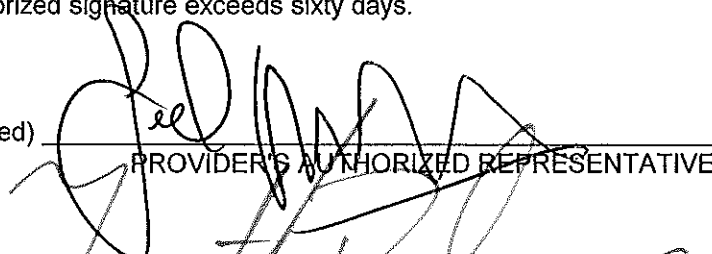


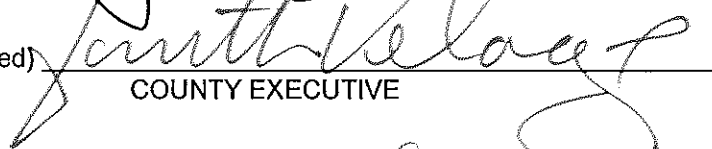
This contract is between RACINE COUNTY HUMAN SERVICES DEPARTMENT (HSD) whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403, hereinafter referred to as Purchaser, and KENOSHA HUMAN DEVELOPMENT SERVICES, INC., whose principal business address is 5407 8<sup>TH</sup> Avenue, Kenosha, Wisconsin 53140, hereinafter referred to as Provider. This contract is to be effective for the period January 1, 2016 through December 31, 2016.

The Provider employee responsible for day-to-day administration of this contract will be Lester B. Wright, telephone (262)657-7188, whose business address is 5407 8<sup>th</sup> Avenue, Kenosha, Wisconsin 53140, e-mail bwright@khds.org. In the event that the administrator is unable to administer this contract, Provider will contact Purchaser and designate a new administrator.

The Purchaser employee responsible for day-to-day administration of this contract will be Mary Perman, (262) 638-6650, e-mail [Mary.Perman@goracine.org](mailto:Mary.Perman@goracine.org), whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403. In the event that the administrator is unable to administer this contract, Purchaser will contact Provider and designate a new administrator.

This contract becomes null and void if the time between the Purchaser's authorized signature and the Provider's authorized signature exceeds sixty days.

(signed)  PROVIDER'S AUTHORIZED REPRESENTATIVE 01/19/16 DATE

(signed)  COUNTY EXECUTIVE 02-03-16 DATE

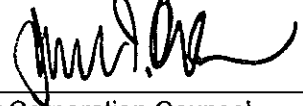
(signed)  COUNTY CLERK 2/3/16 DATE

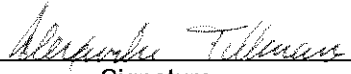
(signed) \_\_\_\_\_ COUNTY BOARD CHAIRPERSON \_\_\_\_\_ DATE

(Two Purchasers' signatures required for fully executed agreement.)

CERTIFIED TO BE CORRECT AS TO FORM

REVIEWED BY FINANCE DIRECTOR

By   
Racine County Corporation Counsel  
1.29.16  
Date

  
Signature  
1/26/16  
Date

This agreement (including the Exhibits) and the Racine County Human Services *Contract Administration Manual* (revised August 2006), which is incorporated herein by references as if set forth in full, constitute the entire agreement of the parties and supersedes any prior understandings, agreements, or contracts in regard to the subject matter contained herein. This agreement may be amended in accordance with the Racine County *Contract Administration Manual*.

I. CERTIFICATION OF SERVICES

- A. Provider agrees to meet the program standards as expressed by State, Federal and County laws, rules, and regulations applicable to the services covered by this agreement. If the Provider obtains services for any part of this Agreement from another subcontractor, the Provider remains responsible for fulfillment of the terms and conditions of the contract. Provider shall give prior written notification of such subcontractor to the Purchaser for approval.
- B. Provider agrees to notify Purchaser immediately whenever it is unable to comply with the applicable State, Federal and County laws, rules and regulations. Non-compliance will result in termination of Purchaser's obligation to purchase those services.
- C. Provider agrees to comply with all applicable state certification and licensing requirements as well as state, local and municipal zoning laws and ordinances when applicable. The contract agency must provide copies of the current license certification and transmittal letter from the Department of Family Services.
- D. The authorized official signing for the Provider certifies to the best of his or her knowledge and belief that the Provider defined as the primary participant in accordance with 45 CFR Part 76, and its principles:
  - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - 2. Have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - 3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - 4. Have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be included with the signed contract.

The Provider agrees that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In-eligibility, and Voluntary Exclusion-Lower Tier Covered Transaction". Appendix B to 45 CFR Part 76 in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions.

- E. Provider agrees to follow the requirements of Administrative Code HFS 12, and Wisconsin Statute 48.685 and 50.065 regarding Caregiver Background Checks. Provider agrees to cooperate with Purchaser to implement Caregiver Background Checks, if Provider is licensed

by, or certified by Purchaser. If Provider is licensed by, or certified by, the State of Wisconsin, and is required by ss 48.685 and 50.685 to perform Caregiver Background Checks, Provider will maintain the appropriate records showing compliance with the law and the Administrative Code HFS 12.

- F. Provider agrees to cooperate in site reviews and to take such action as prescribed by the Purchaser to correct any identified noncompliance with Federal, State and County laws, rules, and regulations.

## II. RECORDS

- A. Provider shall maintain records as required by State and Federal laws, rules and regulations.
- B. All records of treatments provided by Provider to clients are property of the Provider, but are subject to disclosure to Purchaser, as allowed by State and Federal laws, rules and regulations on disclosure of patient treatment records. Provider will permit inspection and/or copying of patient and program records by representatives of the Purchaser and by representatives of the Department of Family Services. Duly authorized representatives of Purchaser shall have the right to review records relating to clinical goals and to the client's treatment progress. The parties agree to comply with State and Federal laws, rules and regulations relating to confidentiality of records.
- C. The use or disclosure by any party of any information concerning eligible clients who receive services from Provider for any purpose not connected with the administration of Provider's and Purchaser's responsibilities under this contract is prohibited except with the informed, written consent of the eligible client or the client's legal guardian.
- D. In the event that the Provider meets the criteria of a qualified service organization as defined in 42 CFR § 2.11, the Provider acknowledges that in receiving, storing, processing, or otherwise dealing with any patient records, it is fully bound by 42 CFR § 2 et. Seq. and if necessary, will resist in judicial proceedings any efforts to obtain access to patient records except as permitted by 42 CFR § 2 et. Seq. However, the parties further agree that pursuant to 42 CFR § 2.12 (c) (4) that the restrictions on disclosure in 42 CFR § et. Seq. do not apply to communications between the Racine County Section 51.42 board and the Provider regarding information needed by the Provider to provide services to the Racine County 51.42 board.
- E. Provider shall assist the Purchaser in meeting any obligations under the Public Records Law.

## III. REPORTING

- A. Provider shall submit all required evaluation reports within the time frames identified in this contract. Failure to submit required reports according to identified time frames will result in Purchaser withholding payments until the reports are received by Purchaser. Provider may seek an extension if it is determined the delay is a result of circumstances beyond Provider's control. Additional reporting may be required for programs funded with federal or state grant money, or other designated fund sources.
- B. If notified by Purchaser, Provider will submit a report by the 10<sup>th</sup> day of the following month showing authorized clients and units provided.

## IV. FISCAL RESPONSIBILITIES

- A. Charge no more than 10% for management and general expenses as defined in proposal application. The 10% costs can be computed on program expenses only.

- B. Charge no greater amount than defined in proposal application for profit which will be computed as per the Allowable Cost Policy (private for-profit provider).
- C. Provider agrees to adhere to the guidelines of the DHS or DCF *Allowable Cost Policies Manual*, Office of Management and Budget Circular A122 or A102, and the fiscal requirements of the *Contract Administration Manual*, Racine County Human Services Department.
- D. In accordance with s.s.46.036, each vendor agency must provide an annual audit to the county agency, unless the audit requirement is waived by the Department. The standards for the vendor agency annual audits vary by type of agency and amount of Federal funds received as shown below.
  - 1. Non-Profit Agencies and Institutions: audits must be completed pursuant to the *Provider Agency Audit Guide* or DHS Audit Guide and, if the vendor expends more than \$500,000 annually in Federal financial assistance, to OMB Circular A-133. See OMB Circular A-133 for the distinction between vendors and subrecipients.
  - 2. For Profit Agencies: audits must be completed pursuant to the purchase contract language, the Department's *Provider Agency Audit Guide* or *DHS Audit Guide* and current DHS or DCF Purchase of Service Instructions.
  - 3. Governmental Units: audits must be completed pursuant to the *State Single Audit Guidelines* and appendices and, if the governmental unit expends more than \$500,000 annually in federal financial assistance, to federal OMB Circular A-133.
- E. Maintain a uniform double entry accounting system and a management information system compatible with cost accounting and control systems. (See DHS or DCF *Allowable Costs Policy Manual*.)
- F. Transfer a client from category of care or service to another only with the approval of the Purchaser.
- G. Audits shall be due no later than June 30 following the end of the contract period, or in the case of a termination of the contract during the contract period, 120 days after effective date of termination. Audits which are not in compliance will be returned for corrective action by Provider agency, at the expense of the Provider agency. Noncompliance may result in nonpayment of current contracted services and termination of current contract.
- H. Submit a written request to Racine County to expend any reserve amounts. The request must be submitted no later than 30 days after receipt of the audit. The request for expenditure of reserve amounts must specify the proposed purpose of utilizing the reserve amount. Reserve amounts not approved by HSD will be refunded to Racine County.
- I. Upon completion of the audit review by Purchaser, if Provider received funds in excess of actual allowable costs or actual unit costs, or if Purchaser has identified disallowed costs, Provider shall refund excess monies to Purchaser at the time of audit submission as per Section IV G. If Provider fails to return funds paid in excess and fails to request expenditure of any reserve amount or is denied the request to expend any reserve amount, Purchaser shall recover the money from subsequent payments made to Provider or Purchaser can use any other remedy provided by law.
- J. If the Provider requests an advance payment in excess of \$10,000.00, the Provider agrees to supply a surety bond per s. 46.036(3)(f) Wis. Stats. The surety bond must be an amount equal to the amount of the advance payment Provider has requested.

V. INDEMNITY AND INSURANCE

- A. To the fullest extent permitted by law, the Provider agrees to indemnify and hold harmless the Purchaser, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including costs of investigation and attorney's fees), which arise out of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Provider or any subcontractor of the Provider, or any officer, employee or agent of the subcontractor of the Provider, or any other person for whom Provider is responsible. The Provider shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Provider's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the Purchaser. Provider shall immediately notify Purchaser of any injury or death of any person or property damage on Purchaser's premises or any legal action taken against Provider as a result of any said injury or damage.
  
- B. Provider shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the State of Wisconsin Office of the Commissioner of Insurance in an amount deemed acceptable by Purchaser. Upon the execution of this Contract and at any other time if requested by Purchaser, Provider shall furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, within five working days, cause notice in writing thereof to be given to Provider by certified mail, addressed to its post office address.
  
- C. The Provider shall maintain at its own expense and provide Purchaser with Certificates of Insurance that provide the following coverage:
  - 1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
  
  - 2. Maintain general liability coverage including personal injury and property damage against any claim (s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for each occurrence for bodily injury and property damage including product liability and completed operations and three million dollars (\$3,000,000) in the aggregate. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) for each occurrence combined single limit for automobile liability and property damage and three million dollars (\$3,000,000) in the aggregate.
  
- D. Racine County, and its officers and employees shall be named as additional insureds on Provider's general liability insurance policy for actions and/or omissions performed pursuant to this contract. All coverage enumerated above must be placed with an insurance carrier with an AM Best Rating of A-VIII or greater. Purchaser shall receive a 30-day notice of cancellation of any policy. A copy of Certificate of Insurance and the referenced policies shall be mailed to Purchaser within 60 days of the beginning of this contract.

VI. AUTHORIZATION PROCESS

- A. No services will be paid for unless the services are authorized by the Purchaser or the Purchaser's designee. Authorization will be determined solely on the prospective client's need for services as determined by Purchaser. Purchaser shall not be liable for payment of services rendered to potentially eligible clients unless Provider complies with the request for authorization

procedures as outlined in this agreement and as may be agreed to from time to time by the parties in writing.

- B. Purchaser designates the case manager as the agent for the Purchaser in all matters regarding the care of the person for whom service is being sought. The authority of the case manager as agent includes but is not limited to the following:
  - 1. To participate in the development of and approve or disapprove the individual care plan for each authorized individual.
  - 2. To approve or disapprove the care provided.
  - 3. In the case of out-of-home placements, to visit the facility and to contact the authorized resident at any time.
  - 4. To review the records of any authorized individual during normal business hours and to monitor the performance of services provided to authorized individuals. The Provider will cooperate with the Purchaser in these efforts and will comply with the requirements of monitoring plans.
  - 5. In the case of out-of-home placements, to be notified by the Provider within one day of any significant change in the condition of any purchaser-supported resident.

VII. PAYMENT FOR SERVICES

- A. Provider shall submit all bills (reflecting net payment due) and the Contract Information for Agencies cover sheet by the 10th day following the close of the month. Billings received by the 10th day shall be reimbursed within 15 business days.
- B. All 2016 Provider billings must be received by the Purchaser on or before January 20, 2017, or in the case of termination of contract during the contract period, 20 days after effective date of termination.
- C. Purchaser shall not be held financially liable for any payment for service received from Provider if the billing for such service is received 90 days or more from the date of the service provided to the respective client.
- D. HSD shall not assume liability for insurance co-payments, spenddowns, or other forms of joint payments.
- E. Method of payment shall be one of the following, as specified in Section XII:

Unit Rate Billing:

Provider shall bill per client on Purchaser authorization/billing form (Fiscal A-5 or A-6). Such billings will include authorized clients, authorized units per client, units of service provided per client, the unit rate, the gross monthly charge, collections, and net cost per client. Purchaser will pay the net cost for authorized only services.

1/12 Reimbursement:

Provider shall be reimbursed monthly at an amount not to exceed 1/12 of the total contract.

Reimbursement of Actual Expenses

Provider shall bill Purchaser monthly on the appropriate line of the Purchaser's Contract Information for Agencies Form (CIA). Provider shall be reimbursed for actual program expenses reported on the CIA Form. Provider shall maintain financial statements or other

documentation of total program expenses submitted for payment. Actual expenses cannot exceed the total amount specified in the contract without renegotiation.

F. Collections

1. Provider agrees to use due diligence to ascertain from clients and prospective clients all potential sources of payment and sources of revenue to pay for the services. Specifically, the Provider agrees not to bill for clients covered by Title 19, Medicare, private insurance which covers the charges for the service received; or have the ability to pay for the needed services.
2. If Purchaser authorizes services and it is determined that a third party payor is obligated to pay for the services or the patient has the ability to pay, Provider will not request further payment from Purchaser for services, and Provider shall reimburse Purchaser the amount reimbursed by the third party for prior services by crediting Purchaser on the next billing. All payments by the patient or third parties made to Provider for services previously paid for by Purchaser shall be credited to Purchaser on the next billing.
3. Provider will charge a uniform schedule of fees as defined in s. 46.031(18), Wis. Stats., unless waived by Purchaser with written approval of the Department of Family Services. In the case of clients authorized and funded under the Community Options Program and the Medicare Waiver programs, the clients and their families may be liable to pay for services under policies and procedures developed under the *Community Options Program Cost Sharing Guidelines* and the *Medicaid Waiver Guidelines*.
4. Monies collected on behalf of a client from any source will be treated as an adjustment to the costs and will be deducted from the amount paid under this contract as specified in Section VII F(2).
5. The procedures used by the Provider shall comply with the provisions of Wisconsin Administrative Code HSS 1.01-1.06.

- G. Purchaser reserves the right to decrease units of service to meet actual needs. An increase in the units of service to be provided may be negotiated at the discretion of Purchaser.

VIII. DISCRIMINATION

- A. The Provider agrees to submit to the Purchaser a Civil Rights Compliance Letter of Assurance (CRC LOA) for compliance period regardless of the number of employees and the amount of funding received. A current copy of the Subrecipient Civil Rights Compliance Action plan covering the compliance period for Meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Omnibus Budget Reconciliation Act of 1981, the Americans with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act is also required if Provider employs more than 25 employees and receives more than \$25,000 in funding.. The Provider shall attach its CRC LOA and individual CRC Action Plan as part of this contract. Affirmative Action plans are required from vendors which receive \$50,000 or more in state money and have 50 or more employees as of the award date of the contract.
- B. In accordance with the terms of the contract, Provider agrees to comply with the Affirmative Action/Civil Rights Compliance incorporated in Section Three (III) of the Racine County Human Services Department *Contract Administration Manual*.
- C. The Purchaser will take constructive steps to ensure compliance of the Provider with the provisions of the subsection. The Provider agrees to comply with Civil Rights monitoring

reviews performed by the Purchaser, including the examination of records and relevant files maintained by the Provider. The Provider further agrees to cooperate with the Purchaser in developing, implementing, and monitoring corrective action plans that result from any reviews.

IX. GENERAL CONDITIONS

- A. This Contract is contingent upon authorization of Wisconsin and United States Law and any material amendment or repeal of the same affecting relevant funding or authority of the Department shall serve to terminate this Agreement, except as further agreed to by the parties hereto.
- B. It is agreed that the parties' obligations hereunder are conditional upon securing the approval of the necessary State authorities of this purchase Contract. It is further agreed that, in the event the State reimbursement which is contemplated under this Contract is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the contracted obligations of each party shall be terminated, without prejudice to any obligations or liabilities of either party.
- C. Purchaser may investigate any complaint received concerning the operation and services purchased including review of clinical service records and administrative records subject to restrictions by law. This may include contacting clients both past and current as required.
- D. Purchaser shall be notified in writing of all complaints filed in writing against the Provider. Purchaser shall inform the Provider in writing with the understanding of the resolution of the complaint.
- E. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.
- F. Either party may terminate this agreement by giving written notice of intent to terminate at least thirty (30) days prior to the date of termination.
- G. All capital equipment purchased with funds from this contract may at the discretion of Racine County revert to Racine County at the termination of this contract period or subsequent contract periods. Computer equipment authorized within this contract budget will require Purchaser's approval prior to purchase and authorize payment.
- H. Provider shall acknowledge Racine County as a funding source in all manner of communication including letterhead, brochures, pamphlets, and other forms of media exposure. Racine County may at its discretion identify the type of acknowledgment necessary for recognition.
- I. Provider agrees to list all external job vacancies on Job Net.
- J. Renegotiation or termination of this contract shall be determined by procedures outlined in the Racine County *Contract Administration Manual* and Chapter 68, Wis. Stats.

X. RESOLUTION OF DISPUTES

The Provider may appeal decisions of the Purchaser in accordance with Racine County Human Services Department *Contract Administration Manual* and Chapter 68, Statutes.

XI. HEALTH INSURANCE AND ACCOUNTABILITY ACT OF 1996 "HIPAA" APPLICABILITY

- A. The Provider agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent those regulations apply to the services the Provider provides or purchases with funds provided under this contract.



- B. If during the contract term (Purchaser) determines that a business associate relationship exists between the parties as defined by HIPAA the (Purchaser) and (Provider) mutually agree to modify the Agreement to incorporate the terms of a Business Associate Agreement, as defined by HIPAA, to comply with the requirements HIPAA and of HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information, and Title 45, Part 142 of the Code of Federal Regulations ("Security Rule"), dealing with the standards for the security of individual health information that is electronically maintained or transmitted, and Title 45, Part 162 of the Code of Federal Regulations ("Transaction Rule") dealing with standards for electronic transactions.

**XII. COST AND SERVICES TO BE PROVIDED**

- A. Provider and Purchaser understand and agree that the eligibility of individuals to receive the services purchased under this agreement will be determined by the Purchaser.
- B. Purchaser agrees to pay Provider for the actual services rendered by Provider and authorized by Purchaser at the contracted amount.
- C. The total amount to be paid to Provider by Purchaser for programs and services as specified in this section will not exceed the total contracted dollar amount

Account #	Program	Total	Units	Unit Rate	Method of Payment
1531205	Shelter Care	As Authorized	As Authorized	299.83/day	Unit
1532203	Treatment Foster Care - Administration	As Authorized	As Authorized	62.91/day	Unit
1531110	Independent Living Program	As Authorized	As Authorized	\$89.51/day	Unit
1531110	Independent Living Skill Development	As Authorized	As Authorized	\$56.89/hour	Unit

Approved by HSD Fiscal Manager 

PROGRAM DESCRIPTION

Group Home

The youth group home is designed to provide 24 hour per day coverage in a traditional holistic focus with a variety of activities designed to strengthen decision-making and coping skills, to instill responsibility to self and others, to build self-confidence. The group home will emphasize family involvement and family treatment.

Counseling staff be available daily,

- on Mondays through Fridays - after school hours and into the evening.
- on Saturdays and Sundays for specific programs emphasizing counseling and activities with family involvement.

Program Goals should address:

1. Development of coping skills, decision-making skills, learning to negotiate, compromise and take responsibility beyond themselves.
2. Development of a lifestyle with behavior which is constructive to family living and community functioning.
3. Development of the capacity to successfully reintegrate into school, family, and community.
4. Academic functioning equal to abilities/interests.

Plan for Service

1. The Provider will prepare a treatment plan delineating goals and objectives for the child and family in accordance with the service request received from the Racine County Human Services Department (Purchaser) and the RCHSD Group Home Agreement meeting the requirements of WI Statute 48.64(lm).
  - a. The treatment plan for children placed will be submitted to the Racine County Human Services Department within 30 days of placement.
  - b. The Provider will prepare reports on the child and family's progress in the treatment at intervals of 6 months.
2. Provider Responsibilities:
  - a. To abide by the conditions of their license.
  - b. To accept for placement only those children whose needs can be met in their Group Home.
  - c. To develop an understanding of the responsibilities, objectives, and requirements of the Purchaser's Case Plan.
  - d. To share information which is necessary for effective care of the child.
  - e. To work with the Purchaser as well as the natural parents and/or the child as appropriate in planning for the child.
  - f. To provide the Purchaser access at all times to the child and to the Group Home.
  - g. To release the child to the Purchaser whenever in the opinion of the Purchaser the best interests of the child requires it.

- h. The Provider shall notify the Purchaser of any planned or unplanned absences, unless outlined in the treatment plan.
  - i. The Provider shall consult with the Purchaser when they are holding space for a child.
  - j. The Provider will notify the Purchaser at least 30 days prior to the discharge of the child. The post-discharge planning process will include Purchaser representation.
  - k. The Provider is responsible for timely treatment plans in accordance with the above.
3. Purchaser Responsibilities:
- a. To place only children needing the care and services that this Group Home can reasonably provide.
  - b. To supply the Provider a complete social history on the client/family including medical, school, and background information, a recent psychological, a clear statement of the problems initiating placement and a clear statement of the agency's goals for both the child and family at time of placement.
  - c. To give written notice of intent to remove the child when a child has been placed in the group home for six (6) months or more. The notice shall state reasons for such removal and inform the Provider that the child may not be removed before completion of a hearing under Wis. Stats. 48.64(4)(a) or (c) if requested, or thirty (30) days after the receipt of the notice, whichever is later, unless the safety of the child requires it or, in a case in which the reason for removal is to place the child under adoption under Wis. Stats 48.33 unless all of the persons who have the right to request a hearing under (4)(a) or (c) sign waivers of objection to the proposed removal.
  - d. To give the Provider continuous and timely feedback on the acceptability of the treatment plan.
  - e. To monitor parent involvement and encourage through Court, if necessary, active involvement by parents in the treatment plan.
  - f. To fulfill all responsibilities as developed in the treatment plan for successful completion of this plan.
  - g. To identify for the Provider possible visiting and post-discharge resources.
4. The Purchaser and Provider agree that the treatment plan shall be reviewed jointly at the intervals of 3 months. Staffing for this purpose will be initiated by the Provider with Purchaser attending on at least a semiannual basis.

Services:

1. It is understood this fee includes:
- a. Room and board
  - b. Clothing allowance
  - c. Personal allowance
  - d. Psychiatric and psychological consultation and/or therapy
  - e. On grounds and/or off grounds educational services
  - f. Services to the family
  - g. Other/special needs as delineated in treatment plan

2. No payment will be made unless a signed authorization has been approved by the Human Services Department. That authorization must reflect the signature of the Youth & Family Services Division Manager, or designee.
3. Special Consideration:
  - a. The Provider shall request prior approval for reimbursement from Purchaser for any individual expense not negotiated at the signing of this Contract.
  - b. In the event the child is absent from the facility, the Purchaser agrees to pay the regular rate for a period not exceeding 14 consecutive days or 14 days in a calendar month to reserve the space for the child. Absence may be planned or unplanned; however, the Purchaser and Provider must agree to billing for holding space within 1 working day of the child's absence. No payment for holding space shall be approved without prior agreement.
  - c. Monies collected by the Provider on behalf of a client from any other source will be treated as an adjustment to the cost and will be deducted from the monthly contracted amount.

#### Health Care

1. The Purchaser will obtain the child's health history and parental consent form at the point of placement.
2. The Provider is responsible for the annual physical, semiannual dental and routine medical care.

#### Legal Papers

The Purchaser will provide copies of orders of custody, guardianship, or of judicial determination authorizing the placement.

#### Child Welfare Disaster Planning

1. The Provider shall develop a written disaster plan to address all hazards planning (fire, flooding, hazardous materials release, weather, cold/heat emergencies, health emergencies, terrorist acts, etc.). The plan shall identify specific procedures and resources required for both sheltering-in-place and evacuation from the child's residence to an alternate site(s) should evacuation be necessary to provide for the safety and well being of children placed in the care of the facility or foster home/treatment foster home licensed by the vendor agency.
2. The disaster plan will be updated annually and a copy shall be provided to Racine County Human Services Department by February 5<sup>th</sup> of each year for which the vendor agency is under contract.
3. If the child placed by Racine County Human Services Department in the care of the facility or foster/treatment foster home licensed by the vendor agency is residing in another county, Provider will submit a copy of the written disaster plan to the child welfare agency in the county of the child's residency.
4. Staff employed by Provider shall receive training on the disaster plan as part of their orientation and annually thereafter. Documentation of such training will be maintained by the agency.
5. Upon admission to the residential care center, group foster home, or licensed family/treatment foster home, the child (if age appropriate) and his/her caseworker will be provided information addressing the facility disaster plan, including contact information and evacuation location(s). Provider shall provide documentation of this in the child's file.
6. Provider shall maintain a roster of phone/pager numbers to be used in an emergency to contact agency staff, agency licensed foster/treatment foster homes and Racine County Human Services to advise them of the emergency. Contact numbers shall also include local law enforcement and emergency numbers for fire and rescue.

7. Provider understands that in the event of an evacuation there are critical items that must be taken to include agency contact information; children's medical information (e.g. prescriptions, recent medical reports, physician's name and immunization history); educational records; identifying information for the child including citizenship information; court order giving the agency custody of any children in my home at the time of the event. Provider further understands that in the event of an emergency they should call the Racine County Human Services Department Information and Assistance Line at 262-638-7720. Should any information included in the emergency evacuation plan change, Provider will update the Racine County Human Services Department within 14 days of the change.

### Treatment Foster Care

#### PROGRAM DESCRIPTION

1. The Provider agency must be licensed as a child licensing and child placing agency.
2. Placements in the treatment foster care program should be for an average of six months.
3. Recruit, license and train sufficient foster care homes.
4. Requires at a minimum, weekly professional supervision or support from social service agencies.
5. Employ an intensive treatment model with foster parents actively involved in Treatment Planning, as well as agency staff.
6. Provide direct counseling, supervision, and monitoring of placements on a 7 day per week, 24 hour per day basis to foster family, child and natural family.
7. Provide counseling and support services to child and natural family in those situations where return to the natural family is planned and effective parenting skills or family counseling is necessary.
8. Provide coordination of community resources to achieve treatment goals.
9. To establish specific treatment goals for child and natural family to ensure an effective and short-term out-of-home placement.
10. To provide monthly summary reports to Case Managers on the progress of goals attained or treatment plan progress. Agency Provider will act as Service Provider for Human Services Department. Provider will be expected to implement treatment plan established by HSD and support program goals and objectives established by HSD.

#### PROGRAM REQUIREMENTS:

##### Goals of the Program

The primary goals and objectives is to enable the youth and family to learn appropriate behaviors, accept responsibility and deal with the problems and circumstances causing the disruption so that return home or to the community is achieved in a satisfactory manner.

Placement in the foster care program must be such that the child to be placed requires: constant or continual "parental" supervision to be free of antisocial activity; requires at a minimum, weekly professional supervision or support from social service agencies, and whose behavior or activity is such that a traditional foster care program and limited support network is not likely to maintain the child in the community.

The ultimate goal of the program would be to provide the kind of substitute care whereby a youngster, who is eligible, would be placed in a home where he/she could receive the kind of care, either short or long-term, so as to enable him/her to return to the home of natural origin, or to allow for some alternative kind of permanency planning.

##### Child Welfare Disaster Planning

1. Provider shall develop a written disaster plan to address all hazards planning (fire, flooding, hazardous materials release, weather, cold/heat emergencies, health emergencies, terrorist acts, etc.). The plan shall identify specific procedures and resources required for both sheltering-in-place and evacuation from the child's residence to an alternate site(s) should evacuation be necessary to provide for the safety and well being of children placed in the care of the facility or foster home/treatment foster home licensed by the vendor agency.
2. Provider's disaster plan will be updated annually and a copy shall be provided to Racine County Human Services Department by February 5<sup>th</sup> of each year for which the vendor agency is under contract.
3. If the child placed by Racine County Human Services Department in the care of the facility or foster/treatment foster home licensed by the vendor agency is residing in another county, Provider will submit a copy of the written disaster plan to the child welfare agency in the county of the child's residency.

4. Staff employed by Provider shall receive training on the disaster plan as part of their orientation and annually thereafter. Documentation of such training will be maintained by the agency.
5. Upon admission to the residential care center, group foster home, or licensed family/treatment foster home, the child (if age appropriate) and his/her caseworker will be provided information addressing the facility disaster plan, including contact information and evacuation location(s). Provider shall provide documentation of this in the child's file.
6. Provider shall maintain a roster of phone/pager numbers to be used in an emergency to contact agency staff, agency licensed foster/treatment foster homes, and Racine County Human Services to advise them of the emergency. Contact numbers shall also include local law enforcement and emergency numbers for fire and rescue.
7. Provider understands that in the event of an evacuation there are critical items that must be taken to include agency contact information; children's medical information (e.g. prescriptions, recent medical reports, physician's name and immunization history); educational records; identifying information for the child including citizenship information; court order giving the agency custody of any children in my home at the time of the event. Provider further understands that in the event of an emergency they should call the Racine County Human Services Department Information and Assistance Line at 262-638-6321 or 800-924-5137. Should any information included in the emergency evacuation plan change, Provider will update the Racine County Human Services Department within 14 days of the change.



## PROGRAM DESCRIPTION

### Independent Living Program

Program instruction is individualized and participants can start at any time during the program year. The Provider must allocate adequate space for an Independent Living Lab that contains a minimum: stove, refrigerator, cupboard space for dishes and food supplies, table, chairs and other items needed for food preparation and serving; work area for teaching minor household repairs; and a sewing/ironing section.

### REFERRAL CRITERIA

Youth must be between the ages of 15 and 21 years old.

Youth must have been placed outside of their home in a foster home, group home or CCI placement for some period of time after their 15<sup>th</sup> birthday.

The Human Services Department's Case Management Division selects all participants for this program. The initial assessment process does not screen individuals from the program, but rather determines an individualized plan for independent living with each youth referred. RCHSD's Youth & Family Services Division Manager must sign authorizations for these services before being sent to the Provider.

Youth who meet the above criteria are eligible for admission to the Independent Living Program if a Racine County Human Services Department (RCHSD) Case Manager determines that a youth needs to develop skills to live independently by the age of eighteen. Youth referred to the Program must be interested in voluntarily enrolling in the Program. The Program's services are contracted to a local Provider.

The RCHSD Independent Living Program is composed of three phases: Daily living skill development, Transition to independent living and aftercare services. All services will be provided in accordance with DHFS Independent Living Program Standards and must be in compliance with the Racine County Human Services Department annual Independent Living Report submitted to the State.

#### Phase I: Daily Living Skills Development

This phase is primarily devoted to skill development in the areas such as: finances/budgeting, consumer awareness, career planning/training, job seeking/job maintenance issues, legal issues, household management, nutrition/health & hygiene, emergency safety skills, transportation, menu planning/meal preparation, shopping, laundry, mending/sewing, household maintenance/minor repairs and community resources.

Independent Living staff will complete an independent living skills assessment with the youth and assist with developing a Transitional Independent Living Case Plan. The IL staff and the youth shall update the Transitional Independent Living Case Plan every six months. RCHSD case managers must be given a copy of the plan if the youth is under RCHSD supervision.

#### Phase II: Transition to self-sufficiency

Six months prior to a youth's anticipated discharge into an independent living arrangement, the youth enters Phase II. IL staff will develop a discharge plan for transitioning to independent living. The discharge plan must contain all information as defined by DHFS Independent Living Program Standards. RCHSD case managers must be given a copy of the discharge plan if the youth is under RCHSD supervision.

In order to move towards an independent living status, the youth must have sufficient income to live in an independent living arrangement. The Independent Living Program may provide a limited monthly subsidy to enhance the youth's income, providing that the following eligibility requirements are met:

The youth is eligible as defined by DHFS Independent Living Program Standards.

The youth is attending school, a training program, or other educational alternative for at least 20 hours per week;  
The youth is engaged in a combination of in school or community volunteer work for at least 20 hours per week; or  
The youth is working at paid employment for at least 20 hours per week.

Clients are required to participate fully in the preparation of their employment plan and must be willing to actively work at addressing areas of deficiency as needed.

Phase III: Aftercare

Independent Living program staff will continue to be available to assist any youth that actively participated in the IL program until the youth turns 21 years of age. IL staff will be available to assist youth in skill development as defined above. Youth in the after care component will continue to develop and update the Transitional Independent Living Case Plans if ongoing services after-care services are requested by the youth.

The IL staff will provide all ongoing services as defined by DHFS Independent Living Program Standards to youth that were in out of home care on their 18<sup>th</sup> birthday.

Each eligible youth in out-of-home care must have an ILTP that is based on an independent living skills assessment and incorporated into the permanency plan. Each youth exiting out-of-home care after the age of 17 years must have an ILTP that addresses the youth's transition from out-of-home care, identifies ongoing independent living needs and outcomes and describes how ongoing independent living needs will be met. Youths must participate directly in the development of their plan goals and activities and accept personal responsibility for gaining skills and independence.

The plans, services and activities should address, but are not limited to, the following areas:

- High school education, post secondary education or training
- Career planning and employment
- Safe and stable housing
- Transportation
- Health and medical
- Knowledge/use of community resources and support systems
- Financial self-sufficiency
- Youth's self goals

The Independent Living Transition Plan and activities should include:

- Measurable goals and objectives
- Experimental training for youth where possible
- Identification of community resources available and utilized
- A description of how youth will participate in plan development and activities

**Case Manager or Designee Face-to-Face Contact Information**

The Federal Child and Family Services Improvement Act of 2006 created a new threshold for minimum case worker contact with children and juveniles placed in out-of-home care (OHC) by the State (County). Children and juveniles placed in out-of-home care that are under the placement and care responsibility of the county each and every full calendar month they are placed in out-of-home care.

The focus of the visit must be on safety, permanence and well-being of the child or juvenile. Contacts must be of substance and duration, sufficient to address goals of the case plan and permanency plan. If a case worker designee is making the contact for the Racine County Human Services Department (RCHSD) Case Manager, the designee must have a copy of any safety plan, permanency plan and case plan prior to the face-to-face contact. They must also be aware of what to look for when assessing safety, progress and well-being for that particular child.

The contact must be documented in eWISACWIS within 30 days of the face-to-face contact occurring, regardless of whether the visit was conducted by the RCHSD Case Manager or his or her designee. The documentation must contain the following:

- The date, time, and duration of the contact
- The participants involved
- The location of the visit
- The type of contact
- The purpose of the contact
- A summary of the results of the contact

It is the RCHSD Case Manager's responsibility to obtain the above information from the designee in cases where a designee is making the face-to-face contact. It is also the responsibility of the RCHSD Case Manager to input that information into eWISACWIS within 30 days of the face-to-face contact occurring.

As a result of the above, any designee of Provider agency making the face-to-face contact for the RCHSD Case Manager must provide the above required information to the Racine County Case Manager within 21 days of the contact occurring. This can be done via e-mail, fax, or mail.

PROGRAM REPORTING AND EVALUATION

Outcome	Methodology For Determining Whether Outcome Is Achieved	Completion Date
1. 80% of the Racine County youth will meet the goals and objectives specified on their treatment plans.	Contract Agency Treatment Records	12/31/16
2. 75% of the clients will not have any new contacts with the Juvenile Justice System while receiving services and for one year after discharge.	HSD Records	12/31/16
3. 90% of the clients will not be placed in a more restrictive living arrangement during their placement and within six months of discharge.	HSD Records	12/31/16

An Evaluation Outcome Report for Outcome #1 must be provided to the HSD Coordinator of Contracts and Program Coordination by 2/1/2017.

2016 VENDOR AGENCY AUDIT CHECKLIST

A copy of this document must be completed, signed, and included in the audit submitted by your independent auditor.

Summary of Audit Results

Name of Agency \_\_\_\_\_

Period of Audit \_\_\_\_\_

1. The type of opinion issued on the financial statements of the auditee (i.e., unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion). \_\_\_\_\_

2. Does the auditor have substantial doubt about the auditee's ability to continue as a going concern? Yes / No

3. Does the audit report show material non-compliance? Yes / No

4. Does the audit report show material weakness(es) or other reportable conditions? Yes / No

5. Does the audit report show audit issues (i.e. material non-compliance, non-material non-compliance, questioned costs, material weakness, reportable condition, management letter comment) related to grants/contracts with funding agencies that require audits to be in accordance with the *Provider Agency Audit Guide*:

- Department of Health and Family Services Yes / No / NA
- Department of Workforce Development Yes / No / NA
- Department of Corrections Yes / No / NA
- Other funding agencies (list) Yes / No

6. Was a Management Letter or other document conveying audit comments issued as a result of this audit? Yes / No

7. Signature of Partner in Charge: \_\_\_\_\_

Date of report: \_\_\_\_\_