

Fiscal Year 2013 R.B.W.O. Contract Deliverables

1. The Contractor acknowledges that this is a Performance Based Contract (PBC) and that all performance scores will be published by the Department and used to facilitate placement decisions made by the Division of Family and Children Services.
2. To fully comply with the FY 2013 R.B.W.O. Performance Based Contracting Measurements and Standards Guide, which contains all PBC requirements. It can be accessed on the GA+SCORE website at www.gascore.com.
3. To fully comply with the FY 2013 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.
4. To fully participate in Performance Based Contracting goals, this includes regular and timely documentation (each month's information posted by the 10th of the following month) into GA+SCORE and the Georgia SHINES portal. Scores will be provided quarterly. Goals and measures may be changed or modified throughout the contract year with a minimum of 15 days written notice to providers. The contractor agrees to abide by any changes made to the R.B.W.O. Performance Based Contracting Measurements and Standards Guide.
5. To provide an acknowledgement to the DFCS Office of Provider Management (OPM) via the GA+SCORE System at www.gascore.com confirming that they have reviewed the entire FY 2013 R.B.W.O. Performance Based Contracting Measurements and Standards Guide and the FY 2013 R.B.W.O. Minimum Standards for the current fiscal year.
6. To ensure the GA+SCORE System at www.gascore.com is kept up to date daily with timely documentation to reflect all admissions, service delivery updates, significant events, staff and administrative information, as well as a minimum of two different contact phone numbers and email addresses. Contact information must include an indication for those designated as after hours and weekend referrals.
7. That the Contractor's Provider Application that was approved by the Department, is made a part of this contract and is incorporated herein by reference. The Contractor's Provider Application is on file with the Department's, Division of Family and Children Services (DFCS) Office of Provider Management.
8. To provide the services delineated in this contract in a manner that supports, and is consistent with DFCS' values and principles (**Annex H**).

9. To maintain an admissions protocol that includes a process for accepting children for placement 24/7.
10. To utilize a standard referral application form provided by the Division for all RBWO placements and to document all referrals, including reasons for accepting or declining admissions, via the GA+SCORE system.
11. To comply with all applicable rules and regulations of the Office of Residential Child Care (ORCC). Should the contractor have an allegation of non-compliance with ORCC rules and regulations, the Department, in its discretion, may suspend referrals to the Contractor or terminate the contract.
12. To provide the Department with an annual cost report, which shall include the Contractor's Annual Independent Audit Report. A complete and accurate cost report shall be submitted to the Department no later than ninety (90) days after the Contractor's fiscal year end closing. The Contractor further agrees to assist the Department 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 Paragraph 115 above.
13. That annual cost reports are subject to audit. Any non-allowable costs may impact contracted per diems. All expenses included in the annual cost report must be fully supported by authentic, verifiable documentation. Supporting documentation includes any and all working documents related to expense and subject allocation bases. Documentation must be readily available for a period not less than six (6) years.
14. That in the event a positive operating margin (excluding private donations, etc.) occurs during the provider's fiscal year, excess revenues must be reinvested in the affected program. The amount of reinvestment must be identified as a line item note in the provider's independent annual financial audit.
15. To not accept children outside of their approved program designations (**Annex D**) and contractual capacity. The Contractor further agrees that all per diems will be paid in accordance with contracted program designations and associated per diems.
16. That instances where approval for a program designation is required through OPM, the provider cannot recoup retroactive agency or foster home payments for greater than 60 days. Child Placing Agencies are financially responsible for any per diem expectations established with a foster home prior to a specified OPM approval date.
17. That admissions may be suspended briefly (less than 30 days) or for an extended period (more than 30 days) in order to address any identified issues related to safety, risk or well-being. Providers will receive immediate notification of the suspension and any required steps to be completed for the reinstatement of admissions.

18. To fully participate in Division provided training and to verify and certify that all of its employees that provide case management support or supervisory services to children in state custody, under the terms of this contract, have met the following criteria:
 - a. Have an undergraduate degree from an accredited college or university;
 - b. When offered by the Division, will completed at least the 160 hour pre-service training curriculum which is comparable to the pre-service curriculum provided to DFCS case managers, unless the staff person has a waiver approved by the Office of Provider Management;
 - c. Obtain a passing score on skills based test on the pre-service curriculum;
 - d. Complete 24 hours of job related ongoing training annually.