

The County of York
Office of Children, Youth and Families
Request for Proposal for Casework/Case Management Services
2016-2017

I. Project Overview

A. Introduction/Statement of Purpose

The York County Office of Children, Youth & Families (YCOCYF) is a public child welfare agency that provides protective services to York County's children and families. The agency's mission is to protect the health, safety, permanency and well-being of children and youth at risk of abuse/neglect. The agency is divided into three direct service divisions: The Intake Services Division receives calls/referrals regarding concerns about the safety and well-being of children in the county and they conduct abuse and neglect investigations and assessments to determine whether or not the family is in need of services. The In-Home Services Division provides voluntary and court ordered services to at risk families whose children continue to reside in the home. The Placement Services Division provides services to families whose children are placed in kinship care homes, non-relative foster homes, group homes, residential facilities and pre-adoptive homes. The agency is interested in proposals from organizations that can provide casework/case management services on behalf of the local York County Office of Children, Youth and Families in the In-Home Services and Placement Divisions in lieu of it being provided by the county agency on specific cases referred to contractor.

The purpose of this Request for Proposal (RFP) is to solicit proposals for 2 supervisory staff and 10 casework staff for In-Home Services cases and for 2 supervisory staff and 10 casework staff for Placement Services cases. The organization and its contracted casework supervisors and caseworkers are expected to follow the Pennsylvania Code, Chapter 3130: Administration of County Children and Youth Social Service Program Regulations since the provider would be providing a service on behalf of the county agency.

B. Scope of Work

The York County Office of Children, Youth and Families seeks to contract with one organization to act on its behalf in cases that have been investigated or assessed and accepted for services by the Intake Services Division. The organization would be responsible for task outline in Attachment 1 for In-Home Services and in Attachment 2 for Placement Services. Caseload sizes will be determined by York County Office of Children, Youth and Families but will not exceed 15-20 families for In-Home Services and 15-20 children for Placement Services.

II. Guiding Principles

York County Office of Children, Youth and Families is looking for an organization to provide the above services with the following guiding principles:

Family

- Birth families, resource families, adoptive families and families of choice are respected, valued and involved in meaningful and appropriate ways.
- Fathers and paternal relatives play an important role in attachment and development of children and youth. Outreach, engagement, and support must be pursued and resources acquired that enhance relationships with fathers and paternal relatives.
- All activities involve the voice and active involvement of the children, youth and families in their home and community and provide advocacy for the family and protection for children and youth through group and stakeholder decision making processes that value the role of all participants.
- Services and supports are focused on identifying and building strengths, assets, resources, and protective factors of children, youth and families in fellowship and collaboration with community-based organizations.
- All essential information is gathered and shared so that team members have an accurate and thorough understanding of the child, youth and family's strengths and needs.

Safety

- Safety is paramount in decision making.
- All safety decisions take into account comprehensive information gathered across the six safety domains and are measured against thresholds specific to the safety model of practice. The safety domains are:
 - o The extent and type of maltreatment.
 - o The nature of circumstances surrounding the maltreatment.
 - o Child and youth functioning.
 - o Adult functioning.
 - o General parenting practices.
 - o Parenting discipline practices.
- Service systems and practitioners must recognize the resilience of children and youth, their unique vulnerabilities and complexities of family dynamics. These require an urgency of response and interventions to safely maintain children and youth in their home or whenever placement is the only recourse, to return them as quickly as possible except in those rare instances in which reunification would be harmful.

Permanency

- Work diligently and with a sense of urgency with parents and reunification resources.

- Permanency planning starts at first contact with children, youth and families and continues throughout the life of the case until permanency is achieved. It involves securing a safe, stable and permanent home for children and youth as soon as possible and protecting their primary attachments while foster new ones.
- Resource parents must mentor identified reunification resources in developing the protective capacities they need to be successful in reunifying. At the same time, resource parents must be committed to permanency and provide a stable living environment that avoids disruption if reunification is ruled out.

Well-being

- Having an understanding of the impact of trauma on the lives of children, youth and families is paramount. Services are delivered in safe environments, are culturally appropriate and respectful, nurture relationships, promote healing and avoid inadvertent re-traumatization.
- When multiple systems and providers are involved every effort must be made to ensure that services are coordinated and integrated.
- Community inclusion, partnership and collaboration with all the systems and agencies serving the family are necessary for integrating children, youth and families into the larger life of their communities. There must be recognition of their existing strengths and focus on fostering the creation of new and innovative resources. These partnerships must afford opportunities to increase the protective capacities of families and improve competencies through education and support so that children and youth are raised in safe and nurturing environments.

III. Personnel Requirements

The organization must comply with Title 23, Chapter 63 of the Pennsylvania Child Protective Services Law for all applicable laws pertaining to child abuse clearances, state criminal history clearances and federal criminal history clearances. Also, see <http://www.keepkidssafe.pa.gov/clearances/index.htm> for more information on clearances.

Minimum Requirements for Caseworker Positions

Caseworker 1

A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice or other related social sciences **OR** an equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology or criminal justice.

Caseworker 2

Six months of experience as a Caseworker 1 **OR** a bachelor's degree with a social welfare or social work major **OR** a bachelor's degree which includes, or is supplemented by 12 college credits in sociology, social welfare, psychology,

gerontology, criminal justice, or other related social sciences AND 1 year of professional social work/casework experience in a public or private social services agency **OR** an equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

Casework Supervisor

Two years of professional experience in public or private social work AND a bachelor's degree with major coursework in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences **OR** an equivalent combination of experience and education, which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

All staffing will be subject to review and approval by York County Office of Children, Youth and Families. Supervisory positions will be supervised directly by York County Office of Children, Youth, and Families management staff.

Training Requirements

Staff must be trained according to the Pennsylvania Department of Human Services requirements (for county children and youth agencies through the University of Pittsburgh's Pennsylvania Child Welfare Resource Center. The applicable regulations that apply to training are as follows:

§ 3490.312. Training program requirements for direct service workers and
§ 3490.313. Direct service worker certification requirements for supervisors who supervise direct service workers.

More specifically, staff must complete "Charting the Course Towards Permanency for Children in Pennsylvania (CTC)". CTC is a series of child welfare-related curricula trained in a cohort fashion. The entire series results in 120 hours of in-classroom work and 6 hours of online Transfer of Learning (TOL) work. Comprised of 10 modules (listed in the table below), CTC is designed to provide child welfare professionals with fundamental information related to the awareness, knowledge, and understanding of child welfare-related concepts. The series offers participants essential skills needed to provide quality strengths-based and solution-focused family-driven individualized services to children, youth, and families involved with the child welfare system.

10 Training Modules Required:

- Module 1: Introduction to Pennsylvania's Child Welfare System
- Module 2: Identifying Child Abuse and Neglect
- Module 3: Using Interactional Helping Skills to Achieve Lasting Change
- Module 4: In-Home Safety Assessment and Management

Module 5: Risk Assessment
Module 6: Case Planning With Families
Module 7: The Court Process
Module 8: Assessing Safety in Out-of-Home Care
Module 9: Out-of-Home Placement and Permanency Planning
Charting the Course Transfer of Learning (TOL) online work.

Staff must also complete the training titled: Recognizing and Reporting Child Abuse Training at the following link: <http://www.pacwrc.pitt.edu/> through the University of Pittsburgh's Pennsylvania Child Welfare Resource Center **OR** by complete mandated reporter training through the Pennsylvania Family Support Alliance by contacting them at 1-800-448-4906 or the following link: http://www.pa-fsa.org/Landing-Pages/Training/postcard?gclid=C1q105_Oj84CFUYbgQod4RMAjg.

IV. Information Required from Applicants

The proposal must be submitted in the format and order outlined below:

- Cover Sheet – i.e., name of agency, address, telephone number, administrator/director, contact person (name, title, telephone number, email address). (One Page).
- Organization Information – i.e., background statement and prior experience, name and qualifications of person who will have ultimate responsibility and accountability for this contract, job description for positions that will be created for this contract and location where staff will be located. (Five Pages or Less).
- Description of Proposed Program/Work. (10 pages or less).
- Proposed budget and rates.

Fee estimate assumptions: Your fee estimate should incorporate the following assumptions:

- Non-traditional work hours and over-time as needed.
- Salaries must be commensurate to salaries of current York County Casework Supervisors and Caseworkers, recognizing that health care benefits and other benefits (i.e., paid time off, holidays, retirement benefits, etc.) of private employees may be different than health care benefits and other benefits of county employees.
- The program will be a one year contract with the opportunity for continued funding in subsequent years through renewal options.

Submission and selection: Proposals must be submitted by 4:30 pm, Monday, September 12, 2016. Additional information request should be coordinated through contacting Tanya Almoney, Assistant Administrator, York County Children, Youth and Families at 717-846-8496 or TLAlmoney@YorkCountyPA.gov.