

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JULY 21, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Transitional Living Program Changes

DISCUSSION:

The Transitional Living Program Contract has been rebid and awarded to the following providers:

<b>Jackson County Region</b>	
<b>Transitional Living Group Home Services</b>	<b>Transitional Living Single/Scattered Site Apartment Services</b>
Cornerstones of Care (CS160545002) Vendor No. 001912014  Every Child's Hope (CS160545004) Vendor No. 000045703	Cornerstones of Care  Every Child's Hope
<b>Northern Region</b>	
<b>Transitional Living Group Home Services</b>	<b>Transitional Living Single/Scattered Site Apartment Services</b>
Great Circle (CS160545006) NE ONLY Vendor No. 000046739  Youth In Need (CS160545011) Vendor No. 000043625	Cornerstones of Care Vendor No. 001912014  Great Circle NE Vendor No. 000046739 NW Vendor No. 000045767  K. Taylor and Associates, LLC (CS160545007) Vendor No. Vendor No. 001075072

<b>Saint Louis Region</b>	
<b>Transitional Living Group Home Services</b>	<b>Transitional Living Single/Scattered Site Apartment Services</b>
<p>Annie Malone Children &amp; Family Service Center (CS160545001) Vendor No. 000046382</p> <p>Every Child's Hope Vendor No. 000045703</p> <p>MBCH Children and Family Ministries (CS160545008) Vendor No. 000045749</p>	<p>Annie Malone Children &amp; Family Service Center</p> <p>Epworth Children and Family Services, Inc. (CS160545003) Vendor No. 000045043</p> <p>Every Child's Hope</p> <p>Great Circle Vendor No. 000046739</p> <p>K. Taylor and Associates, LLC Vendor No. 001075072</p> <p>MBCH Children and Family Ministries</p> <p>Mother's Way Child Care Center (CS160545009) Vendor No. 002655694</p>

<b>Southeast Region</b>	
<b>Transitional Living Group Home Services</b>	<b>Transitional Living Single/Scattered Site Apartment Services</b>
<p>NO PROPOSALS SUBMITTED</p>	<p>Great Circle Vendor No. 000046739</p> <p>Preferred Family Healthcare (CS160545010) Vendor No. 001450086</p>

<b>Southwest Region</b>		
<b>Transitional Living Group Home Services</b>		<b>Transitional Living Single/Scattered Site Apartment Services</b>
Footsteps Transitional Living (CS160545005) Vendor No. 000043429	Footsteps Transitional Living Great Circle Vendor No. 000046739	Footsteps Transitional Living Great Circle Vendor No. 000046739
MBCH Children and Family Ministries Vendor No. 000045749	MBCH Children and Family Ministries Preferred Family Healthcare Vendor No. 002537919	MBCH Children and Family Ministries Preferred Family Healthcare Vendor No. 002537919

The contract number and vendor number are listed in the chart above, once for each agency in each region. The vendor number listed should be used when a youth is placed with a provider and sub placement information listed for the youth's physical address. This is vital to ensure the youth receives health insurance from the correct provider and for emergency preparedness if there should be a need.

The youth's address should also be added as the contact address in FACES when entering the placement as this is where the youth's mailing address is pulled from.

All TL referrals for Children's Division youth must go through the Older Youth Referral Screen in FACES and be approved by the Older Youth Transition Specialist in your region prior to placement occurring.

A stakeholder's meeting was held for input on the contract. From this feedback and changes in the federal law, several revisions were made to the contract with the rebid. The highlights are:

- The TLP provider is to provide services to a minimum of sixty-five percent (65%) of all referred youth during each quarter. Of the youth receiving services during the quarter, 70% of the services must be in the service elements of independent living needs assessment, academic support, career preparation (combined with employment programs or vocational training), and budget and financial management; 30% of the services must be in the service elements of post-secondary education support, housing education/home management training, health education and risk prevention, family support and healthy marriage education, mentoring and youth leadership.
- Information on consent of the Court being required for media involvement and public performances has been added to the contract.
- The discharge Casey Life Skills Assessment (CLSA) is no longer a requirement but annual completion of the CLSA remains a requirement.

- Payment may also be made for other absences for an additional maximum of seven (7) calendar days during a thirty (30) day period as part of the youth's service plan and approved by the FST and Older Youth Transition Specialist monitoring the contract.
- The contractor, upon written notice to the OYTS and case manager, shall have the right to request discontinuation of services if the needs of the youth cannot be met by the contractor. The written notice shall include a progress report, and shall be submitted to the Family Support Team for review at least thirty (30) calendar days prior to the requested date of discharge. This report shall identify specific reasons for youth discharge and attempts by the contractor to remedy identified problems and to meet the youth's needs. This was previously 60 days.
- Within ten (10) calendar days of the receipt of the referral, the contractor shall meet with the state agency and youth to complete an entry screening utilizing a state agency approved screening tool in coordination with the youth's Referral Packet provided by the state agency. This was previously 5 days.
- The contractor must submit an annual report with information on all services provided to the youth served under the contract for federal reporting purposes.
- The contractor shall have a savings account for each youth. When the contractor requires the youth to be independent and pay bills that the contractor is receiving funding for, the monies the contractor is receiving from the state agency for these bills shall be deposited in the youth's savings account for future use for the youth. The funds shall be used for other means such as aging out expenses, transportation expenses, or other needed services specifically for the youth.
- The contractor shall attend the exit meeting with youth who are aging out of care and share the plan the contractor and youth have made for housing for the youth upon release, as well as exit information for services within the community. The contractor shall make every effort to assist youth to successful transition to independence in the community. The contractor should not enroll the youth directly from the program to a homeless shelter or other transitional living situation. If this occurs, this shall be considered as an unsuccessful outcome which may result in corrective action.

The final expiration date of the contract is June 30, 2021 (the original contract year through June 30, 2018 with 3 one-year renewal options).

A copy of the contract can be viewed and printed from the Division of Purchasing and Materials Management's Awarded Bid & Contract Document Search System. This is a public site from the Missouri Buys Procurement System:

- Go to this link: <https://oa.mo.gov/purchasing>
- Under Contracts go to **Awarded Bid & Contract Document Search**
- On this page at the very bottom, select **OnBase System Search Enter Here**
- Enter contract number: CS160545001 through CS160545011. The contract number for each agency can also be seen in the table.

Older Youth Transition Specialists will continue to assist in each region with the Transitional Living Program.

<b>NECESSARY ACTION</b> 1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT</b> Sally A. Gaines (573)522-6279 <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Ivy Doxley (573)526-1422 <a href="mailto:Ivy.Doxley@dss.mo.gov">Ivy.Doxley@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> John F. Chafee Foster Care Independence Program	