

**Michigan Department of Health and Human Services
Bureau of Grants and Purchasing (BGP)
PO Box 30037, Lansing, MI 48909
Or
235 S. Grand Avenue, Suite 1201, Lansing, MI 48933**

**CONTRACT NUMBER: MAxxx
Between
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
And**

| | | | |
|------------------------|------|-----------------|------------------|
| CONTRACTOR | | PRIMARY CONTACT | EMAIL |
| xxx | | xxx | xxx |
| CONTRACTOR ADDRESS | | | TELEPHONE |
| xxx | | | - - |
| STATE CONTACT | NAME | TELEPHONE | EMAIL |
| Contract Administrator | xxx | - - | xxx@Michigan.gov |
| BGP Analyst | xxx | - - | xxx@Michigan.gov |

| CONTRACT SUMMARY | | | |
|---|-------------------------------|-----------------|------------------------|
| SERVICE DESCRIPTION | Independent Living Plus (ILP) | | |
| GEOGRAPHIC AREA | Statewide | | |
| INITIAL TERM | EFFECTIVE DATE* | EXPIRATION DATE | AVAILABLE OPTION YEARS |
| 3 years | xxx | xxx | 2 |
| MISCELLANEOUS INFORMATION | | | |
| ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION | | \$xxx | |
| CONTRACT TYPE | Per Diem | | |

*The effective date of the contract shall be the date listed in the "Effective Date" box above, or the date of Michigan Department of Health and Human Services (MDHHS) signature below, whichever is later.

The undersigned have the lawful authority to bind the Contractor and MDHHS to the terms set forth in this Contract. Section 291 of the fiscal year 2016 Omnibus Budget, PA 84 of 2015, requires verification that all new employees of the Contractor and all new employees of any approved subcontractor, working under this Contract, are legally present to work in the United States. The Contractor shall perform this verification using the E-verify system (<http://www.uscis.gov/portal/site/uscis>). The Contractor's signature on this Contract is the Contractor's certification that verification has and will be performed. The Contractor's signature also certifies that the Contractor is not an Iran linked business as defined in MCL 129.312.

FOR THE CONTRACTOR:

xxx

Contractor

Signature of Director or Authorized Designee

Print Name

Date

FOR THE STATE:

MICHIGAN DEPARTMENT OF HEALTH AND
HUMAN SERVICES

Signature of Director or Authorized Designee

Print Name

Date

Contract Number: MAxxx

Anticipated Total Contract Value: XXX

This Contract will be in effect from the date of MDHHS signature through xxx. No service will be provided and no costs to the state will be incurred before xxx, or the effective date of the Contract, whichever is later. Throughout this Contract, the date of MDHHS signature or xxx, whichever is later, shall be referred to as the begin date.

At the discretion of MDHHS this Contract may be renewed by an amendment not less than 30 days before its expiration. This Contract may be renewed for up to two additional one-year periods.

1. PROGRAM REQUIREMENTS

1.1. Client Eligibility Criteria

a. Eligible Clients

Youth ages 16 through 19 for whom the family court has issued an order due to abuse or neglect which makes MDHHS responsible for the youth's placement, care, support and supervision for a successful transition into adulthood.

AND

Youth whose service plans demonstrate a need for increased supervision.

b. Continuing Eligibility Criteria

Every 90 days, the youth shall be evaluated using the applicable Casey Life Skills Assessment (CLSA) to determine continued eligibility/suitability for placement. If the youth lacks sufficient progress to transition into general IL, they will be considered eligible to remain in the ILP program.

If the projected length of stay exceeds twelve months, the Contractor shall submit the ILP Extension Request form (DHS-786), at least 45 days prior to the twelve month expiration date. The form shall be submitted to the Office of Child Welfare Policy and Programs: Education and Youth Unit, Attention Youth In Transition Analyst.

c. Determination of Eligibility

If MDHHS makes a referral to a child placing agency for foster care case management services pursuant to a contract with the child placing agency, the child placing agency must accept or decline the referral

within 7 calendar days of receipt of the referral. If a need for placement is imminent, MDHHS may make referrals for placement concurrently to other contracted providers. Contractor may not transfer a foster care case to another child placing agency. After acceptance of a foster care referral, the Contractor may not refer the case back to the Department except for the reasons outlined in the Children's Foster Care Manual (FOM) or upon the written approval of the County Director, the Children's Services Agency Director, or the Deputy Director.

1.2. Referrals

Referrals for ILP will be made by the Department. The Contractor must accept or decline the referral within 7 calendar day's receipt of the referral. If a need for placement is imminent, the Department may make referrals for placement concurrently to other contracted providers.

The Contractor shall be provided with the Initial Service Plan and most current Updated Service Plan (USP), and all other documentation available and necessary to assess the youth's needs at the time of referral.

The Contractor shall interview the youth prior to accepting the case to discuss expectations of participation in the program and to determine the youth's willingness to commit to the program.

At the time of case acceptance, the Contractor becomes responsible for the primary case management.

Upon placement, MDHHS shall provide the Contractor at minimum, with a court order, a Medical Authorization Card (DHS-3762), and the Individual Service Contract (DHS-3600).

1.3. Legal or Court Related

MDHHS shall involve the Contractor, to the extent allowed by law, in matters relating to any legal or court activities concerning the child while in the Contractor's care. If the Contractor is to be involved in the court proceedings, MDHHS shall provide the Contractor with written reports for court use upon request, subject to confidentiality requirements imposed by statute.

2. CONTRACTOR RESPONSIBILITIES

2.1. Email Address

The Contractor authorizes MDHHS to use the contact information below to send Contract related notifications/information. The Contractor shall provide MDHHS with updated contact information if it changes.

Contact email address: |

2.2. Requests for Information

The Contractor may be required to meet and communicate with MDHHS representatives and from time to time MDHHS may require that the Contractor create reports or fulfill requests for information as necessary to fulfill the MDHHS' obligations under statute and/or Dwayne B. v. Snyder, et al., 2:06-cv-13548, herein referred to as the Implementation, Sustainability, and Exit Plan (ISEP).

The Contractor shall make available to MDHHS copies of any outside reviews, non-redacted FOIA requests, or audits relating to the contracted program.

2.3. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Statewide

2.4. Licensing Requirements

The MDHHS Division of Child Welfare Licensing (DCWL) is the licensing agency for Child Placing Agencies (CPA). A license is issued to a certain person or organization at a specific location, is non-transferable, and remains the property of the Department. Therefore, a child placing agency must be established at a specific location.

The Contractor shall ensure that, for the duration of this Contract, it shall maintain a license for those program areas and services that are provided for in this Contract. If the Contractor fails to comply with this section, MDHHS may terminate this Contract for default.

The Contractor is licensed to provide service under this Contract under the following license number: CBxxx

2.5. Location of Facilities

The Contractor shall provide services described herein at the following location(s):

xxx

Independent Living Plus services shall be provided in host home or staff supported homes.

2.6. Program Focus and Name

Independent Living Plus (ILP) is a limited intervention to meet the youth's specific ILP needs and goals until he/she is able to step down to the less restrictive environment foster care offers. ILP is a program that provides staff supported housing and services for youth ages 16 through 19 who, because of their individual needs and assessment, are not initially appropriate for general Independent Living (IL) foster care. These youth may have a demonstrated history of unsuccessful foster care placements. This program is also designed as a post-placement resource for youth in which all of the following apply:

- Youth leaving residential foster care who cannot return home.
- Youth who cannot be placed into a family foster home.
- Youth for whom adoption is not planned.
- Youth who have demonstrated a capacity for and willingness to learn independent living skills in a supervised, structured ILP program prior to transitioning into an IL foster care placement.

ILP shall not be used as a long-term placement option but should be a transitional temporary intervention. ILP serves to meet the youth's specific independent living needs and goals until he/she is able to step down to IL foster care. The duration of ILP program will vary as determined by the youth's assessment of needs and strengths. The ILP program shall not last longer than twelve months of initial intake without an approved exception from MDHHS Program Office, and shall not surpass the youth's 20th birthday. The ILP exception request is submitted using the DHS-786 and must document the specific reasons as to why the youth cannot step down to a less restrictive placement.

The Contractor will continue to provide the youth with foster care case management after the youth transitions to an IL foster care setting or collaborate with other agencies to provide general IL foster care case management.

a. Placement Criteria:

1) All youth shall be placed within their own county or within a 75 mile radius of the home from which the youth entered custody. If the youth's needs are so exceptional that they cannot be met within the county or 75 mile radius, MDHHS must approve the selection prior to placement as required in the FOM.

2) Staff Supported Housing Requirements:

a) The Contractor shall negotiate monthly rent with the youth. This amount may not exceed 35% of the youth's IL stipend.

b) Provide staff supported housing which may include, but is not limited to:

- i. A campus-style complex
 - ii. An apartment complex
 - iii. A group home setting
- c) Staff supported housing must include:
- i. Staff on site for a minimum of 16 hours per day from 3:00 p.m.-7:00 a.m. during scheduled school days.
 - ii. Staff on site for a minimum of 16 hours per day during non-school days (i.e. holidays, summer break, and weekends). These hours are not restricted to 3:00 pm-7:00 am. The Contractor must submit a modified schedule to the MDHHS Program Office for approval of non-school days.
 - iii. A minimum of one on-duty direct child care contact staff for every 10 youth in placement.
 - iv. Contractor provided furnishings for the home which may be new or used but must be in good working condition and must include but are not limited to the following:
 - A stove, microwave and refrigerator
 - Kitchen furnishings (pots, pans, cooking and eating utensils)
 - A dining table and chairs
 - A telephone (landline or cellular)
 - Living room furniture
 - v. Each youth will have a separate bedroom which must include, but is not limited to, in good condition:
 - A bed with bed linens and pillow
 - Desk or table with a chair
 - Bookshelf
 - Dresser

3) Host Home Requirements:

- a) Host Homes may be used as an alternative to staff based housing.
- b) Expectations of the Host Home placement shall be discussed and agreed upon in a transition meeting with the Contractor and Host Home if the Host Home will be a change of placement for the youth. The following topics must be included in the Contract:
 - i. Physical description of space: The Host Home shall provide furnishings for the home which may be new or used but must be in good working condition and must include, but are not limited to:
 - A stove, microwave and refrigerator

- Kitchen furnishings (pots, pans, cooking and eating utensils)
 - A dining table and chairs
 - A telephone (landline or cellular)
 - Living room furniture
- ii. Each youth will have a separate bedroom which must include, but is not limited to, in good condition:
- A bed with bed linens and pillow
 - Desk or table with a chair
 - Bookshelf
 - Dresser
- iii. Non- discrimination against the youth based on race, religion, national origin, gender, disability, or sexual orientation.
- iv. Expectations, roles, and responsibilities of both the youth and Host Home adult. This includes:
- Frequency of services and provider visits/meetings
 - CLSA completion as necessary
 - Per diem and payments, if applicable
 - Approval from the Contractor in the event that a Host Home adult is unavailable and alternate care is required
- c) Host Homes adults shall undergo Children Protective Services and background checks and meet the placement standards outlined in FOM 721.
- d) Host Home adults shall be at least 21 years of age.
- e) Host Home adults shall provide an atmosphere where ILP learning can take place that includes, but is not limited to:
- i. Displaying positive role modeling behaviors
 - ii. Utilizing teachable moments that provide the youth opportunities to engage in healthy risk taking, fostering both positive and negative consequences
 - iii. Establishing progressive and appropriate expectations based on needs and age of the youth.
- f) Host Home adults must reside in the home.
- g) Host Home adults shall be accessible by phone during the hours of 3:00 p.m. through 6:00 p.m. When the host home adult cannot be available, another adult must be identified who the youth can contact. The alternative adult must be someone other than a case worker with the assigned agency.

- h) Host Home adults shall be in the home during the hours of 6:00 p.m. through 7:00 a.m. during scheduled school days. When the host home adult cannot be available another adult may be identified to supervise. This person must be approved by the agency, including CPS and background checks as described in (c) above to provide substitute supervision.
 - i) Host Home adults shall be accessible by phone during flexible hours on non-school days (i.e. holidays, summer break, and weekends), or provide an alternative contact as described in (g) above. The Contractor must submit a modified schedule to the MDHHS Program Office for approval for non-school days.
 - j) There shall be no more than four youth living in a Host Home at a time.
- 4) Approval from the Contractor in the event that a Host Home adult is unavailable and alternate care is required.

2.7. Provider Numbers

MiSACWIS Provider Number: xxx

Bridges Provider Number: xxx

2.8. Credentials

The Contractor shall assure that all staff performing functions under this Contract, including contractor employees, volunteers and/or subcontractors, are appropriately screened, credentialed, and trained.

a. Staff Training and Qualifications

- 1) Child Welfare Training: Requirements
The Contractor shall ensure that staff hired or promoted to a foster care social services position complete the Office of Workforce Development and Training (OWDT) foster care Pre-Service Institute (PSI) training within 112 days.
- 2) Staff transferring to a foster care social service position from another children's services position that has successfully completed the PSI training in that program, shall attend and complete OWDT-foster care private agency Program Specific Transfer Training (PSTT) within six months of assuming the foster care position.
- 3) The Contractor shall ensure that first line supervisors hired or promoted to a foster care supervisor position complete OWDT foster care New Supervisor Institute (NSI) within 112 days of hire/promotion.

- 4) Supervisors transferring to a foster care supervisor position that has successfully completed the NSI, shall attend and complete the OWDT foster care NSI PSTT within six months of assuming the foster care supervisor position.
- 5) Staff who conduct any functions related to the certification of foster homes must attend and pass the five-day class on certifying foster homes, investigating and handling complaints against foster homes.
- 6) Supervisors who have not attended certification training as a certification staff person are to attend the five-day certification and complaint investigation training prior to supervising the certification of foster homes.
- 7) All social service and certification workers must complete a minimum of 32 in-service training hours per calendar year. All first line social service and certification supervisors must complete a minimum of 16 in-service training hours per calendar year.
- 8) The Contractor shall follow the requirements in MDHHS policy Services Requirements Manual 103 "Staff Qualifications and Training."
- 9) OWDT: Registration Process
 - a) The Contractor shall register staff for training through the Learning Management System (LMS). In some cases, OWDT will provide a form to be completed and provided to OWDT, who will then perform the registration function within LMS.
 - b) The Contractor supervisor and/or the Contractor training facility coordinator can register Contractor staff directly for in-service training. To cancel or change training registration, the Contractor will need to make the changes in the LMS directly, unless the trainee was registered by OWDT. The Contractor will need to contact the help desk at MDHHSTraining@michigan.gov for changes to registrations completed by OWDT.
 - c) All training completed externally shall be added to the LMS so that it may be included in in-service training hour calculations. The name of the training, a short description, the total number of hours spent in training, and the completion date must be documented in LMS. All qualified training shall be training that improves child welfare practice.
 - d) Confirmations, with specific details on times and locations, will be emailed to the Contractor/trainee by OWDT at least seven days before the training commences.
- 10) Completion of Security Awareness Training

The Contractor shall require each employee, subcontractor, subcontractor employee or volunteer who works directly with clients or who is authorized to have access to client fingerprint-based criminal history record information (CHRI) under this Contract to successfully complete security awareness training (SAT) within six months of appointment to a position with (CHRI) access and every two years thereafter. Documentation of successful SAT completion is to be located in the personnel record.

Security awareness training is located through the Learning Management System or on the following internet link: https://dhhs.michigan.gov/course212/Fingerprint_Security_Awareness_Training/story.html

11) The Contractor shall maintain training documentation to verify successful completion of all required training. Additionally, the Contractor shall maintain documentation of the completion of required in-service training for both social service staff and social service supervisory staff.

12) The ILP Coach:

- a) Must possess a minimum of an Associate's degree or minimum of 60 semester hours or 95 quarter hours in a related field of study.
- b) Must have a valid State of Michigan driver's license and a reliable vehicle available.
- c) May not have more than 10 ILP children assigned at any given time.
- d) Must maintain a flexible work schedule that allows for the provision of ILP support services during non-typical business hours.
- e) Must complete a weekly ILP log documenting actions and tasks related to a specific goal or outcome along with hours spent with each child.

2.9. Compliance Requirements

Except in subsection (g) the Contractor shall comply with the following requirements.

- a. The Contractor shall comply with all applicable licensing rules, MDHHS policy Children's Foster Care Manual (FOM), Guardianship (GDM), Services Requirements Manual (SRM), Interstate Compact (ICM), Native American Affairs (NAA), Adoption Manuals (ADM) and MDHHS policy amendments including interim policy bulletins.
- b. Throughout the term of this Contract, the Contractor shall ensure that it provides all applicable MDHHS policy and MDHHS policy amendments (including interim policy bulletins) and applicable Administrative Codes to

social service staff. The Contractor shall ensure that social service staff complies with all applicable requirements.

MDHHS policies, amendments and policy bulletins, are published on the following internet link: <http://www.michigan.gov/dhs>. Administrative Codes are published at on the following internet link: http://michigan.gov/lara/0,4601,7-154-35738_5698-118524--,00.html

- c. The Contractor shall comply with the MDHHS non-discrimination statement:

Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identity or expression, sexual orientation, political beliefs, or disability.

The above statement applies to all MDHHS supervised children, and to all licensed and unlicensed caregivers and families and/or relatives that could potentially provide care or are currently providing care for MDHHS supervised children, including MDHHS supervised children assigned to a contracted agency.

- d. The Contractor shall provide services within the framework of Michigan's Child Welfare Practice Model, MiTEAM. The Contractor shall utilize the skills of engagement, assessment, teaming and mentoring in partnering and building trust based relationships with families and children by exhibiting empathy, professionalism, genuineness and respect. Treatment planning shall be from the perspective of family/child centered practice.
- e. The Contractor shall comply with MDHHS initiatives and programs as requested and/or applicable. These include, but are not limited to the following programs:
- 1) National Youth in Transition Database (NYTD)
 - 2) Michigan Youth Opportunities Initiative (MYOI)
- f. Compliance with MDHHS Implementation, Sustainability, and Exit Plan:
- The Contractor shall ensure compliance with the applicable requirements of the Dwayne B. v. Snyder, et al., 2:06-cv-13548, Implementation, Sustainability, and Exit Plan.
- g. Under 1973, PA 116, as amended by 2015 PA 53, the Contractor has the sole discretion to decide whether to accept or not accept a referral from MDHHS. Nothing in this Contract limits or expands the application of this Public Act.

h. Prudent Parent Expectations

The Contractor shall ensure prudent parent expectations are followed as outlined in FOM 722-11, Prudent Parent Standard & Delegation of Parental Consent.

Additional Compliance Provisions

The Contractor shall comply with the provisions of:

- a. 1984 Public Act, 114, as amended being M.C.L. 3.711 *et seq.*, Interstate Compact on the Placement of Children.
- b. 1975 Public Act 238, as amended, being M.C.L. 722.621 *et seq.*, Child Protection Law.
- c. 1982 Public Act 162, as amended, being M.C.L. 450.2101 *et seq.*, Michigan Nonprofit Corporation Act.
- d. 1994 Public Act 204, as amended, being M.C.L. 722.921 *et seq.*, Michigan Children's Ombudsman Act.
- e. 1973 Public Act 116, as amended, being M.C.L. 722.111 *et seq.*, Michigan Child Care Organization Act.
- f. 1939 Public Act 288, Chapter X, being M.C.L. 710.1 *et seq.*, Michigan Adoption Code.
- g. 1984 Public Act 203, as amended, being M.C.L. 722.951 *et seq.*, Michigan Foster Care and Adoption Services Act.
- h. The Social Security Act as amended by the Multiethnic Placement Act of 1994 (MEPA); Public Law 103-382, and as amended by Section 1808 of the Small Business Job Protection, the Interethnic Adoption Provision (IEAP).
- i. The Indian Child Welfare Act (ICWA); Public Law 95-608 being 25 U.S.C. 1901 *et seq.*
- j. 1976 Public Act 453, as amended, being M.C.L. 37.2101 *et seq.*, Elliott-Larsen Civil Rights Act.
- k. Fostering Connections to Success Act of 2008
- l. Preventing Sex Trafficking and Strengthening Families Act, Federal PL 113-183
- m. Social Security Act, 42 USC 671(a)(20)
- n. Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Security Policy located on the following link: <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>
- o. [2017 Public Acts 246 through 255, Michigan Opioid Laws](#)

Compliance with ICWA Requirements

The Contractor shall provide case management services in accordance with the "Active Efforts" requirements established in the ICWA; Public Law 95-608 being 25 U.S.C 1901 *et seq.* These requirements include but are not limited to the following:

- a. Establish an American Indian child as a member of a Tribe in accordance with ICWA and as defined in the MDHHS Native American Affairs (NAA) manual.
- b. Provide “Active Efforts” case management services in with in accordance with ICWA and as defined in the NAA manual.
- c. Provide placement of American Indian children in accordance with “Placement Priorities” as established in ICWA and defined in the NAA manual.
- d. Provide “Expert Witness” testimony in accordance with ICWA and as defined in the NAA manual.
- e. Provide services to American Indian families within the context of their culture and ethnicity. Maintaining knowledge in the following:
 - 1) How culture and rituals influence parenting decisions.
 - 2) Determine what services and supports will be most effective.
 - 3) Knowledge and respect of tribal practices.

2.10. Services to be Provided

Treatment Services:

- a. Treatment services shall be provided based on the CLSA including, but not limited to:
 - 1) The provision of counseling therapy and
 - 2) Independent living skills training
 - 3) 24/7 availability in the event of a crisis or emergency
 - 4) Daily in-person supervision with youth
 - 5) Coordination for education and/or job skills opportunities
- b. Case Management:
 - 1) Case management services shall include the following:
 - a) Service coordination, monitoring and oversight
 - b) Communication with the MDHHS monitor
 - c) Compiling and submitting required reports, forms and payments per MDHHS foster care policy
 - d) Crisis intervention and referral to mental health services
 - e) Writing regular reports to the court and attendance to all court hearings
- c. Family Team Meeting coordination and coordination with applicable agencies supervising siblings, including transportation for visitations.
- d. Case Acceptance and Treatment Plan

The Contractor shall complete the following:

- 1) A face-to-face interview with each youth within 72 hours of acceptance of the case.
- 2) Within 14 days of case acceptance:
 - a) Consult with last placing agency (if applicable) to obtain:
 - i. A list of services provided to the youth
 - ii. An exit assessment if available
 - b) Determine the youth's educational functional levels in reading, math, etc. Collaborate with the youth's current and/or last school to gain the youth's reading level and assess educational needs.
 - c) Ensure that all youth have completed the CLSA within 14 days of acceptance of case.
- 3) An Updated Service Plan (USP) or Permanent Ward Service Plan (PWSP)/ILP Plan and Contract utilizing information from the last placement and results of intake assessment as its basis.
 - a) The USP or PWSP/ILP Plan and Contract for each youth are to be assessment driven. Services that are necessary to accomplish the goals outlined in the plan shall be provided by the Contractor. The USP or PWSP/ILP Plan and Contract for each youth shall have the following clearly defined:
 - i. Results of assessment
 - ii. Goals to be accomplished
 - iii. Services to achieve goals
 - iv. Time frame to achieve each goal
 - v. Time frame for achievement of all goals
 - vi. Criteria for placement and/or discharge
 - vii. Maintain copies of ILP Plan and Contract and all subsequent USP/ILP Plan and Contracts in the youth's case file.
- 4) Within 30 calendar days of intake:
 - a) Complete an ILP Plan and Contract (DHS-181) based on the intake, life skills assessment, and the youth's input and goals with obtainable timeframes.
 - i. At a minimum, the ILP Plan and Contract shall include:
 - An educational goal and/or employment goal.
 - Strategies to meet the youth's mental health needs.Additional goal setting areas include:
 - Community resources
 - Budget and Financial management

- Mentoring through adult connections other than Case Manager
 - Family support and healthy marriage/relationship education
 - Health care
 - Housing education and home management training
 - Legal rights
 - Personal hygiene
 - Family planning, pregnancy and teen parenting (if applicable)
 - Substance abuse prevention
 - Sexual responsibility
 - Maintain copies of ILP Plan and Contract and all subsequent USP/ILP Plan and Contracts in the youth's case file.
- b) Provide the youth's Life Skills Coach a copy of the youth's ILP Plan and Contract, which includes areas of need related to the IL skills.
- 5) A review of the ILP Plan and Contract with the youth, along with a quarterly update to reflect the youth's progress, needs and goals. This does not replace the semi-annual Transition Plan Report as required per MDHHS policy.
- 6) A minimum of four monthly contacts with the youth. This shall consist of at least two face-to-face contacts, of which, one will be in the youth's residence. Each face-to-face contact shall be a minimum of one hour. Remaining required contacts may be conducted in person or via telephone conversation for any length of time. Phone messages, texts, e-mails or social media contacts do not replace a required contact but can be utilized.
- 7) Community interactions which promote opportunities to develop IL skills.
- 8) Life Skills training that will assist the youth in gaining self-sufficiency, including applicable CLSA pre and post-testing. The Contractor shall document the ability of the youth to demonstrate these skills through real life applications.
- 9) A minimum of 4 hours per week of IL instruction upon completion of the CLSA and IL Plan and Contract. Seventy-five percent of the IL instruction time per month must be practical hands-on instruction as opposed to classroom, worksheet, or online instruction. In addition, 10% of the IL instruction time must be community based.

- 10) Quarterly meetings with the case manager, youth, life skills coach, and any supportive persons identified by the youth to review the CLSA and the pre and post test results.
- 11) Provision of transportation for youth that allows them to participate in IL activities.
- 12) Monitoring of youth activities and model appropriate behaviors.
- 13) Assure youth are making progress towards the goals in outlined in their ILP Plan and Contract as measured by the post-test.
- 14) A 3 month and 6 month follow-up post discharge from ILP. Information regarding the youth's housing, education, employment and connections to other adults must be documented.

e. Adoption and Foster Care Analysis Reporting System Requirements

The Contractor shall enter all child and family information into the Michigan Statewide Automated Child Welfare System (MiSACWIS) to enable MDHHS to comply with Federal Adoption and Foster Care Analysis and Reporting System (AFCARS) reporting requirements. Failure to comply with this reporting requirement shall result in a penalty for the Contractor as specified in Section 3.1 f. of this Contract.

f. MiTEAM Requirements

- 1) The Contractor shall designate a Program Manager, Supervisor or child welfare staff person in each office location to act as a MiTEAM Liaison with MDHHS to:
 - a) Participate in Practice Support Trainings and Practice Support Networking Meetings.
 - b) Convey the MiTEAM Specialist information and activities to agency administration.
 - c) Be responsible for contributing to policy and program development and sustainment.
 - d) Maintain knowledge and expertise of all policies and programs impacting the local office.
 - e) Gather and analyze information to identify local trends where case practice may be negatively impacted by policies, procedures or programs.
 - f) Recommend modifications to policies and procedures that would better assist caseworkers in achieving identified outcomes.
 - g) Consult with their assigned MiTEAM Analyst in MDHHS Central Office.
 - h) Respond to questions and share updates related to MiTEAM.

- i) Advocate for MiTEAM and the importance of continued growth around caseworker's knowledge and skills to improve safety, permanency and well-being.
 - j) Compile reports completed by supervision, complete MiTEAM Liaison Report and send the report to the assigned MiTEAM Analyst, on the schedule determined by MDHHS.
- 2) The Contractor shall ensure that all child welfare caseworkers:
- a) Complete each training module on the MiTEAM Virtual Learning Site, located at <https://michigan.csod.com/client/Michigan/default.aspx>
 - i. In the order recommended,
 - ii. Including participation in the Individual Field Application Exercises discussed with their supervisor,
 - iii. Complete the caseworker self-assessment exercise as conducted by their supervisor, and
 - iv. Join in the Enhanced MiTEAM Training Cycle activities according to the schedule set by MDHHS.
 - v. Staff hired during the Enhanced MiTEAM Training Cycles shall join in the training as scheduled and develop a plan with their supervisor, to complete missed modules and activities as stated above.
 - vi. For each staff person hired after the Enhanced MiTEAM Cycles have ended, develop a plan to complete modules and activities as stated above.
 - b) Apply the MiTEAM competencies and Key Caseworker Activities during everyday contact with team members, including families and professionals.
 - c) Have their competencies reviewed by their supervisor using the MiTEAM Fidelity Tool.
- 3) The Contractor shall ensure that all child welfare supervisors and/or program managers:
- a) Complete each training module on the MiTEAM Virtual Learning Site, located at <https://michigan.csod.com/client/Michigan/default.aspx>
 - i. In the order recommended, and
 - ii. Join the Enhanced MiTEAM Training Cycle activities according to the schedule set by MDHHS.
 - b) Apply the MiTEAM competencies during everyday contact with staff and team members, including families and professionals.
 - c) Conduct the caseworker self-assessment exercise with each caseworker on their staff.
 - d) Ensure each staff person hired during the Enhanced MiTEAM Training Cycles joins the training as scheduled and develop a plan, to complete missed modules and activities as stated above.

- e) Ensure each staff person hired after the Enhanced MiTEAM Training Cycles have ended, develops a plan to complete modules and activities as stated above.
 - f) Review competencies as demonstrated by their staff using the MiTEAM Fidelity Tool.
- 4) The Contractor shall ensure that the child welfare director:
- a) Review each training module on the MiTEAM Virtual Learning Site, located at <https://michigan.csod.com/client/michigan/default.aspx>
 - i. In the order recommended, and
 - ii. Encourage supervision and staff participation in the Enhanced MiTEAM Training Cycle activities according to the schedule set by MDHHS.
 - b) Support the practice of applying MiTEAM competencies during everyday contact with staff and team members, including families and professionals.

2.11. Expected Program Performance Outcomes

The Contractor shall work toward the achievement of the performance measures listed below.

- a. Timely provision of services:
 - 1) 100% of all youth accepted to the ILP program will have face-to-face contact with a case manager within 72 hours of acceptance.
 - 2) 100% of youth will have a CLSA completed within 14 days of acceptance of the case.
 - 3) 100% of youth will have a written ILP Plan and Contract within 30 days of the acceptance of the case.
- b. Increase the number of youth who have a safe and stable place to live:
 - 1) 100% of youth will be provided safe and stable housing while participating in the ILP program.
 - 2) 95% of youth participating in ILP program will have a plan for housing identified on the ILP Plan and Contract prior to transitioning out of ILP and into another appropriate IL placement.
 - 3) 70% of youth who received room and board assistance will continue to have safe and stable housing 6 months after transitioning out of the ILP program.
- c. Increase the number of youth who complete educational goals.

- 1) 100% of youth without a high school diploma or GED will have an educational goal to work towards completion of either a high school diploma or a GED.
 - 2) 70% of youth who identify post-secondary education as a goal will be working towards completing that goal as defined in the ILP Plan and Contract.
- d. Increase the number of youth who receive career preparation.
- 1) 90% of youth who identify an employment goal will be working towards that goal as defined in the ILP Plan and Contract.
- e. Increase the number of youth who have supportive relationships.
- 1) 85% of youth will be able to identify two or more supportive relationships prior to transitioning out of ILP and into another appropriate IL placement.
- f. Increase opportunities for youth to practice independent decision making and problem solving skills in the community.
- 1) 80% of youth will participate in at least one community activity or leadership opportunity.
- g. Increase the number of youth with an active savings or Individual Development Account (IDA).
- 1) 90% of youth will have at least one savings or IDA account with available funds prior to transitioning out of ILP.
- h. Increase the number of youth who can demonstrate competency in life skills.
- 1) 85% of youth will demonstrate competency in all applicable areas of the CLSA prior to transition out of ILP.
- i. Increase the number of youth who maintain healthy mental health.
- 1) 100% of youth with a history or present concern for mental illness will be referred for mental health assessment.
 - 2) 80% of youth determined through assessment to have a mental health diagnosis will participate in recommended mental health treatment or intervention.
 - 3) 100% of youth prescribed psychotropic medication will participate in regular medication reviews and psychiatric consultation to monitor the prescribed medication.

2.12. Audit Requirements

Contractor/Vendor Relationship

This Contract constitutes a contractor/vendor relationship with MDHHS. The Contractor must immediately report to the MDHHS Bureau of Audit any audit findings of fraud, a Going Concern, financial statement misstatements, or accounting irregularities, including noncompliance with provisions of this Contract.

2.13. Financial Audit Requirements

a. Required Audit or Audit Exemption Notice

Contractors must submit to the Department either a Single Audit, Financial Statement Audit, or Audit Exemption Notice as described below. If submitting a Single Audit or Financial Statement Audit, Contractors must also submit a Corrective Action Plan for any audit findings that impact MDHHS-funded programs, and management letter (if issued) with a response.

1) Single Audit

Contractors that are a non-profit organization and that expend \$750,000 or more in federal awards during the Contractor's fiscal year, must submit a Single Audit to the Department, regardless of the amount of funding received from the Department. The Single Audit must comply with the requirements of Title 2 Code of Federal Regulations, Subpart F.

2) Financial Statement Audit

Contractors exempt from the Single Audit requirements with fiscal years that receive \$750,000.00 or more in **total funding** from the Department in State and Federal grant funding must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards (GAAS).

3) Audit Exemption Notice

Contractors exempt from the Single Audit and Financial Statement Audit requirements (1 and 2 above) must submit an Audit Exemption Notice that certifies these exemptions. The template and further instructions are available at <http://www.michigan.gov/mdhhs> by selecting Inside MDHHS menu, then MDHHS Audit, then Audit Reporting.

b. Due Date and Where to Send

The required audit and any other required submissions (i.e. Corrective Action Plan and management letter with a response), or Audit Exemption Notice must be submitted to the Department within nine months after the end of the Contractor's fiscal year by e-mail to the Department at MDHHS-AuditReports@michigan.gov. The required submissions must be in PDF files and compatible with Adobe Acrobat (read only). The subject line must state the agency name and fiscal year end. The Department reserves the right to

request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

c. Penalty

- 1) If the Contractor does not submit the required Single Audit or Financial Statement Audit, including any management letter and applicable corrective action plans within nine months after the end of the Contractor's fiscal year, the Department may withhold from the current funding an amount equal to five percent of the audit year's contract funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld as a penalty if delinquency reached 120 days past due. The Department may terminate the contract if the Contractor is 180 days delinquent in meeting the audit requirements.
- 2) Failure to submit the Audit Exemption Notice, when required, may result in withholding from the current funding an amount equal to one percent of the audit year's funding until the Audit Exemption Notice is received.

d. Other Audits

The Department or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

2.14. Cost Reporting

The Contractor shall submit annual financial cost reports based on the state's fiscal year which begins October 1 and ends September 30 in the following calendar year. The reports shall contain the actual costs incurred by providers in delivering services required in this Contract to MDHHS clients for the reporting period. Costs for non-MDHHS children are not to be included. Reports will be submitted using a template provided by MDHHS. The financial reports shall be submitted annually, and will be due November 30 of each fiscal year. The Contractor must comply with all other program and fiscal reporting procedures as are or may hereinafter be established by MDHHS. Reports shall be submitted electronically to MDHHS-Foster-Care-Audits@michigan.gov with the subject line: ILP Cost Report.

Failure to meet reporting responsibilities as identified in this Contract may result in MDHHS withholding payments until receipt of annual financial cost report. MDHHS may withhold from current payments an amount equal to five percent of the Contractor's reporting year MDHHS revenue (not to exceed \$60,000) until the required filing is received by the Department. MDHHS may retain withheld funds as a penalty if delinquency reaches sixty (60) days past due. MDHHS may terminate the contract if the Contractor is ninety (90) days delinquent in submitting the required annual financial cost report.

2.15. Service Documentation

The Contractor agrees to maintain program records required by MDHHS, program statistical records required by MDHHS, and to produce program narrative and statistical data at times prescribed by, and on forms furnished by, MDHHS.

2.16. Private Agency MiSACWIS

The Contractor shall ensure that private agency payment staff has access to the Michigan Statewide Automated Child Welfare Information System (MiSACWIS) through a web-based interface, henceforth referred to as the “MiSACWIS application.” Requirements for MiSACWIS for CPA contracts may be found at http://www.michigan.gov/mdhhs/0,5885,7-339-71551_7199---,00.html

For all agency assigned cases in MiSACWIS, the Contractor shall enter all case management activities, including payments and all required documentation per policy in MiSACWIS.

2.17. Billing

The Contractor shall submit through the MiSACWIS system the bi-weekly roster for any child in the Contractors care per the instructions within the MiSACWIS system. The billing shall only indicate the units of service provided by the Contractor and shall be submitted to MDHHS within 30 days from the end of the billing period.

No original request for payment submitted by the Contractor more than one year after the close of the two week billing period during which services were provided shall be honored for payment.

When the Contractor’s financial records reveal that payment for a child has not been provided by MDHHS within 30 days of receiving all necessary documentation, the Contractor will seek payment resolution by contacting the direct supervisor of the assigned MDHHS worker in writing. Any concerns over a payment authorization or issuance that cannot be resolved within 30 days of the written notice must be reported to the MDHHS County Director for immediate resolution. The Contractor will apprise MDHHS Office of Child Welfare Services and Support of any ongoing, unresolved payment concerns.

2.18. Fees and Other Sources of Funding

The Contractor guarantees that any claims made to MDHHS under this Contract shall not be financed by any source other than MDHHS under the terms of this Contract. If funding is received through any other source, the Contractor agrees to deduct from the amount billed to MDHHS the greater of either the fee amounts, or the actual costs of the services provided.

The Contractor may not accept reimbursement from a client unless the Contract specifically authorizes such reimbursement in the "Contractor Responsibility" Section. In such case, a detailed fee scale and criteria for charging the fee must be included. If the Contractor accepts reimbursement from a client in accordance with the terms of the Contract, the Contractor shall deduct these fees from billings to MDHHS.

Other third party funding sources, e.g., insurance companies, may be billed for contracted client services. Third party reimbursement shall be considered payment in full unless the third party fund source requires a co-pay, in which case MDHHS may be billed for the amount of the co-pay. No supplemental billing is allowed.

2.19. Recovery of Funding and Repayment of Debts

a. Recoupment of Funding

If the Contractor fails to comply with requirements as set forth in this Contract, or fails to submit a revised payment request within allotted time frames established by MDHHS in consultation with the Contractor, MDHHS may require the Contractor to reimburse payments made under this Contract to which MDHHS has determined that the Contractor was not entitled. If the Contractor becomes aware of any situation involving payments received under this Contract to which the Contractor was not entitled, the overpayment amount must be repaid to MDHHS within 30 days of the Contractor becoming aware. The Contractor is liable for any cost incurred by MDHHS in the recovery of any funding.

Upon notification by MDHHS that repayment is required, or upon any other awareness of an overpayment to the Contractor, the Contractor shall make payment directly to MDHHS within 30 days or MDHHS may withhold future payments made under this or any other Contract(s) between MDHHS and the Contractor.

If the Contractor fails to: (1) correct noncompliance activities identified by MDHHS, (2) submit revised billings as requested as part of a Corrective Action Plan when required; or (3) remit overpayments or make arrangements to have the overpayments deducted from future payments within 30 days, such failure shall constitute grounds to terminate immediately any or all of MDHHS' Contracts with the Contractor. MDHHS shall also report noncompliance of the Contractor to Michigan's Department of Technology, Management and Budget. Such report may result in the Contractor's debarment from further contracts with the state of Michigan.

b. Repayment of Other Amounts due MDHHS

By entering into this Contract, the Contractor agrees to honor all prior repayment Contracts established by MDHHS with the Contractor or Contractor's predecessors. In the absence of a repayment Contract for amounts due MDHHS, the Contractor agrees to make monthly payments to MDHHS at an amount not less than 5% of any outstanding balance and to begin on the date this Contract is executed. If any of these required payments are made more than 30 days past the due date, MDHHS may reduce or withhold future payments made under this or any other Contract(s) between MDHHS and the Contractor. The payment reduction will be made either at the amount originally established in the repayment Contract or at an amount not less than 5% of any outstanding balance effective on the date this Contract is executed.

2.20 Reporting Requirements

a. Child Protection Law:

- 1) The Contractor shall ensure that all employees who have reasonable cause to suspect child abuse or neglect shall report any suspected abuse or neglect of a child in care to MDHHS for investigation as required by Public Acts of 1975, Act Number 238.
- 2) Failure of the Contractor or its employees to report suspected abuse or neglect of a child to MDHHS shall result in an immediate investigation to determine the appropriate corrective action up to and including termination of the contract.

b. Caseload Tracking:

The Contractor shall report caseload ratios on a quarterly basis to MDHHS showing compliance as required in the Implementation, Sustainability, and Exit Plan for foster care supervisors and foster care case workers and in a format as determined by MDHHS.

c. Standard Reporting Requirements

The Contractor shall submit an ILP Tracking Sheet monthly, in a format provided by MDHHS. The monthly report is due within 15 days following the reporting period. The reports are to be sent to the Office of Child Welfare Policy and Programs: Education and Youth Services Unit, Attention: EYS Manager for approval to KaleyJ@Michigan.gov.

2.21 The Division of Child Welfare Licensing (DCWL)

DCWL shall be responsible for review of the Contractor's compliance with the Contract and any court orders, via an Annual Compliance Review (ACR) and Special Investigations. DCWL may review, analyze and comment on all

activities covered within the terms of the Contract or court order. If the ACR or Special Investigation reveals that the Contractor has not complied with the requirements of this Contract or court order, the following procedures shall be implemented:

- a. DCWL shall notify the Contractor of the Contract or court noncompliance. This notification shall occur verbally during an exit conference, and be followed with a written report of the findings. The Contractor may request a meeting to discuss and examine the identified Contract or court noncompliance.
- b. Following the identification of the Contract or court noncompliance, DCWL will request the Contractor submit a Corrective Action Plans (CAP) to DCWL within 15 days of receiving the written report of findings.
- c. After the Contractor's CAP has been reviewed and approved by DCWL, the Contractor's compliance with the CAP shall be reviewed in accordance with time frames established by DCWL in the written notification of acceptance of the CAP.
- d. Based on the severity or repeated nature of cited violations, a recommendation may be made by DCWL at any time to place a moratorium on new placements with the contractor or to cancel the contract. If either recommendation is made, a meeting will be convened with the director of the contracted agency, the division director of DCWL and the CSA director or designee to provide the contractor with the opportunity to provide documented information on why the moratorium or cancellation of the contract should not occur.
- e. If a moratorium on new placements is put into place, it shall be for a minimum of 90 days to allow the contractor to remedy cited violations and comply with any agreed on CAP. If the cited violations are not corrected during the period of the moratorium or additional serious violations are cited, consideration shall be given to cancellation of the agency's contract. Final decisions regarding the cancellation of a contract shall be made by the CSA director.

2.22 Corrective Action Requirements

If a program review by MDHHS reveals a lack of compliance with the requirements of this Contract, the Contractor shall:

- a. Meet with MDHHS to discuss the noncompliance.
- b. Prepare a corrective action plan within 30 days of receiving MDHHS' written findings.
- c. Achieve compliance within 60 days of receipt of MDHHS' approval of the corrective action plan (unless other time frames are agreed to in writing by

MDHHS) or MDHHS may terminate this Contract, subject to the standard contract terms.

2.23 Criminal Background Check

As a condition of this Contract, the Contractor certifies that the Contractor shall, prior to any individual performing work under this Contract, conduct or cause to be conducted for each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with:

- a. Clients under this Contract, or who has access to client information, an Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check.

Information about ICHAT can be found at <http://apps.michigan.gov/ichat>.

The Michigan Public Sex Offender Registry web address is <http://www.mipsor.state.mi.us>.

The National Sex Offender Public Website address is <http://www.nsopw.gov>.

- b. Children under this Contract, a Central Registry (CR) check.

Information about CR can be found at http://www.mi.gov/MDHHS/0,1607,7-124-5452_7119_48330-180331--,00.html.

The Contractor shall require each employee, subcontractor, subcontractor employee or volunteer who works directly with clients or who has access to client information, under this Contract to timely notify the Contractor in writing of criminal convictions (felony or misdemeanor) and/or pending felony charges or placement on the Central Registry as a perpetrator.

Additionally, the Contractor shall require each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with clients under this Contract or who has access to client information and who has not resided or lived in Michigan for each of the previous ten (10) years to sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, or if they have, the nature and recency of the felony.

The Contractor further certifies that the Contractor shall not submit claims for or assign to duties under this Contract, any employee, subcontractor, subcontractor employee, or volunteer based on a determination by the Contractor that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or

perpetrator identification make the individual ineligible to provide the services.

The Contractor must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. As indicated in CPA Licensing Rule R400.12212 the Contractor may consider the recency and type of crime when making a determination. Failure to comply with this provision may be cause for immediate cancellation of this Contract.

If MDHHS determines that an individual provided services under this Contract for any period prior to completion of the required checks as described above, MDHHS may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

3. MDHHS RESPONSIBILITIES

3.1. Payments

MDHHS shall open and process payment within 30 days of placement, with payment authorization effective the date of the youth's placement with the Contractor.

- a. The entire rate paid to the Contractor includes costs associated with board and care.
- b. The Contractor's administrative rate(s) for services provided under this Contract shall be:

| | | | |
|--------------------------|----------------------|--|----------|
| Service Code | 783 | | |
| Per Diem Rate | Host Home | | \$88.58 |
| | Staff-Supported Home | | \$187.72 |
| Effective Date | 10-1-17 | | |
| Bridges Provider Number | xx | | |
| MiSACWIS Provider Number | xx | | |

- c. Payment for additional services costs not included in the per diem rate may be authorized in accordance with MDHHS' FOM Manual.
- d. Upon placement, MDHHS shall assure that the child(ren) has adequate clothing as defined in the foster care policy manual.
- e. Inability of MDHHS to comply with the Federal reporting requirements of AFCARS due to failure of the Contractor to fulfill AFCARS related reporting requirements shall result in a three percent reduction in the Contractor's

administrative rate for the six month period subsequent to the due date of the AFCARS report to the Federal government.

Foster Care Training Payments

a. A payment will be made to the Contractor for each staff that completes training and passes competency tests as required in the Implementation, Sustainability, and Exit Plan.

1) Completion of the Child Welfare Caseworker Training

Payment will be \$6,000 total, calculated on a per diem basis, for completion of OWDT-PSI that includes a minimum of 9 weeks of competency-based classroom and field training if the caseworker passes the competency evaluation within 16 weeks of hire.

2) Completion of the Child Welfare Certificate (CWC) Training

Payment will be \$3,000 total, calculated on a per diem basis, for completion of the OWDT-CWC that includes a minimum of 5 weeks of competency-based classroom and field training if the caseworker certificate holder passes the competency evaluation.

3) Completion of the Child Welfare Supervisor Training

Payment will be \$1,500 total, calculated on a per diem basis, for completion of the Supervisor Training that includes a minimum of 1 week within 90 days of hire/promotion, if the supervisor passes the competency evaluation.

All Licensing Supervisor and/or Certification Supervisors hired on or after January 1, 2017 must complete the Supervisor Training and pass the competency evaluation.

4) Completion of the Child Welfare Program Specific Transfer Training (PSTT)

The 2 week foster care PSTT shall be completed within 6 months of hire. Payment will be \$2,800 for the completion of the PSTT training. The training is the same as the Foster Care Core Training for Foster Care caseworkers. If a supervisor has completed this training as a caseworker since April 1, 2006, the training does not need to be repeated.

b. The Contractor must submit a signed and dated agency letterhead memo attached to the MDHHS-5602 Payment Request that includes the following information:

- 1) Worker name.
- 2) Training, type (i.e. PSST, PSI etc.)
- 3) Training dates (time span in training)

- 4) Amount of reimbursement requested.
- 5) A copy of the transcript reflecting the completion of the training for each foster care worker and supervisor covered by the payment voucher. This is required before accounting will issue payment.
- 6) Memo signed by senior management; not the individual who attended training.

Please submit the requested information electronically to:
MDHHS-FederalComplianceDivision@michigan.gov

The subject line shall read: Training Payment

- c. For all Contractor staff hired on or after May 1, 1998 attending required OWDT-PSI, CWC-PSI, PSTT, PRIDE and supervisor training, MDHHS-OWDT shall reimburse the Contractor at the Contractor's normal rate of reimbursement or State rates, whichever is less for staff trainee expenditures incurred as part of OWDT attendance. MDHHS-OWDT does not cover travel reimbursement for in-service training. Travel reimbursement shall be limited to lodging, mileage, bridge toll and parking with the following conditions:
 - 1) For each trainee who attends the training session, MDHHS shall reimburse the Contractor up to five (5) nights (Sunday night through Thursday night) lodging per week if lodging expense is incurred. If training continues for two consecutive weeks or longer and the cost of lodging is less than the mileage cost to travel to and from the Contractor's facility over the intervening weekend, the Contractor may request the director of Office of Workforce Development and Training in advance for a travel exception for weekend lodging.
 - 2) For each mile of travel to a OWDT training session closest to the Contractor's site, MDHHS shall reimburse the Contractor for mileage to and from the training and the trainee's assigned work location or home, whichever is closer. The applicable State rate for mileage shall be the lesser of the Contractor's prevailing rate or the State's standard rate.
 - 3) Parking shall be reimbursed at one-time daily parking or continuous daily metered parking, documented with a receipt.
 - 4) MDHHS shall not reimburse travel costs for Contractor staff who attend more than one session (i.e., are required to repeat attendance due to absence or failure to successfully complete a session) without prior approval from DCWL. Refer to the OWDT web site for current reimbursement information for OWDT training at http://www.michigan.gov/mdhhs/0,5885,7-339-71551_11120_74572---,00.html
 - 5) The Contractor must submit:
 - a) Certification letter on agency letterhead signed and dated by senior management to include:
 - Agency Federal ID Number/SIGMA vendor number

- Exact trainee name as registered in the Learning Management System
 - Exact class name
 - Beginning and ending travel dates
 - Amount of reimbursement requested
- b) OWDT travel expense worksheet or agency created travel expense sheet.
 - c) MapQuest for each travel route. Submit the first page of the printout only – Page 1 – with total mileage traveled.
 - d) All original receipts.
 - e) Transcripts showing the training completed.

Please submit the above information by email to:

MDHHS-OWDTtrainingvouchers@michigan.gov

or by U.S. Mail to:
Ingham County MDHHS/OWDT
Attention: Denise Turner
5303 S. Cedar Street – Building 3
Lansing, MI 48911

3.2. Performance Evaluation and Monitoring

The services provided by the Contractor under this Contract shall be evaluated and assessed at least annually by MDHHS on the basis of the criteria outlined in Section 2.11.

MDHHS shall perform contract monitoring through activities such as:

- a. Auditing expenditure reports.
- b. Conducting on-site monitoring.
- c. Conducting Interim or Renewal Licensing Studies and reports
- d. Reviewing and analyzing written plans and reports.

4. INSERT STANDARD CONTRACT TERMS

5. INSERT Addendum Federal Provisions

Attachment A: Glossary of Acronyms and Forms

| | |
|-----------|---|
| CLSA: | Casey Life Skills Assessment |
| AFCARS: | Adoption and Foster Care Analysis and Reporting System |
| CPA: | Child Placing Agency |
| OWDT: | Office of Workplace Development and Training |
| DCWL: | Division of Child Welfare Licensing |
| FOM: | Foster Care Online Manual |
| GED: | General Education Development |
| HIPAA: | Health Insurance Portability and Accountability Act |
| ICWA: | Indian Child Welfare Act |
| IDA: | Individual Development Account |
| IL: | Independent Living (general) |
| ILP: | Independent Living Plus |
| MiSACWIS: | Michigan Statewide Automated Child Welfare Information System |
| MYOI: | Jim Casey Youth Opportunities Initiative |
| NAA: | Native American Affairs |
| NYTD: | National Youth in Transition Database |
| OTP: | Omni Track Plus |
| PSI: | Pre-Service Institute |
| PSTT: | Program Specific Transfer Training |
| PWSP: | Permanent Ward Service Plan |
| USP: | Updated Service Plan |

| | |
|-------------|------------------------------|
| MDHHS-5602: | Payment Request |
| DHS-786: | ILP Extension Request |
| DHS-3377: | Clothing Inventory Checklist |
| DHS-3600: | Individual Service Contract |
| DHS-3762: | Medical Authorization Card |