximum Watchful Oversight (MWO) and all Specialty Program Designations beds where an MWO

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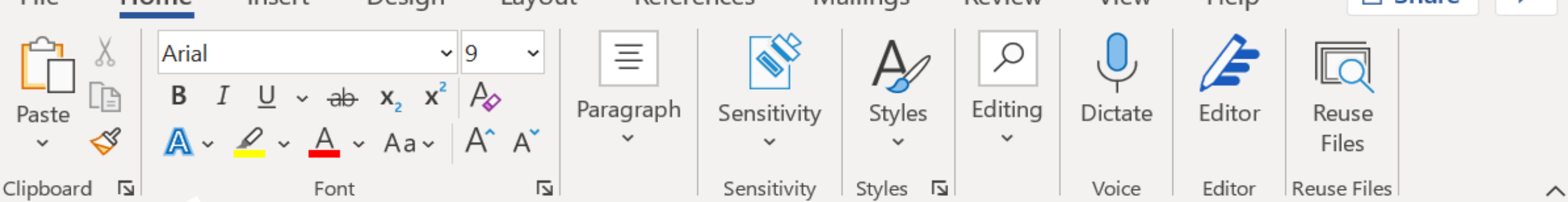
Reuse Files

Reuse Files

18. Follow RBWO Minimum Standards regarding discharges including the following:

- a. The decision for placement disruption is made only after all possible interventions to maintain the child in care have proven unsuccessful including participating in a Placement Team Meeting as requested. Decisions about the child's long-term or continued placement in the program should not be made during a crisis. At best, a decision to discharge a child from a placement should be made by mutual discussion between the Contractor and the Division concerning the child's situation, either in a face-to-face or telephone conference.
- b. For placement disruptions that occur within 60 days of placement or admission to the Contractor, the Contractor will document a review of the initial placement decision and identify any changes needed in the admissions review or placement matching process.
- c. Contractors will have and follow their protocol on addressing foster parents who have patterns of ejecting children within 60 days of placement or where other disruption patterns are identified.
- d. DFCS must be provided with at least 14 calendar day notice of the need to move a child from a Child Caring Institution (CCI) or Child Placement Agency (CPA). A foster home unless there is a safety concern.
- e. In all cases where discharge is determined to be in the best interest of the child but due to safety issues a 14-day notice cannot be provided, a minimum of 72-hour notice shall be given prior to discharge. If the 72-hour notice is not possible, the reasons for the failure to notify in advance must be documented in the child's record. **Note: A child should not be discharged during the absence of the youth if planned and purposeful for the following 3 reasons only: hospitalization, runaway, or incarceration status per DFCS Policy. DFCS will pay at the youth's current per diem rate up to 10 days only if planned and purposeful for the following 3 reasons only: hospitalization, runaway, or incarceration status and approved by the DFCS Case Manager in writing.**





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1. In cases where a 72-hour or immediate discharge is deemed necessary, a significant event report must be made in GA + SCORE.

- f. A Discharge Summary must be provided to DFCS case manager at the time of notification of placement move/disruption but no later than 24 hours from the Contractor. Discharge Summary must include the details on the circumstances that led to the disruption, actions that were taken by the agency to prevent the disruption, reasons for disruption decision, the services, supports the child would need to be successful in the next placement and details of the child's transfer from the CCI or foster home to the DFCS case manager or other placement as this information will be utilized to find the next placement.

- g. **For Independent Living Program (ILP) placements, young adults must be given 60 days before being discharged.**

19. Implement an internal continuous quality improvement process to at a minimum placement matching, placement disruptions, child protective services investigations, policy violations, services to ILP youth, staff hiring and turnover, caregiver and staff training and performance-based placement performance. Continuous quality improvement (CQI) is the complete process of identifying, describing, and analyzing strengths and challenges and then testing, implementing solutions and then learning from the results, and revising solutions in a continuous process that yields optimal programmatic functioning and better outcomes for children and families.



21. Provide DHS with an annual cost report, which shall include the contractor's single entity-wide audit report, entity-wide audit report or unaudited entity-wide financial statements. A complete and accurate cost report must be submitted to DHS no later than ninety (90) days after the contractor's fiscal year end



closing, and the audit report or financial statements must be submitted to DHS no later than one-hundred eighty (180) days after the Contractor's fiscal year end closing. Both the cost report and audit report or financial statements must be submitted via email to rbwofiscal.services@dhs.ga.gov. The signed cover page of the cost report should also be sent to rbwofiscal.serves@dhs.ga.gov.

22. Assist DHS in its efforts to obtain payments or recover costs of any service provided under this contract from third parties. These obligations are in addition to the Contractor's obligations under the paragraph titled **Collection of Audit Exceptions**.
23. Contractor will ensure renewal documents for annual contracting purposes are submitted by deadline provided by OPM and signed only by the owner and/or operator.



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Reuse Files



26. Accept children only within their approved program designations on their Rate Schedule in the Annex titled Payment Provisions and contractual capacity. The Contractor further agrees that all per diems will be paid in accordance with contracted program designations and associated per diems. The Contractor further agrees to ensure that per diem payments to foster parents match the amount indicated on the **Annex titled Payment Provisions.**
27. Child Placing Agencies are financially responsible for any per diem expectations established with a foster parent prior to an approved Departmental per diem waiver. The Contractor cannot recoup retroactive agency or foster home payments for greater than 60 days.
28. That admissions may be suspended in order to address any identified issues related to safety, risk, well-being, financial obligations, or financial reporting requirements. DHS will immediately notify the Contractor of the suspension and any required steps to be completed for the reinstatement of admissions.
29. Private Contractor agencies with whom DFCS contracts for the provision of placements for children in DFCS custody shall be required, through contract provisions, to certify that employees providing case management or supervisory services for DFCS have met the following criteria:
- Have an undergraduate degree from an accredited college or university:
 - If operating in the role of Human Service Professional, Case Support Worker, or Case Support Supervisor, must complete RBWO Foundations new hire training within 4 months from their start date. Staff must enroll in one or both components within 30 days from the date of hire. Foundations course consists of three (3) weeks of e-learning / field practice experience and one (1) week of classroom instruction for a total of four (4) weeks of instruction. The classroom component of Foundations culminates with a knowledge-based competency test based on the materials covered during the 5-day classroom experience. The test which consists of objective questions (multiple choice, true-false etc.) must be passed with a score of at least 80% in order to earn credit for the classroom component. The RBWO Foundations Standards are posted on





