

## APPLICATION CHECKLIST FOR RBWO/RESIDENTIAL PROGRAMS

*Please note that attendance at a Department of Juvenile Justice Pre-Onboarding DJJ Informational Meeting is mandatory to initiate the onboarding process and be considered for a DJJ contract. These meetings are scheduled biannually and will take place from 1pm- 2pm on the 4<sup>th</sup> Thursday in February and September of each year. Please send an email to [rbwo.contracts@djj.state.ga.us](mailto:rbwo.contracts@djj.state.ga.us) to be registered for a meeting.*

Below is the required documentation and information for the successful completion of the Residential/RBWO Application.

Please submit the required documents in **FIVE (5) PDFs** as outlined below and label each PDF according to the PDF labels below. Please be advised that the Residential/RBWO Application will not be reviewed if all of the required documents are not submitted with the application.

### **PDF One (1) - Program Administration and Organization**

- Summary of your program's origin, history, mission, and accomplishments
- State of Georgia Secretary of State Business Registration
- State of Georgia Business License(s)
- City or County Business License/Occupation Tax Certificate
- Certificate of Insurance
- Applicable Licenses and Accreditations
- RCCL- Residential Child Care License Cover Letter
- RCCL License (Residential Child Care License)- CCI's and CPS's
- Most recent RCCL Survey Report and a copy of your Plan of Correction, if applicable
- Criminal Justice Coordinating Council (CJCC) Accreditation for CSEC Programs Only
- List of Board of Directors -include contact information for each board member
- Letter of Support from the HOA if the program location is in a subdivision with an active HOA
- Current Budget and Fiscal Plan to support up to three months of operation
- Breakdown of Service Costs
- Organizational Chart to include PREA Coordinator and Youth Ombudsman
- Owner/CEO, Director; HSP/Life Coach Credentials (Transcripts, Degree, Resume and Professional Licensure)
- List of potential employees and their corresponding positions (A minimum of five (5) Direct Care Staff or the number of employees to meet a ratio of 1:5 is required). For ILP programs list if employees are live in or shift staff.
- Registry Checks (Department of Corrections; Pardons and Parole; Sex Offender Registry for each potential employee listed on the Employee List
- Sample work schedule to include the work hours of the Director and HSP
- CPR and CPI Certification for Owner/CEO, Director, HSP, Life Coach
- Life Coach Certification (ILP programs only)
- MOU with Core Provider; Psychiatrist/ Psychologist, Medical/Dental Services; Ombudsman (if outside of the agency)
- Photos of the Exterior and Interior of the Program
- Most Recent Exterminator Report
- Most Recent Fire Inspection

- Education Plan to include the process for enrolling youth in school; address how potential barriers to admission/enrollment will be addressed and program alternatives if enrollment in the local school system is denied.
- Families First Proposal
- Details on how your programs will comply with the Families First Prevention Services Act
- Curriculum and Treatment Modalities supported by Evidence Based Practices that will be used
- Brief description of youth involvement in local community service activities
- Brief description of methods used to ensure services are provided in a manner sensitive to cultural diversity/regional economic conditions of youth
- Brief description of any mandatory religious activities, if applicable
- **Please note that Program email domain must be a professional domain. Yahoo, Gmail, Hotmail, etc. are not acceptable email domains.**

### PDF Two (2)- PREA Policy

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- **PREA Policy-**
    - Review the link to the DJJ PREA Policy and the DJJ PREA Policy Checklist for areas that must be addressed in the PREA Policy.
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### PDF Three (3)- Policies and Procedures

- Submit a Policies and Procedures Manual with a Table of Contents and include the following Policies:
  - Detailed Staff Training Curriculum and Training Plan (Include Training Record Template)
  - Training For Child Placing Agencies (CPA), include a list of training provided to foster parents to include Crisis Intervention
  - Behavior Management Policy and Procedures
    - Attach Behavior Management Plan
  - Youth Orientation Policy
    - Attach a copy of the Youth Handbook
  - Staff Orientation Curriculum and Plan
    - Attach the Staff Orientation Form and Training Record Form Templates)
  - Grievance Policy and Procedures to include Youth Ombudsman process to hear youth grievances
    - Attach the Grievance Form Template
  - Transportation Policy and Procedures
    - Attach Annual Vehicle Report for each vehicle utilized by the program to transport youth
  - Education Services Policy and Procedures to include resources used to meet the requirements of youth with IEPs
  - Medical Services Policy and Procedures
  - Handling Medical Emergencies Policy
  - Medication Management Policy and Procedures
  - Mental Health Services Policy and Procedures
  - Youth Admission and Orientation Policy and Procedures
    - Attach Youth Referral and Admission Packet
  - Program Staff Performance Evaluation Policy and Procedures
  - Runaway Protocol and Procedures
  - Bullying Policy
  - Supervision Policy
  - Special Incident Reporting and Child Abuse Reporting Policy
    - Attach the Programs Incident Report Form Template
  - Sexual Abuse Policy

- Visitation/Phone/Home Pass Policy
    - Attach the programs Visitation and Phone Use Schedule
  - HIPAA Policy
  - Treatment Planning Policy
    - Attach the programs Individual Service Plan Template
  - Discharge Planning Policy
    - Attach the programs Discharge Form Template
  - Disaster/ Emergency Plan
  - Epidemic/Pandemic Protocol
  - Emergency Management Agency (EMA) Notification
  - Evacuation Location- Attach Memorandum of Agreement
  - Attach Fire Drill and Disaster Drill Templates that will be used
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#### **PDF Four (4)- Vendor Management Forms**

- Supplier Change Request Form
  - W-9 Form
  - All Vendor Management Forms (VMF) **MUST** include a handwritten signature. Computer generated signatures will not be accepted.
  - Copy of a Utility Bill in the programs name
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#### **PDF Five (5)- Contract Proposal**

Submit a Contract Proposal which includes a cover letter signed by the owner and a 1–5-page document stating how you propose to address the DJJ contracts Scope of Services based on your stated RBWO level. The Contract Proposal should also include the Admission and Exclusionary Criteria; a breakdown of the Program and Service Cost; and the specific services the program will offer.

Below is a copy of the Scope of Services as outlined in the Department of Juvenile Justice contract for Residential CCI and CPA providers. The Contract Proposal should reflect the requirements as described in the Department of Juvenile Justice Scope of Services. The RBWO Minimum Standards for Child Placing Agencies and Child Caring Institutions as well as the Department of Juvenile Justice RBWO Standards are accessible through the appropriate link in the application. Please note: the Department of Juvenile Justice’s RBWO Standards are agency specific standards that are required **in addition to and in accordance with** the existing DHS RBWO Minimum Standards. The policies and procedures of the RBWO program must reflect both the RBWO Minimum Standards and the DJJ RBWO Standards.

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#### **SCOPE OF SERVICES:**

Contractor must provide twenty-four (24) hour, three hundred sixty-five (365) day supervision of all DJJ youth placed in their care. The level of residential services needed, including the need for supervision of the youth by the residential provider, are as follows:

- \* Base RBWO: Minimum level of Room, Board and Watchful Oversight
- \*Additional RBWO: Median level of Room, Board and Watchful Oversight
- \*Maximum RBWO: Maximum level of Room, Board and Watchful Oversight

A. The Contractor shall meet the following requirements:

1. Have and maintain all required and valid licenses issued by the Georgia Department of Human Services (DHS).
2. Contractor must provide twenty-four (24) hour, three hundred sixty-five (365) day supervision of all DJJ placed youth. If youth are employed or attend an off-site educational program, Contractor must have a point of contact for supervision and oversight at such locations.
3. Meet all requirements identified in each individual category of services referenced in the Scope of Work of this Contract.
4. Contractor must meet or exceed the Room Board and Watchful Oversight (RBWO) Standards, either as a Core Provider, or through a subcontracted Core Provider. Required standards are listed in the State of Georgia Room, Board and Watchful Oversight Standards and Georgia Department of Behavioral Health and Developmental Disability (DBHDD) Provider Manual (Core Services Identification) identified in Annex B of this Contract, throughout its term.
5. Contractor will give written notice to the Department on its official letterhead regarding acceptance or denial within three (3) to five (5) business days of receiving the RBWO referral packet. If the decision requires an interview as part of the admission process, then the interview and the acceptance or denial must be conducted within seven (7) business days. Placement of youth accepted for admission will occur as soon as possible or within a timeframe negotiated with the DJJ Community Case Managers (CCM) as outlined in DJJ Policy 20.22, "Placement of Youth".
6. Contractor must follow the DHS guidelines for Psychotropic Medication Use in Children and Adolescents. Contractor must have and follow their own medication management policy for other prescription and non-prescription medications.
7. Medical/medication consents:
  - a. Medication consents must be received from the youth's parent/legal guardian.
  - b. Contractor's medication management policy must include management of medication refusal.
  - c. Contractor shall designate, authorize, and train staff to hand out and supervise the administering medications.
  - d. Contractor's staff will maintain a thorough record of all medications taken by program youth including the required documentation that medication was handed out by the authorized staff and taken by the youth for whom it was prescribed.
  - e. Providers will have a medication management policy that outlines the process to be used for taking inventory each youth's medication. At a minimum, the process should include documented medication inventory upon admission, at least monthly, and upon discharge.
8. Contractor shall provide Evidence-Based Programming (EBP), services and/or practices to meet the identified needs of each DJJ youth referred.
  - a. Preferred EBP's for Risk Needs Responsivity Treatment Services, which allow continuity of care for DJJ youth.
  - b. Evidenced-Based Risk Needs Responsivity Tool (should be utilized to evaluate and measure progress throughout treatment period).
  - c. Evidenced- Based Treatment Interventions that should be considered.

Examples include, but not limited to:

- 1) MRT – Moral Recognition Therapy
- 2) MST – Multisystemic Therapy
  
- 3) PMT – Parent Management Training
- 4) MDFT – Multidimensional Family Therapy
- 5) TFC – Thinking for Change
- 6) ART – Aggression Replacement Therapy
- 7) BSFT – Brief Strategic Family Therapy
- 8) CBT – Cognitive behavioral therapy (CBT is the basis for many interventions)
- d. Cognitive life-skills courses or other Cognitive Behavior Therapies or systems treatment to target social skills, improve interpersonal relationships, and deliver strong contingency management.
9. Strengths-based Treatment stages with fully explained treatment objectives.
10. Treatment planning that is updated no less than quarterly to determine youth’s progress or lack of progress, based on assessments, behavior, and investment in treatment (updates to be provided to DJJ designee).
11. Inclusion of family involvement (family engagement) with treatment, family therapy (if applicable), reunification, and aftercare/discharge planning.
12. Consider an evaluation assessing the level of violence, abuse, and neglect that might necessitate out-of-home placement.
13. Provide yearly fiscal outcome data (due by July 31st) to support performance metrics for the service deliverables as outlined in the “Scope of Services”.
14. Contractor must follow the enrollment process for the DJJ Office of Education and comply with RBWO standards, with proper notification of youth enrollment to the placing DJJ staff. Students should be enrolled in an education program as soon as possible but no later than three (3) school days after placement.
15. If Contractor serving DJJ youth operates an on-site education program, Contractor must adhere to the following standards:
  - a. Administrators and Teachers must hold a current Georgia Educators certificate issued through the Professional Standards Commission.
  - b. The curriculum utilized must be the current curriculum adopted by the Georgia Department of Education (DOE).
  - c. Students sixteen (16) years of age and older, meeting the minimum criteria for admission to a General Education Development (GED) program, may be enrolled in GED programming and they must have access to current study materials and testing.
  - d. The Community Case Managers (CCM) and/or Residential Placement Specialists

(RPS), after consulting with the DJJ Assistant Superintendent of Student Support Services, must give approval prior to enrolling students in GED; online; or home-school program, which constitutes a change of educational placement.

- e. An appropriate special education program must be provided for students identifying with disabilities, to include related services.
  - f. Students must have access to the Georgia State Mandated Assessments, and the program must have a testing calendar available for review by DJJ.
  - g. A separate education file must be maintained on each student to include public school records, withdrawal forms, transcripts, grades, and credits received through the program, and all special education related documents.
16. All DJJ youth aged fourteen (14) and older must be provided some form of transitional or independent living skills training by Contractor. If Contractor does not provide transitional or independent living skills training for youth, the Office of Federal Revenue Maximization will assist with identifying an online resource for the Contractor.
17. All Medicaid eligible DJJ youth (excluding DJJ youth receiving adoption assistance who have opted out and DJJ youth aged eighteen (18) and over receiving SSI placed with Contractor will receive Medicaid through the Georgia Families 360<sup>SM</sup> Program. Youth with private insurance coverage under their parents will retain their private insurance at their parent's discretion, not to be influenced by Contractor staff. If a youth has private insurance coverage, that youth will receive

Medicaid through Georgia Families 360<sup>SM</sup> as their secondary form of health insurance coverage, also known as the payer of last resort. In these situations, Medicaid can only process claims for reimbursement of services when an explanation of the denial in the form of a denial letter or an Explanation of Benefits (EOB) from the primary insurance is provided to the care management organization (CMO) contracted by the Georgia Department of Community Health (DCH) to manage the Georgia Families 360<sup>SM</sup> Program. Contractor and its subcontractors must adhere to the process prescribed by GA DCH/Medicaid to obtain payment if the DJJ youth has other private health insurance in order to receive Medicaid reimbursement for health care services.

Treatment Services shall not be delayed or withheld due to complications or inconveniences of the Contractor or subcontractor's providers resulting from the process for submitting claims for youth with primary health insurance other than Medicaid. Additionally, DJJ will not pay for treatment services, unless and until Medicaid has denied payment after receiving the primary insurance company's denial or EOB. The process by which to obtain payment from DJJ in those situations is submission of invoice for payment to the placing RPS/Case Expeditor.

18. All DJJ youth placed with Contractor will be assessed by the CMO managing the Georgia Families 360<sup>SM</sup> Program on their need for medical, dental, and/or Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) exams. Contractor providers shall comply with the requirements related to these exams for DJJ youth as set forth in the Georgia Families 360<sup>SM</sup> Program.

Medical Assessments required by Georgia Families 360

Amerigroup will ensure that the medical assessments for DJJ Members of Georgia Families 360:

- a. Are completed in accordance with the applicable EPSDT periodicity schedule; and

- b. Include all components of an EPSDT visit.

Amerigroup will identify the need for medical assessments upon enrollment of the DJJ youth in Georgia Families 360, and a contracted medical provider will complete those medical assessments required to meet the applicable EPSDT periodicity schedule within thirty (30) calendar days of the youth's enrollment.

However, if the youth's most current Regional Youth Detention Center (RYDC)/Youth Development Campus (YDC) medical assessment, doctor's visit, or current EPSDT visit, according to the periodicity schedule corresponding to the child's age, has been performed and the member is up to date, then the youth will not have to meet this medical assessment requirement.