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Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 14, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 April 14, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**RECOMMENDATION TO APPROVE A FORM AMENDMENT TO THE INDIVIDUALIZED
TRANSITION SKILLS PROGRAM CONTRACTS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) and the Probation Department (Probation) seek approval of an amendment to the Individualized Transition Skills Program (ITSP) contracts with Children’s Institute, Inc. (CII) and The Community College Foundation (TCCF) to facilitate the continuation of the Independent Living Program (ILP) for Transition Age Youth (TAY) under the supervision of DCFS and Probation. The ITSP contracts provide one-on-one life skill sessions in the homes and communities of DCFS and Probation TAY, ages 16 to 21, to ensure that enrolled TAY develop life skills to become self-sufficient adults.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the attached Form Amendment (Attachment I) to the ITSP contracts and delegate authority to the Director of DCFS, or his designee, and the Chief Probation Officer, or his designee, to execute this amendment, or a substantially similar version, with CII and TCCF to facilitate the continuation of the Independent Living Program (ILP) for Transition Age Youth (TAY) under the supervision of DCFS and Probation. The Director of DCFS will notify the Board and CEO within ten business days of the execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ITSP began on January 1, 2014 as a five-year project intended to provide a one-on-one life coaching model to replace the Independent Living Skills classroom program. The ITSP goals are consistent

with the requirements created to fulfill the Foster Care Independence Act (Chafee Act) and the eight Chafee Outcome Measures which are: 1) Receiving a high school diploma; 2) Educational attainment; 3) Employment; 4) Avoidance of dependency; 5) Avoiding homelessness; 6) Avoiding pre-marital childbirth; 7) Avoiding incarceration; and 8) Avoiding high-risk behaviors. Additionally, ITSP is expected to promote permanent connections or relationships.

It has become necessary to make adjustments to the ITSP program to increase the participation of eligible youth and to improve the delivery of services. The Departments will continue to assess whether the development and solicitation of a completely redesigned Independent Living Skills Program is warranted before the expiration of the current contracts. The present modification of the ITSP Statement of Work (SOW) recognizes that the program will benefit from additional emphasis on the recruitment and retention of participating youth and that additional services from the contractors, such as non-face-to-face interaction with the youth, follow-up by the contractors with youth's employers and teachers, case management plan preparation, and in-depth program discussions with the referred youth will ensure maximum youth participation.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County of Los Angeles Strategic Plan Goal #1 – Operational Effectiveness: Maximize the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service; and Goal #3 – Integrated Services Delivery: Maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

The present amendment does not affect the maximum contract sum of these contracts. The maximum annual contract sum will not exceed \$3,103,828. The total cost for the contract term effective January 1, 2015 through December 31, 2015 is financed using Chafee funds at 57 percent (\$1,769,182) Federal revenue and 43 percent (\$1,334,646) State realignment funds. The annual contract amount for TCCF is \$1,458,799, and the annual contract amount for CII is \$1,645,029. Funding is included in the Department's FY 2014-15 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The ITSP was derived from the enacted Federal legislation, Public Law 99-272 (1986) and public Law 106-169 (December 14, 1999). The Public Laws require that an Independent Living Program (ILP) for youth be implemented in the Child Welfare and Probation systems. These laws were titled the Foster Care Independence Act of 1999, which stipulates proactive emancipation planning for TAY, from 16 years of age up to their 21st birthday. The legislation amended the Social Security Act, Title IV-E, Section 477[42 U.S.C. 677], and became the legal authority that governs ILP services. Senate Bill 933 (August 8, 1998) also amended the welfare and Institutions Code (WIC), Section 10609.3, which further strengthened and supported the deployment of ILP services within the designated public agencies.

In 1999, the Foster Care Independence Act adopted the Chafee Foster Care Independence Program, through which the California Department of Social Services (CDSS) is designated to administer the ILP. The ILP offers, through ITSP, services that provide TAY with life-skills training,

experience, and assistance to become productive and self-sufficient adults.

CONTRACTING PROCESS

On December 10, 2013, the Board approved DCFS' and Probation's recommendation to award ITSP contracts to CII and TCCF. The contracts were solicited through a Request for Proposals.

This contract complies with the Living Wage Program (County Code Chapter 2.201).

CONTRACTOR PERFORMANCE

The Contractors have met the quality of service as specified in the ITSP contract in working with TAY to meet their ITSP goals in fulfillment with Chafee outcomes. When minor program discrepancies were found, the Contractors complied with corrective action plans as implemented by Youth Development Services (YDS).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Without the approval of the recommended action, DCFS and Probation will not be able to continue providing self-sufficiency assistance to transition aged youth, and will not be in compliance with Federal legislation, Public Law 99-272 (1986) and Public Law 106-169 (December 14, 1999).

CONCLUSION

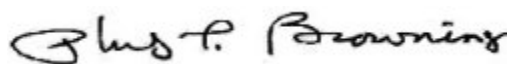
Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DCFS and to Probation.

The Honorable Board of Supervisors

4/14/2015


Page 4

Respectfully submitted,



PHILIP L. BROWNING

Director



JERRY E. POWERS

Chief Probation Officer

PLB:CMM

EM:LTI:fc

Enclosures

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors



AMENDMENT NUMBER ONE

TO

INDIVIDUALIZED TRANSITION SKILLS PROGRAM

CONTRACT NUMBER XXXXX

WITH

XXXXXXXXXXXX

**AMENDMENT NUMBER ONE
INDIVIDUALIZED TRANSITION SKILLS PROGRAM CONTRACT
CONTRACT NUMBER XXXXX**

This Amendment Number One (“Amendment”) to Individualized Transition Skills Program Contract, (“Contract”) Contract Number XXXXX, with XXXXXXXXXXXX, is made and entered into by and between the County of Los Angeles (“COUNTY”), and XXXXXXXXXXXX, (“CONTRACTOR”), on this _____ day of April, 2015.

WHEREAS, COUNTY and CONTRACTOR are parties to Contract Number 78085, adopted by the Board of Supervisors on XXXXX, and CONTRACTOR has been providing Individualized Transition Skills Program services to the COUNTY; and

WHEREAS, a purpose of this Amendment is to modify Exhibit A – Statement of Work of the Contract; and

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Part II, Standard Terms and Conditions, Section 7.0 Changes and Amendments and Section 43.0 Notices;

NOW, THEREFORE, in consideration of the foregoing and mutual consent herein contained, COUNTY and CONTRACTOR hereby agree to amend the Contract as follows:

1. Part II, Standard Terms and Conditions, Section 43.0 Notices is amended to read as follows:

43.0 NOTICES

- 43.1 Unless otherwise specifically provided in this Contract, all notices to County shall be given in writing, sent via facsimile, or electronic mail or by first class mail by enclosing the same in a sealed envelope addressed to the intended party and by depositing such envelope with postage prepaid in the United States Post Office or any substation or public letterbox. All notices to COUNTY shall be sent in duplicate addressed to the following:

Department of Children and Family Services
Contracts Administration Division
Attention: Contract Administrator
425 Shatto Place, Room 400
Los Angeles, California 90020

**AMENDMENT NUMBER ONE
INDIVIDUALIZED TRANSITION SKILLS PROGRAM CONTRACT
CONTRACT NUMBER XXXXX**

Unless otherwise specifically provided in this Contract, all notices to CONTRACTOR shall be given in writing, by enclosing the same in a sealed envelope addressed to the intended party and by depositing such envelope with postage prepaid in the United States Post Office or any substation or public letterbox.

2. Exhibit A – Statement of Work is deleted in its entirety, and replaced with Attachment I to this Amendment Number One.
3. Exhibit C-1 is amended by incorporating the attached line item budget for the period of April, 2015 through December 31, 2018.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT

**AMENDMENT NUMBER ONE
INDIVIDUALIZED TRANSITION SKILLS PROGRAM CONTRACT
CONTRACT NUMBER XXXXX**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number One to be subscribed on its behalf by the Director of the Department of Children and Family Services and the Chief Probation Officer, and the CONTRACTOR has caused this Amendment Number One to be subscribed on its behalf by its duly authorized officer (s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

CONTRACTOR

XXXXXXXXXX
Name of Agency

By: _____
Philip L. Browning, Director
Department of Children and
Family Services

By: _____

Name: _____

Title: _____

By: _____
Jerry E. Powers
Chief Probation Officer
Probation Department

By: _____

Name: _____

Title: _____

Tax Identification Number

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
Mark J. Saladino, COUNTY COUNSEL

By: _____
David Beaudet, Senior Deputy County Counsel

**STATEMENT OF WORK
FOR
INDIVIDUALIZED TRANSITION SKILLS PROGRAM (ITSP)**

**INDIVIDUALIZED TRANSITION SKILLS PROGRAM SERVICES
STATEMENT OF WORK**

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SOW EXHIBITS

SOW Exhibit A-1	Performance Requirements Summary
SOW Exhibit A-2	Transitional Independent Living Plan (TILP) (1); Transition Age Youth Living Plan (TAY/LP) (2); and DCFS 5557 (3)
SOW Exhibit A-3	TAY Status Update
SOW Exhibit A-4	CONTRACTOR's ITSP Plan
SOW Exhibit A-5	Casey Life Skills Assessment Form – YOUTH Level 4
SOW Exhibit A-6	Number of TAY to be served
SOW Exhibit A-7	Initial/Progress/Conclusion ITSP Assessment Report
SOW Exhibit A-8	User Complaint Report (UCR) Form

PART A - PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and financial security of individuals, families business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do-Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's five Goals: 1) Operational Effectiveness; 2) Children, Family and Adult Well-Being; 3) community and Municipal Services; 4) Health and Mental Health; and 5) Public Safety. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

PART B – PROJECT FOUNDATION

1.0 BACKGROUND

- 1.1 The Individualized Transition Skills Program (ITSP) was derived from the enacted federal legislation, Public Law 99-272 (1986) and Public Law 106-169 (December 14, 1999). The Public Laws require that an Independent Living Program (ILP) for youth be implemented in the Child Welfare and Probation systems. These laws were titled the Foster Care Independence Act, which stipulates proactive emancipation planning for Transition Age Youth (TAY), 16 to 21 years old. The legislation amended the Social Security Act, Title IV-E, Section 477 [42 U.S.C. 677], and became the legal authority that governs ILP services. Senate Bill 933 (August 8, 1998) also amended the Welfare and Institutions Code (WIC), Section 10609.3, which further strengthened and supported the deployment of ILP services within the designated public agencies.
- 1.2 In 1999, the Foster Care Independence Act adopted the Chafee Foster Care Independence Program (CFCIP), through which the California Department of Social Services (CDSS) is designated to administer the ILP. County's ILP offers, through the Individualized Transition Skills Program (ITSP), services that provide TAY with life skills training, experience, and assistance to become productive and self-sufficient adults.
- 1.3 On March 2, 2010, the Los Angeles County Board of Supervisors passed a motion to add Self Sufficiency as an additional Child Welfare Outcome Goal. The other five Child Welfare Outcome Goals are: 1) Improved Child Safety; 2) Decreased Timelines to Permanence; 3) Reduced Reliance of Out-of-Home Care; 4) Increased Child and Family Well-Being; and 5) Enhanced Organizational Excellence. Consequently, the Department of Children and Family Services (DCFS) is moving forward to meet the needs of the families and youth served. The youth in foster care represent a culturally diverse group with an approximate ethnicity mix of 11% Caucasian, 56% Hispanic, 29% African American, 2% Asian/Pacific Islander, 0.4% American Indian, and 0.6% Filipino.

2.0 DEFINITIONS

The following words as used herein shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

- 2.1 **Caregiver / Care Provider / Relative Caregiver** – means a TAY's relative, foster parent, or legal guardian, who has the responsibility for the care, custody, and welfare of the TAY.
- 2.2 **Casey Life Skills Assessment (CLSA)** – means a specific tool used to conduct a baseline assessment of TAY's knowledge of life skills needed to exit care and become a self-sufficient adult.

- 2.3 **CDSS** – means the California Department of Social Services (CDSS) which is the state entity that oversees Los Angeles County Department of Children and Family Services.
- 2.4 **Children’s Social Worker (CSW)** – means Social Worker(s) employed by the Department of Children and Family Services (DCFS) with the primary responsibility of managing caseloads of children who are under the supervision and custody of DCFS.
- 2.5 **Community** – means a local site where CONTRACTOR provides ITSP services to a TAY (i.e. Transitional Resource Center (TRC), Workforce Investment Act (WIA) Center, Community College, and Public Library).
- 2.6 **Community Based Organization (CBO)** – means an organization or organized body providing social services to individuals, families, and/or communities that benefits a targeted/identified community and has a significant influence and an effective voice.
- 2.7 **Community Based Programs** – means a program within the community that provides a high quality of services and/or resources in the areas of social services and life skills to promote advocacy and self-sufficiency for High Risk Youth.
- 2.8 **County Program Manager (CPM)** – means the individual designated by the County Program Director to manage the operations of this Contract.
- 2.9 **Contractor Program Director (CPD)** – means CONTRACTOR’s officer or employee responsible for administering the Contract in accordance with the Statement of Work.
- 2.10 **Child Welfare Services/Case Management System (CWS/CMS)** – means the statewide database system used by all county Child Protective Service Agency staff to record case specific information.
- 2.11 **Daily Life Skills** – means a skill set, knowledgeable or acceptable behavior that accommodates self-sufficiency daily needs of life including, but not limited to money management, food preparation, hygiene, basic literacy and numeracy, and organizational skills resulting in self-sufficiency.
- 2.12 **Day** – means a calendar day, unless otherwise specified.
- 2.13 **DCFS** – means the Los Angeles County Department of Children and Family Services, a Child Protective Service Agency.
- 2.14 **Deputy Probation Officer (DPO)** – means Probation Officer(s) employed by the Probation Department who manages caseloads of children under the supervision and custody of the Probation Department.

- 2.15 **Department of Public and Social Services (DPSS)** – means the Los Angeles County Public Social Services Department that provides various social services including but not limited to Medi-Cal benefits, General Relief/General Assistance, CalWorks, and food voucher/stamps.
- 2.16 **Employment Development Department (EDD)** – means “The State of California” local government branch that administers the job service, unemployment insurance, disability insurance, Workforce Investment Act, and Welfare to Work program.
- 2.17 **Experiential Learning Tool** – means a tool that reflects how TAY participating in the Individualized Transition Skills Program (ITSP) will acquire knowledge, skills and learn by doing specific tasks.
- 2.18 **Extended Foster Care (EFC)** – means a program which allows California to extend foster care up to age 20 and subject to budget appropriation by the state legislature, up to age 21 for young adults who meet the federal participation criteria for continued eligibility after age 18, including those served under a State-Tribe IV-E agreement and supervised by Probation. The EFC Program allows foster youth to remain in foster care and continue to receive foster care payment benefits (AFDC-FC payments) and services beyond age 18, as long as the foster youth is meeting participation requirements, living in an approved or licensed facility, and meeting other eligibility requirements.
- 2.19 **Foster Care** – means substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility as stated in the court order. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, residential facilities, and pre-adoptive homes.
- 2.20 **Gainful Employment** – means any full-time employment that is profitable and/or suited to the ability and potentiality of the one employed.
- 2.21 **General Relief Opportunities to Work (GROW)** – means a program structured by the DPSS to provide employment opportunities for those ages 18 through 24 years of age including TAY who are in or preparing to exit the foster/probation systems.
- 2.22 **Group Activity/Group Session** – means a session hosted by a Transition Development Specialist (TDS) for a maximum of fifteen (15) TAY. Each Group Activity must meet the TAY’s individual goals and/or ensure Chafee Outcomes. Time spent in group activities may constitute no more than 40% of the sessions invoiced for each TAY.
- 2.23 **High Risk Behavior** – means participation in activities including, but not limited to: use of illegal substances, gang activity, unprotected sexual activity, Absence without Leave (AWOL), and any other type of social and/or self-destructive behavior.

- 2.24 **Incarceration** – means confinement in a penal institution.
- 2.25 **Independent Living Program (ILP) Coordinator(s)** – means a Department of Children and Family Services and Probation Department’s Youth Development Services Division staff who assist both pre-Transition and Transition Age Youth, ages 14 and over to prepare for adulthood.
- 2.26 **ILP** – means the federal legislation, Public Law 99-272 (1986) and Public Law 106-169 (December 14, 1999) that requires an “Independent Living Program (ILP)” in which the Individualized Transition Skills Program is administered.
- 2.27 **ILP Eligible** – means the status of being qualified to receive ILP services as defined by the DCFS YDSD, according to state and federal regulations/guidelines. One of the following requirements must be met:
1. Federal Eligibility -
 - A. Were or are in Foster Care at any time from their 16th to their 19th birthday;
 - B. Were or are 16 years of age up to 18 years of age and in receipt of the Kinship Guardianship Assistance Payment Program (Kin-Gap - a relative guardianship status); or
 2. State Eligibility – who entered into a Non-Related Legal Guardianship, on or after the age of eight but before 16 years of age, and receiving Permanent Placement Services.
- 2.28 **Individualized Transition Skills Program (ITSP)** – means life skills training services provided by a CONTRACTOR to assist TAY, ages 16 through 20, successfully transition out of the Foster Care system. For the purpose of this program, TAY must be referred prior to his or her 19th birthday.
- 2.29 **Kin-GAP** - is a program established by the California Department of Social Services (CDSS) and implemented effective January 1, 2000. The KIN-GAP program provides financial assistance for children who are dependents of the court and are placed in out-of-home care with relative caregivers who are granted legal guardianship when dependency court jurisdiction is terminated. Youth who reside with a relative receiving KIN-GAP are eligible for services regardless of the youth's age at time of case closure.
- 2.30 **Kinship Resource Center** – means Kinship Care Services' mission is to provide information, resources, services and support to Relative Caregivers and their children to enhance the family unit promoting permanency, safety and reduced reliance on detentions.
- 2.31 **Kinship TAY** – means foster youth that reside with a Relative Caregiver including those determined as Kin Gap families.

- 2.32 **Level** – means the level of need for ITSP services CONTRACTOR assesses each enrolled TAY for their level of need based on the Casey Life Skills Assessment tool and his or her Transitional Independent Living Plan (TILP) goals.
- 2.33 **National Youth Transition Database (NYTD)** – means National Youth in Transition Data Base; requires States to collect and report data to Administration for Children and Families (ACF) on youth who are receiving independent living services and on the outcomes of certain youth who are in Foster Care or who aged out of Foster Care.
- 2.34 **No–Show** – means a Session (including assessment) scheduled by a Transition Development Specialist (TDS), for which the participating youth fails to attend without previously cancelling or re-scheduling the session.
- 2.35 **Non-Marital Child Birth** – means the birth of a child to unwed parents.
- 2.36 **Non-Related Legal Guardianship** - means a person appointed by a judge to personally take care of and manage the affairs of a minor child (ward) whom they are not biologically related to.
- 2.37 **Outcomes** – means the success of TAY transitioning out of the system as a result of the CONTRACTOR’s delivery of services.
- 2.38 **Period** – means a twelve-month period of ITSP service delivery to a TAY and his or her Caregiver by the CONTRACTOR.
- 2.39 **Permanency** – means a TAY has a safe, stable, nurturing relationship achieved through the maintenance of an uninterrupted living situation.
- 2.40 **Permanent Placement Services** – means the services designed to provide an alternate, permanent family for children who, because of abuse, neglect, exploitation, or abandonment, cannot safely remain at home, and who are unlikely to return home.
- 2.41 **Permanent Relationship** – means a lifelong relationship with one or more adults who provide a reliable support system for a TAY.
- 2.42 **Performance Targets** – means the measurable benchmarks, which guide performance toward a desirable result.
- 2.43 **Placement Type** – means the type of placement in which a TAY resides (e.g. foster home, group home).
- 2.44 **Probation** – means the County of Los Angeles Probation Department.

- 2.45 **Program Goal** –means the ultimate impact that directs and focuses the program objective to be aligned with DCFS’ and Probation’s mission and vision for ILP TAY.
- 2.46 **Self-Advocacy** – means the TAY’s ability to intervene and/or address issues pertaining to his/her personal gain and development.
- 2.47 **Self-Sufficiency/Self-Sufficient** – means the TAY’s ability to manage personal affairs, make solid judgments, and provide for oneself (e.g. independent) and maintain permanent relationships during his/her participation in ITSP.
- 2.48 **Self-Sufficient Adult**- means a person, aged 18 or older, who is able to manage his or her personal affairs, make sound judgments, and provide for himself or herself.
- 2.49 **Session** – means a one-hour period of time devoted to Individualized Transition Skills Program services and support provided to each TAY by CONTRACTOR’s TDS. A Session may include Group Activity/Group Session related to curriculum, such as a field trip.
- 2.50 **Statement of Work (SOW)** – means the document that describes the requirements for the services to be provided under this Contract, the deliverables associated with these services, and the relationship between the COUNTY (DCFS and Probation) and CONTRACTOR throughout the term of the Contract.
- 2.51 **Team Decision Making (TDM) - DCFS / Multidisciplinary Team (MDT) - Probation** – means a conference held on behalf of a TAY to discuss his or her status, progress and develop or enhance goals to meet his or her needs within a specific timeframe.
- 2.52 **Transition** – means the act of changing from one state to another; the act of changing from a dependent TAY to a Self-Sufficient Adult.
- 2.53 **Transition Age Youth (TAY)** – means a Foster or Probation youth, ages 16 through 20, who is ILP Eligible and is preparing to exit or have exited the Foster Care system, including those considered out-of-county.
- 2.53.1 **Referred TAY** – means a TAY including Out-of-County TAY identified to benefit from and is eligible to receive ITSP services by the CONTRACTOR, but has not been assessed.
- 2.53.2 **Enrolled TAY**- means a TAY who is enrolled in ITSP, but has not completed more than 50% of the ITSP.
- 2.53.3 **Enrolled Out-of-County TAY** – means a TAY who is enrolled in ITSP, but his/her originating county of jurisdiction is outside of Los Angeles County, and has not completed more than 50% of the ITSP.

- 2.53.4 **Re-enrolled TAY** – means a TAY who was previously enrolled in ITSP and has been re-enrolled to finish the term remaining in the two year ITSP. Re-enrolled TAY who completes more than 50% of the ITSP will be counted as Participated TAY for statistical purposes.
- 2.53.5 **Participated TAY** – means an Enrolled/Enrolled Out-of-County/Re-Enrolled TAY who completed at least 51% of the ITSP and used for purpose of Outcome Measures.
- 2.54 **Transition Age Youth Independent Living Plan (TAY/ILP)** – means a written plan to map the course of action required to assist a TAY during his or her transition to adulthood. This document is applicable to TAY who have exited care (former Foster youth) or who are in the Kin Gap Program.
- 2.55 **Transition Conference (TCON)** – means meeting where a transition plan for foster youth 14 and older is developed prior to the TAY emancipating or aging out of Foster Care. The plan is to be developed at the direction of the TAY and should be as detailed as the TAY decides. The TAY should be encouraged to include in this process their Caregiver, family member, mentor or other adult(s) important to the TAY.
- 2.56 **Transitional Independent Living Plan (TILP)** - means a written plan to map the course of action required to transition the TAY from Transition to independent adulthood. This document is applicable to TAY currently in Foster Care.
- 2.57 **Transitioning Out of Care** – means that the Juvenile and Dependency Court has terminated court jurisdiction over TAY that received DCFS or Probation services.
- 2.58 **Transition Development Specialist (TDS)** – means a CONTRACTOR’s staff (TDS) member who provides individualized transition skills training to TAY and their Caregiver in his/her home or community.
- 2.59 **Welfare Institution Code (WIC) 827** - means the legal code that governs rights for a TAY to have access to or receive information about his/her juvenile case files.
- 2.60 **Workforce Investment Act (WIA)** – means the Act in which Youth Programs are prescribed to provide employment opportunities to youth ages 14 through 20 years old who are low income and at-risk TAY through a variety of work and continuing education services. The programs provide paid and un-paid employment, summer employment and occupational skills.
- 2.61 **Vital Documents** – means important documents that are necessary to show proof of birthplace, residency and citizenship. (e.g. Birth Certificate, Social Security Card and Identification).

2.62 **Youth Development Services Division (YDSD)** – means the Los Angeles County Division comprised of both DCFS and Probation staff that are designated to develop, implement and monitor transition services for the TAY population.

3.0 COUNTY PROGRAM MANAGEMENT

The COUNTY will designate a County Program Manager (CPM) to coordinate the delivery of the services of this Contract with Contractor Program Director (CPD).

- 3.1 CPM or designee will have full authority to monitor CONTRACTOR's performance in the day-to-day operation of this Contract.
- 3.2 CPM will provide direction to CONTRACTOR in areas relating to DCFS policy, information and procedural requirements.
- 3.3 CPM is not authorized to make any changes in the terms and conditions of this Contract and is not authorized to obligate the COUNTY in any way whatsoever beyond the terms of this Contract.
- 3.4 CPM is responsible for daily management of Contract operation and overseeing monitoring activities, as identified in the Contract, Exhibit B – Attachment I, County's Administration.
- 3.5 Overall project coordination between CONTRACTOR and COUNTY shall be through the CPM or designee and CPD, authorized representative(s) or their designated alternates.
- 3.6 CPM or designee will review and approve monthly invoices and all financial statements.
- 3.7 CPM will provide CONTRACTOR with a User Complaint Report (UCR), (SOW, Exhibit A-8) for every instance in which tasks defined in Part C, Service Description, to achieve Performance Outcome Goals of the SOW are not met.
- 3.8 The CPM or designated County staff will monitor and conduct random site visits to assess CONTRACTOR's performance in accordance to the Contract.
- 3.9 The CPM and CPD shall coordinate all Contract activities.

4.0 CONTRACTOR'S GENERAL RESPONSIBILITIES

- 4.1 CONTRACTOR shall maintain a designated office space, telephone, fax, and e-mail accounts for staff that will be working under this Contract, throughout the term of the Contract.

- 4.2 CONTRACTOR shall furnish all equipment, supplies and training materials necessary to perform all the services in accordance with this Statement of Work.
- 4.3 CONTRACTOR shall not schedule or conduct any meetings or negotiate any agreement on behalf of the COUNTY or DCFS.
- 4.4 CONTRACTOR shall not utilize any employee whose work has been deemed deficient and unacceptable by the CPM.
- 4.5 CONTRACTOR shall maintain communication with the ILP Coordinators (and case-carrying CSW/DPO) as long as the (Referred, Enrolled, Enrolled Out-of-County, Re-Enrolled, Participated) TAY remains in this program.
- 4.6 CONTRACTOR shall communicate with the ILP Coordinators regarding the results of any assessments (Casey Life Skills Assessments and/or assessment tool selected by the COUNTY).
- 4.7 CONTRACTOR shall meet quarterly (or as needed) with the CPM and designated DCFS/Probation ILP personnel to review training strategies and discuss access to the Program Goals and eight Chafee outcomes as referenced in Part C, Section 8.0, Program Goals of SOW.
- 4.8 CONTRACTOR shall have a full staff by start of the third month of the Contract start date.
- 4.9 CONTRACTOR shall designate a Contractor Program Director (CPD) who is responsible for daily management of Contract operation and overseeing the work to be performed by CONTRACTOR as defined in this Statement of Work. CPD is identified in the Contract, as referenced in Exhibit B – Attachment H.
- 4.10 CONTRACTOR shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.
- 4.11 CONTRACTOR shall notify CPM of CONTRACTOR’s proposed green initiative outlined in their proposal and any new green initiatives prior to the contract commencement.

5.0 CONTRACTOR’S STAFFING

CONTRACTOR shall provide a CPD, supervisory staff, additional administrative support, and clerical staff, as necessary, to ensure its success in providing the deliverables set forth in this Contract. CONTRACTOR shall endeavor to hire staff that reflects the cultural diversity (approximate ethnicity mix of 11% Caucasian, 56% Hispanic, 29% African American, 2% Asian/Pacific Islander, 0.4% American Indian and 0.6% Filipino) of the population served for this Contract and are committed to offer uninterrupted services described in Part C of the Statement of Work, to meet the needs of the TAY. CONTRACTOR shall ensure no staff performs dual

roles/tasks (staffing assignments). CONTRACTOR shall ensure any staff, who has direct physical contact with a TAY, shall pass the Tuberculosis (TB) test and drug testing prior to initial contact. The following positions are essential to CONTRACTOR's performance under this Contract:

5.1 Contractor Program Director (CPD)

- 5.1.1 CPD must have a Bachelor's degree from an accredited university, with an academic concentration in education, psychology, counseling, child development, or a closely related field and a minimum of five years experience working with the target demographic. CPD must be full-time staff dedicated to this Contract.
- 5.1.2 CPD or alternate must be available to receive telephone calls, pages, or e-mail between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on observed COUNTY holidays as referenced in Part B, sub-section 6.2 of the SOW.
- 5.1.3 Timely communication between DCFS/Probation and CONTRACTOR is necessary. CPD maintains the flow of information on management and policy changes between CONTRACTOR and DCFS/Probation, and must return the CPM's telephone calls and/or e-mail messages no later than the following business day, except on observed COUNTY holidays.
- 5.1.4 CPD, or alternate, shall participate in other agencies' meetings, conferences, and ILP training sessions related to ITSP.
- 5.1.5 CPD staff shall meet a minimum of three times per year with relevant DCFS/Probation personnel, or their community partners and/or subcontractors, to review training strategies, discuss issues/concerns, and assess progress toward outcomes and performance targets.
- 5.1.6 CPD shall participate and ensure CONTRACTOR staff participates in a minimum of three trainings with topics that shall include, but not be limited to: (1) Mandated Reporter Training, (2) Mediation (Conflict Resolution) Skills, and (3) Education System to include Special Education, Public, Private and County Resources annually. CONTRACTOR shall provide proof/certificates of completion.
- 5.1.7 CPD shall conduct a criminal background check (live scan), including the Child Abuse Index for all staff providing in-home support services or have direct contact with TAY.
- 5.1.8 CPD shall develop and implement a contingency plan to ensure continuous ITSP services to the TAY. If there is an anticipated or unanticipated disruption of services, CONTRACTOR shall provide written notification to the CPM and identified County designee.

CONTRACTOR shall ensure services restart within four weeks of the disruption.

5.1.9 CPD shall conduct an exit meeting with the TAY, or TAY and Caregiver. This meeting will occur 60 days prior to the anticipated ITSP completion date and prepare all parties for case closure. The topics addressed should include, but not be limited to, when the final assessment will occur, when the final incentive payment will be disbursed (if applicable), the final survey, and any other topics that may arise and are TAY specific. If a TAY does not complete the ITSP for any reason, CONTRACTOR shall follow the process noted in the SOW, Part C, Sub-section 10.7.1.5.

5.1.10 CPD shall develop and implement a mutual agreement process to reflect their intent to address the individual needs of the Referred TAY.

5.1.10.1 This process must address how CONTRACTOR will evaluate a TDS and TAY match to ensure the quality of services is maximized. Mutual agreement shall be placed in the TAY's case file, which is subject to review by the CPM or designee.

5.1.10.2 If there is a need to re-match a TDS and a TAY, CONTRACTOR shall provide written notification of the change to the CPM and designee within five calendar days of completion of the re-match.

5.2 Transition Development Specialist (TDS)

5.2.1 CONTRACTOR shall hire and maintain the appropriate number of TDSs (full-time, and where approved by County, part-time staff) to meet the TAY population served in ITSP. To qualify as a TDS, he/she must possess a Bachelor's degree from an accredited university, with an academic concentration in education, psychology, sociology, counseling, child development, public administration or a closely related field; minimum two years experience working with the target population with Community Based Programs in the area of self-sufficiency life skills and social services, or less than two years experience with CPM written approval.

5.2.2 CONTRACTOR shall administer a COUNTY approved, nationally recognized life skills assessment tool (such as the Casey Life Skills Assessment (ACLSA) Form – TAY Level 4) as shown in Exhibit A-5 and also available on the Casey Programs website at the following link: www.caseylifeskills.org/pages/assess/assess_aclsa.htm) to conduct baseline assessment of the Referred TAY to determine his or her level in relation to the eight Chafee outcomes, as referenced in Part C, Sub-section 8.2 of this Statement of Work.

- 5.2.3 TDS shall execute Individualized Transition Skills training in the home or Community for TAY and the Caregiver.
- 5.2.4 CONTRACTOR will ensure that the TDS will provide primarily in-home ITSP sessions and community based ITSP sessions (when applicable) in accordance with Part C, Sub-sections 10.2 and 10.4 of the SOW for the TAY and his/her Caregiver. The TDS must have an automobile, a valid California Driver's License and current automobile insurance. The TDS shall provide transportation for the TAY (and Caregiver, when available) when necessary to meet the eight Chaffee outcomes.
- 5.2.5 TDS shall provide services and support to the TAY throughout the TAY's participation in ITSP. TDS shall continue to provide services and support if the TAY relocates during his/her participation in ITSP, as this continuity of support is a critical aspect of ITSP.
- 5.2.6 CONTRACTOR shall hire and maintain the appropriate number of part-time TDS staff. TDS who work more than 20 hours, but less than 40 hours per week shall maintain a caseload of no more than 13 TAY, unless approved in writing by the CPM.
 - 5.2.6.1 For the purpose of preparation time needed for this program, COUNTY may waive the caseload requirement for the first two months of the contract term.
 - 5.2.6.2 CONTRACTOR shall make available the required number of TDSs to train up to the number of TAY to be served identified in the SOW Exhibit A-6, by the first day of the third month of the Contract.
- 5.2.7 TDS shall use effective recruiting methods to encourage all Referred TAY, or Referred TAY and Caregiver, to participate in ITSP.

5.3 Bilingual Staff

CONTRACTOR shall hire a sufficient number of bilingual staff to meet the language needs of the TAY served.

6.0 DAYS/HOURS OF OPERATION

- 6.1 CONTRACTOR shall provide Individualized Transitions Skills services throughout Los Angeles County, on days and during hours that are responsive to the needs of the target population. The TDS must be available to provide services to TAY during hours that TAY is available, including evenings and weekends. Services shall start after 9:00 a.m. and end before 9 p.m. The TAY's Caregiver must approve any Sessions requiring a different start or end time.
- 6.2 CPD, or alternate, shall be available during the COUNTY's regular business hours of Monday through Friday, from 8:00 A.M. until 5:00 P.M., to respond to COUNTY inquiries and to discuss problem areas and shall have full authority to act for CONTRACTOR on all matters relating to the daily operation of this Contract. CONTRACTOR shall not be required to work on the following COUNTY holidays:
- New Year's Day
 - Martin Luther King's Birthday (Third Monday in January)
 - Presidents Day (Third Monday in February)
 - Memorial Day, (Last Monday in May)
 - Independence Day
 - Labor Day (First Monday in September)
 - Columbus Day (Second Monday in October)
 - Veterans Day
 - Thanksgiving Day (Fourth Thursday in November)
 - Day after Thanksgiving (Friday after Thanksgiving)
 - Christmas Day
- 6.3 CPD shall be available via telephone at a toll free number to address emergency situations during non-business hours.

7.0 SERVICE DELIVERY LOCATION

CONTRACTOR's service delivery location shall be within the region for which the ITSP Contract is awarded. Sessions located outside of its region shall require CPM approval.

- 7.1 Should the TAY receiving ITSP services relocate within Los Angeles County, TDS will continue to serve the needs of the TAY in his/her new location.
- 7.1.1 CONTRACTOR may submit a request to obtain a waiver of the continuation of TDS/TAY match, if relocation of TAY is not practical to continue match. CONTRACTOR shall submit this request to the CPM for review and approval.
- 7.2 CONTRACTOR shall provide a continuum of services to TAY that may relocate outside of Los Angeles County.

- 7.3 CONTRACTOR shall ensure that the service delivery is in the home of the TAY or at a community based site near their residence or in their defined Community.
- 7.4 CONTRACTOR shall use community based sites for Group Activity (e.g. Independent City, employment workshops, financial aid workshops) for TAY and their Caregivers to enhance the peer social networking skills of TAY. A Group Activity shall be limited to a maximum of fifteen (15) TAY with a ratio of at least one (1) TDS to five (5) TAY. Invoicing for Group Activities shall be limited to two (2) hours and meet the individual ITSP goals for each TAY, as well as ensure Chafee Outcomes.

PART C – SERVICE DESCRIPTION

8.0 PROGRAM GOALS

The goal of the Individualized Transition Skills Program contract is to enhance the Daily Life Skills to promote Self-Sufficiency of a TAY.

- 8.1 ITSP TAY have knowledge of how to access information via training, workshops, and/or activities related to the program goals: (1) Educational Attainment; (2) Post Graduation and Linkage; (3) No Barriers to Self Sufficiency; (4) Possessing of Daily Life Skills; (5) Self Advocacy Skills; (6) Health Information, Prevention and Insurance; (7) Applying for and receiving Social Services or other Financial Assistance; (8) Permanent Relationship/Connection; (9) Prepare for Gainful Employment; and (10) Safe and Affordable Housing.
- 8.2 The ITSP goals are consistent with the requirements created to fulfill the Foster Care Independence Act (Chafee Act) requirements and the eight Chafee Outcome Measures: 1) Receiving a High School Diploma; 2) Educational attainment; 3) Employment; 4) Avoidance of dependency; 5) Homelessness; 6) Non-marital childbirth; 7) Incarceration; and 8) High-risk behaviors.

9.0 TARGET POPULATION AND PARTICIPATION REQUIREMENTS

- 9.1 ITSP will serve all TAY referred by the COUNTY.
 - 9.1.1 The ITSP services provided by the CONTRACTOR are meant to focus on TAY; however, his/her Caregiver should also participate in the program, but will not be mandated to participate.
- 9.2 TAY enrolled in ITSP shall participate on a voluntary basis for 24 consecutive months.
 - 9.2.1 A TAY who exits the ITSP prior to the 24th month may request to re-enroll in ITSP, but is only eligible to receive services for the remaining months in his/her original ITSP plan, if approved.
- 9.3 Number of Referrals and TAY to be Served
 - 9.3.1 CONTRACTOR agrees to accept all referrals and understands that the number of TAY referred and to be served may vary from month to month. The COUNTY does not guarantee a minimum number of TAY to be served per month or contract period. CONTRACTOR shall be able to provide services to the number of TAY specified in the SOW Exhibit A-6 per month for the ITSP.

10.0 SCOPE OF WORK

10.1 SUMMARY

- 10.1.1 CONTRACTOR shall manage and operate ITSP that will provide training, guidance, and assistance to TAY to achieve Self-Sufficiency. The CONTRACTOR's program plan shall enable TAY to receive in-home (or community based) services. The services shall address the needs of the TAY. Additionally, the in-home trainings and/or applicable community based trainings should involve the TAY's Caregiver.
- 10.1.2 The CONTRACTOR's program plan and activities shall include the TAY, and the Caregiver whenever possible. Program plan shall include, but not be limited to all ten Program Goals, as referenced in Part C of the SOW.
- 10.1.3 CONTRACTOR shall develop and implement a general two-year ITSP model plan aimed to achieve the program goals and outcomes as outlined in Part C, Section 8.0 and Sub-section 10.4, and Part F, 17.0 of the SOW. This plan shall address the three levels of needs listed in Sub-section 10.1.3.1, and shall include use of the TILP or TAY/LP and the COUNTY approved life skills assessment tool. Upon receipt of the assessment results, CONTRACTOR shall personalize the general ITSP plan for each TAY, based on the assessed level and expressed needs of each TAY.
- 10.1.3.1 The level of need is defined as follows: Level 1 means the TAY has been assessed to possess self-sufficiency skills and may benefit from a minimum amount of hours of ITSP services per month. Level 2 means the TAY may need increased hours of ITSP services per month. Level 3 means the TAY may benefit from the maximum number of ITSP services per month. However, the determined level of need does not determine the actual number of ITSP services per month a TAY can receive. TAY may receive the maximum number of service hours allowed in SOW 10.1.4, so TAY can achieve their ITSP goals.
- 10.1.4 CONTRACTOR's two-year ITSP plan shall be designed to ensure that each TAY receives the full five (5) hours of billable service to achieve their established service goals. The allowable units of service invoiced per month for each TAY are subject to the following limits:
- a. A maximum of one hourly session rate for face-to-face time with TAY working on their service plans.

- b. A maximum of one hourly session rate for non-face-to-face time with TAY (e.g. texting, telephone calls, and other social networking technologies) and/or contacts with non-county entities in support of the TAY's service plans (e.g. employers, secondary education entities, and landlords).
- c. A maximum of one hourly session rate for preparation needed by the TDS to assist the TAY in making progress towards achieving the established service goals.
- d. Time spent in group activities may constitute no more than 40% of the sessions invoiced for each TAY.
- e. CONTRACTOR may invoice for sessions spent with the TAY as part of transporting the TAY to an activity.
- f. CONTRACTOR may not invoice for travel time to ITSP-related activities.

10.1.4.1 CONTRACTOR shall provide at least one Session per month for each TAY. The maximum number of sessions invoiced monthly per TAY cannot exceed five (5) sessions.

10.1.4.2 Each ITSP Session shall address at least one of the Chafee outcomes. ITSP will address and meet the individualized needs, as defined by the eight Chafee Outcomes referenced in Part C, Sub-section 8.2. The CONTRACTOR may use the goals indicated in the TILP or TAY/LP as a reference to guide them in meeting the TAY's individualized needs.

10.1.5 The TDS shall complete a quarterly assessment/evaluation (Part D, Section 13.0 of SOW) of the program progress of each TAY to determine the effectiveness of the program.

10.1.6 CONTRACTOR shall submit a request for review and approval to the CPM prior to providing service delivery over the required hours per assessed level.

10.1.6.1 CONTRACTOR shall submit request to CPM during month 18 of plan.

10.1.7 The request shall include supporting documentation of each TAY's individual needs and goals with potential timelines for ITSP completion for review. The CPM or designee will provide a response within three business days of receipt of this request. An approved extension shall not exceed eight additional Sessions for a total of 12 hours, unless approved and communicated by the CPM.

10.1.7.1 If request for additional service delivery is authorized, the agreed number of additional Sessions must be completed by the end of the 24th month.

10.1.8 CONTRACTOR shall acquire and maintain full signatures and dates from all TAY participants and their Caregivers for all ITSP services rendered during Sessions.

10.1.8.1 These documents will be provided to the CPM, or County designee, during technical review, and/or upon request.

10.2 ITSP PROMOTION AND LINKAGE

10.2.1 CONTRACTOR shall promote the Individualized Transition Skills services within Los Angeles County.

10.2.2 CONTRACTOR shall motivate both the TAY and the Caregiver to participate in ITSP by referencing their TILP or TAY/LP goals and discuss applicable topics with them indicating how their ITSP involvement will assist them in becoming Self-Sufficient as it pertains to the eight Chafee outcomes. Topics to be discussed include, but are not limited to: (1) educational attainment (including post secondary education); (2) acquiring employment opportunities (3) obtaining/maintaining an appropriate housing plan and (4) demonstrate knowledge of how to obtain his/her important/vital documents to ultimately assist in their transition to self sufficiency.

10.2.3 CONTRACTOR shall identify and develop connections, partnerships and/or relations to promote linkages to public and private resources that may enhance the TAY's strengths and address their challenges. This shall include, but is not limited to, Los Angeles County DCFS and Probation regional offices, Los Angeles County departments such as the Department of Mental Health, the Department of Public Social Services; Work Source Centers One-Stop Centers, and state entities/partners such as the Regional Centers, the Department of Rehabilitation, the Employment Development Department, applicable Community Based Organizations and available tutoring services.

10.3 REFERRALS

10.3.1 In-County Referrals

10.3.1.1 COUNTY case carrying CSW or Probation Liaison will forward the required referral documents: (1) Transition Independent Living Plan (TILP) for TAY with an open services case or Transition Age Youth/Living Plan (TAY/LP) for TAY with a closed case such as former foster/probation youth or Kin-GAP TAY and (2) the DCFS 5557 (SOW,

Exhibit A-2) to DCFS/ Probation ILP Coordinators who will refer TAY, to CONTRACTOR for services. These forms and any other forms referenced in this SOW are subject to change at the sole discretion of the COUNTY.

10.3.1.2 The ILP Coordinators shall make all referrals to CONTRACTOR via fax, email or mail.

10.3.1.3 Referrals must include either a TILP and DCFS 5557 or a TAY/LP and DCFS 5557. CONTRACTOR shall return any referrals without the required documents to the ILP Coordinator within one business day after discrepancy was identified.

10.3.1.3.1 CONTRACTOR shall provide services to the Referred TAY after upon receipt of the TILP or TAY/LP, and DCFS 5557.

10.3.1.3.2 CONTRACTOR shall make up to five telephonic attempts within ten consecutive business days to contact the referred TAY and Caregiver.

10.3.1.3.3 If contact is unsuccessful, CONTRACTOR shall complete supportive documentation of all efforts, including date and times, in a TAY status update, and send to the referring ILP Coordinator (as noted in the SOW, Section 10.7.1.5).

10.3.1.3.4 CONTRACTOR shall maintain the documentation in the office files, subject for review.

10.3.1.3.5 CONTRACTOR shall send the information to the CPM via email requesting their ability to target the TAY for future services. CPM or designee will provide a response or approval within five business days of the notification.

10.3.1.3.6 To increase referred TAY participation, CONTRACTOR may invoice recruitment efforts for one (1) unit of service at a maximum of 60 minutes (in 15 minute increments) per referred TAY only for successful and documented direct contact with referred TAY and/or Caregiver, which does not result in TAY program engagement. The unit rate of service is three times the No-Show rate.

10.3.1.3.7 CONTRACTOR shall start Sessions no later than by the first day of the third month of the Contract start date.

10.3.2 Processing In-County Referrals

10.3.2.1 CONTRACTOR shall complete the tasks indicated in Sub-sections 10.3.2.1.1 through 10.3.2.1.5 within fifteen business days of receipt of the referral.

10.3.2.1.1 CONTRACTOR shall acknowledge receipt of the referral by submitting a TAY Status Update (SOW, Exhibit A-3) via fax to the referring ILP Coordinator/Probation Liaison.

10.3.2.1.2 CONTRACTOR shall match/assign a TDS to the Referred TAY.

- a. If TAY is re-enrolling in ITSP, CONTRACTOR shall re-match the Re-enrolled TAY with his/her original TDS before matching/assigning a new TDS.
- b. CONTRACTOR shall match/assign TDS to TAY by geographical location of the TAY.

10.3.2.1.3 TDS shall contact the TAY and his/her Caregiver immediately upon receipt of the referral to share his/her role and schedule a date and time for the assessment (COUNTY approved life skills assessment) to occur.

10.3.2.1.4 TDS shall use an agreement form, developed by the CONTRACTOR, signed by the TAY or TAY and Caregiver stating their willingness to participate in ITSP. Agreement shall be maintained in the TAY's ITSP case file maintained by the CONTRACTOR.

10.3.2.1.5 TDS shall administer the applicable assessment tool as referenced in sub-section 10.4.2 below to Referred TAY.

10.3.3 Out-of-County Referrals

10.3.3.1 CONTRACTOR shall ensure that ITSP services (i.e. core services) are provided to all Out-of-County TAY via Los Angeles County Out-of-County Coordinator. Each Enrolled Out-of-County TAY shall receive ITSP services up until they terminate from placement or return to the county of jurisdiction.

10.3.3.1.1 CONTRACTOR shall implement an ITSP curriculum for the Enrolled Out-of-County TAY based on the individualized goals of the TAY's TILP, which will originate from the county of jurisdiction.

10.3.3.1.2 Referrals not received via the Out-of-County Coordinator will not be claimable.

10.3.3.1.3 CONTRACTOR will not be penalized for failing to implement a two-year ITSP curriculum for an Enrolled Out-of-County TAY who reunifies from care prior to meeting the two-year curriculum goal.

10.3.3.1.4 All required reporting and correspondence will be directed to the Out-of-County Coordinator.

10.4 PROGRAM DELIVERABLES

10.4.1 Service Delivery for ITSP shall assist TAY in becoming Self-Sufficient Adults. However, TAY often exit care with lack of knowledge and ability to do so. The program deliverables below will assist the TAY with the support and knowledge needed to transition to becoming Self-Sufficient Adults. He/she will know how to meet their educational goal, meet their employment goals, secure and maintain appropriate housing and acquire his/her vital documents. These aforementioned self sufficiency areas and the following service deliveries will assist TAY in becoming Self-Sufficient Adults.

10.4.1.1 The ITSP services provided by CONTRACTOR are meant to focus on TAY to enhance his/her ability to become self-sufficient.

10.4.1.2 CONTRACTOR shall develop an ITSP Session sign-in log for every Session, including Group Activity. The TAY, Caregiver and the TDS shall sign, date, and note beginning and ending session times on the sign-in log for each Session. The Session sign-in logs shall be submitted to the CPM on a monthly basis.

10.4.2 Life Skills Assessment

CONTRACTOR shall use a COUNTY approved Nationally recognized life skill assessment tool such as the Ansell-Casey Life Skills Assessment Form –TAY Level 4 (SOW Exhibit A-5 and also available on the Casey Family Programs' website at the following link: www.caseylifeskills.org/pages/assess/assess_aclsa.htm) to conduct a baseline assessment (initial life skills assessment) of the Referred TAY to determine his/her level in relation to the eight Chafee outcomes as referenced in sub-section 10.4.3 below. COUNTY, at its sole

discretion, may request CONTRACTOR to utilize a different life skills assessment tool, if the current COUNTY approved life skills assessment tool has been determined to be insufficient at any time throughout the term of the Contract.

10.4.2.1 CONTRACTOR shall administer a COUNTY approved life skills assessment to the Referred TAY for ITSP to determine his/her ITSP level to initiate services as referenced in Part C, sub-section 10.4.3, of the SOW.

10.4.2.2 CONTRACTOR shall re-administer the life skills assessment at the beginning of the TAY's participation in ITSP and every six months to determine his/her ITSP progress and may use the TAY's score as evidence to support issuance of incentive payments as referenced in Part C, sub-section 10.5 Individualized Transition Skills Program Participant Incentives. CONTRACTOR shall administer a total of five life skills assessments for each TAY completing ITSP.

10.4.3 ITSP Program Plan and Chafee Outcomes

CONTRACTOR shall provide a program plan (e.g. an Experiential Learning Tool) to meet the ten program goals and the eight Chafee Act outcomes. CONTRACTOR shall provide ITSP services up to the maximum number of TAY served for ITSP referenced per month in SOW Exhibit A-6. COUNTY does not guarantee that the number of TAY requiring services will be the number of ITSP TAY identified in SOW Exhibit A-6 per month. The number of TAY requiring services may vary on a month-to-month basis due to ILP eligibility for referrals and TAY participation. Program plan shall include:

10.4.3.1 Receiving a High School Diploma

CONTRACTOR shall ensure the TAY will receive services, including tutoring referrals that will result in TAY receiving his/her High School Diploma.

10.4.3.1.1 TDS shall provide educational mentoring including consistent review of academic records to determine if TAY is making progress to pass the California High School Exit Exam (CAHSEE) and/or acquire a High School Diploma, General Education Diploma (GED) or a California High School Proficiency Certificate.

10.4.3.1.2 TDS shall meet with the TAY and Caregiver to ensure he/she is timely enrolled in classes to graduate as required by their respective school district, and provide assistance to ensure he/she is

knowledgeable of and/or enrolled in classes that meet the A-G requirements (A. History/Social Science – 2 years; B. English 4 years required; C. Mathematics – 3 years required, 4 years recommended); D. Laboratory Science-2 years required, 3 years recommended); E. Language Other than English (Foreign Language) – 2 years required, 3 years recommended (two years of the same language); F. Visual & Performing Arts – 1 year required; G. College Preparatory Electives – 1 year required) necessary to pursue a post secondary education.

10.4.3.1.3 TDS shall ensure TAY or TAY and Caregiver meets with the High School Counselor, Career Counselor and/or Foster Youth Educational Liaison as needed.

10.4.3.1.4 TDS shall provide resources to TAY, or TAY and Caregiver including, but not limited to: improving study skills, educational and tutoring referrals and other relevant educational enhancement services.

10.4.3.1.5 TDS shall provide academic resources to TAY or TAY and Caregiver that can support the TAY's educational (TILP or TAY/LP) goals.

10.4.3.1.6 TDS may attend meetings (e.g. TILP, Transition Conference, Team Decision Making (TDM), 90-Day TILP) that address the academic needs of the TAY.

10.4.3.1.7 TDS shall ensure the TAY has basic knowledge of computer use including Microsoft Suite (Word, Excel, Power Point and Access) and internet research ability.

10.4.3.1.8 TDS shall ensure TAY or TAY and Caregiver are aware of resources including, but not limited to: the YDS website: <http://www.ilponline.org> (Education Section), <http://www.Careerzone.com> and The ABC's of Transition and the Independent Living Program manual at www.publiccounsel.org.

10.4.3.2 Continuing Education Attainment

CONTRACTOR shall ensure the TAY will receive information that will assist in his/her continuing education.

10.4.3.2.1 The program plan shall illustrate how the TDS will provide assistance to TAY and Caregiver in understanding all his/her options for graduation including community college, a 4-year college/university and vocational/education or training.

10.4.3.2.2 TDS shall provide TAY and Caregiver with assistance in completing the enrollment process including admission applications, Equal Opportunity Program/Equal Opportunity Program Services (EOP/EOPS) applications, Financial Aid Applications, Scholarship/Sponsorship Applications, Educational/vocational grants, Cal Grants, Chafee Educational Vouchers, upon exiting care Guardian Scholars (or applicable program) applications and campus housing applications (if post secondary education is desired).

10.4.3.2.3 TDS shall refer TAY and Caregiver to financial aid workshops at a local community site when necessary.

10.4.3.3 Avoiding Non-Marital Child Birth

CONTRACTOR shall ensure the TAY receives vital information that will result in him/her avoiding Non-Marital Child Birth.

10.4.3.3.1 TDS shall provide educational information pertaining to dating; Non-Marital Child Birth prevention, parenting (when applicable), planned parenthood/contraception, safe sex and sexually transmitted diseases (STDs).

10.4.3.4 Avoiding High Risk Behavior

CONTRACTOR shall inform TAY of what High Risk Behaviors are and provide strategies on how he/she can avoid High Risk Behaviors.

10.4.3.4.1 TDS shall educate/advise the TAY or TAY and Caregiver of High Risk Behaviors including, but not limited to: violence, gang activity, alcohol/substance abuse, unhealthy eating/diet, domestic violence, lack of respect for authority/law enforcement and criminal/self destructive behaviors/activities resulting in legal ramifications.

10.4.3.4.2 TDS shall distribute resources and/or make referrals such as mental health counseling or an after-school

or gang prevention program to prevent or re-direct high-risk behavior.

10.4.3.5 Avoiding Incarceration

CONTRACTOR shall provide TAY strategies on how to avoid incarceration.

10.4.3.5.1TDS shall inform TAY or TAY and Caregiver of various ways to avoid incarceration.

10.4.3.5.2TDS shall educate TAY or TAY and Caregiver on ways to prevent any involvement or contact with the criminal justice system that is negative. The topics should include, but is not limited to: avoiding gang affiliation, citations, tickets, fines or warrants (Metropolitan Transit Authority (MTA) or criminal), fraudulent activity (i.e. identity theft and bad check writing), vandalism and assault.

10.4.3.5.3TDS shall provide TAY information on how to seal a juvenile court record (if necessary).

10.4.3.5.4TDS shall share information with TAY or TAY and Caregiver on how to acquire legal assistance via Public Counsel, Alliance for Children's Rights and other No/Low Cost Legal Consultation/Assistance agency.

10.4.3.5.5TDS shall ensure the TAY knows how to access all important documents from DCFS/Probation departments, including proof of county dependency prior to exiting care.

10.4.3.6 Gaining Employment

The Workforce Investment Act (WIA) of 1998 requires employment programs (WIAs) to provide services to eligible youth (low income, foster children, pregnant and parenting teens) ages 14 through 20 years of age that include employment services. The goal of the WIA is for participants to receive education and employment services resulting in successful trainings and supportive services resulting in their workforce readiness and leadership development.

As a result, of the excelling rate of unemployment it is essential that each TAY is prepared for the workplace. CONTRACTOR shall prepare each TAY for Gainful Employment.

- 10.4.3.6.1 TDS shall link TAY to local employers to ensure exploration of career options, on-the-job training programs, including participation in job tours/shadowing, volunteer and/or internship opportunities.
- 10.4.3.6.2 TDS shall register/link TAY at local WIA employment/training service centers such as: Employment Development Department (EDD), WorkSource, One Stop Centers, CalJobs, DPSS GROW (if eligible) in their respective communities. CONTRACTOR shall provide proof of registration for each Enrolled TAY.
- 10.4.3.6.3 TDS shall assist the TAY in completing an assessment to determine his/her skill/occupational levels and interest such as <http://www.careerzone.com>.
- 10.4.3.6.4 TDS shall assist the TAY to develop strategies to meet their employment goal.
- 10.4.3.6.5 TDS shall provide the TAY with employment preparation services including, but not limited to: resume writing, completing an employment application, securing potential job leads, interviewing techniques/skills, be work ready, explore career options, strategies for seeking and retaining employment.
- 10.4.3.6.6 TDS shall inform/describe to TAY the basic pre-employment skills such as dressing appropriately for an interview and in the workplace, and Job Guidance including, but not limited to: the importance of time management and displaying a positive attitude daily.
- 10.4.3.6.7 TDS shall assist TAY in acquiring and/or retaining employment for a minimum of two months (e.g. summer employment (when available), with the ability to use as a reference and serve as sufficient work experience resulting in Gainful Employment.
- 10.4.3.6.8 TDS shall provide the TAY with examples of how to read and understand a check stub including hours worked/paid, tax deductions, health benefit cost and the difference in gross and net income.

10.4.3.6.9 TDS shall inform the TAY or TAY and Caregiver of community occupational/vocational programs such as Job Corps, Conservation Corps, non-profit organizations and internet resources including, but not limited to: the YDS website: <http://www.ilponline.org> (Career/Job Section), <http://www.careerzone.com> and the ABC's of Transition and the Independent Living Program Manual at (www.publiccounsel.org).

10.4.3.6.10 CONTRACTOR shall provide resources available from Legal Aid Foundation of Los Angeles and the State Labor Commission regarding the rights of employees in the workplace to be free from discrimination in hiring and for fair wages and pay for overtime.

10.4.3.6.11 CONTRACTOR shall inform the TAY of County and City processes for employment and assist TAY in applying for civil service positions (examinations) in relation to the COUNTY goal four county departments to hire current and former foster youth.

10.4.3.7 Attaining Self-Sufficiency

CONTRACTOR shall provide services to TAY with specific information and training regarding Daily Life Skills including, but not limited to: personal maintenance and personal responsibility to result in their success as Self-Sufficient Adults.

10.4.3.7.1 CONTRACTOR shall include activities that enable the TAY to build self confidence and enhance self-esteem.

10.4.3.7.2 TDS shall ensure the TAY will be knowledgeable of Daily Life Skills including, but not limited to: Self-Advocacy, problem solving, conflict-resolution, social skills, interpersonal skills, coping skills, survival skills and networking.

10.4.3.7.3 TDS shall provide the TAY with information and in-home/community based training on Daily Life Skills including, but not limited to: financial management/budgeting including paying and disputing bills; establishing and maintaining a personal savings and checking account; how to purchase groceries; how to prepare meals; how to clean and maintain a household; knowledge

regarding consumer rights and resources; how to address landlord/tenant and/or property ownership issues; how to use public transportation, how to purchase an automobile; addressing tickets and/or fines; have knowledge of how to protect/avoid/resolve identity theft issues; possess basic computer/internet skills; and have knowledge about consumer rights and resources.

10.4.3.7.4TDS shall ensure the TAY or TAY and Caregiver will obtain or receive information on how to access his/her vital/important documents such as Birth Certificate; Social Security Card; immunizations records; medical records; health and education passport; Social Security Income (SSI) card; California Identification/Driver's License; acquiring or proof of citizenship or residency; and proof of dependency status.

10.4.3.7.5TDS shall ensure the TAY has knowledge of procedures for requesting and reviewing documents such as court reports under WIC 827.

10.4.3.7.6TDS shall ensure the TAY receives information regarding health and mental health services/resources including, but not limited to: counseling, Medi-Cal, the re-application/extension/replacement process and accessing specialized medical services.

10.4.3.7.7TDS shall assist the TAY in understanding what is necessary to retain health care, including Medi-Cal, ensure he/she receives information specifically related to his/her medical needs and how to meet them.

10.4.3.7.8TDS shall ensure the TAY has knowledge of how to access any and all social service departments such as DPSS and other sources of support including but not limited to Social Security Income (SSI), CalWorks, General Relief (GR)/General Assistance, Temporary Assistance for Needy Families (TANF), Food Stamps and Child Support.

10.4.3.7.9TDS shall ensure the TAY has information about all available ILP services, how to access ILP services, including completion of a detailed virtual tour of the official the Los Angeles County's YDS website: <http://www.ilponline.org>.

10.4.3.7.10 TDS shall ensure the TAY is scheduled to visit the local Transition Resource Center (TRC) within 30 days of their 18th birthday or within 90 days of their dependency case closure to meet with a DCFS/Probation ILP Coordinator/staff and acquire the contact information for future services. CONTRACTOR shall only use other service sites that are approved by the ILP Coordinator or the CPM.

10.4.3.7.11 TDS shall also ensure that the Kinship TAY or Kinship TAY and Caregiver visits and/or receives information about a DCFS Kinship Resource Center www.lacdcfs.org and the resources available (a visit is required if it is logistically feasible).

10.4.3.7.12 TDS shall also refer the TAY and/or the Caregiver to various CBOs that provide services that may benefit their well being and assist in their transition to self sufficiency (e.g. State Department of Rehabilitation).

10.4.3.7.13 TDS shall assist the TAY to establish at least one permanent relationship with a family member/members who is supportive, and/or family finding is being conducted to locate appropriate family members, and/or CONTRACTOR shall assist TAY in establishing one or more relationships with an adult that will provide assistance, advice, and support in both good and difficult times during their transition from care to self sufficiency (if desired).

10.4.3.8 Avoiding Homelessness

CONTRACTOR shall ensure the TAY is knowledgeable of how to avoid homelessness and acquire permanent housing.

10.4.3.8.1 The TDS shall inform the TAY of what safe, affordable housing is, how to acquire safe and affordable housing and/or transition into safe or affordable housing when they exit care.

10.4.3.8.2 TDS shall provide the TAY with tools/resources such as 211 and <http://www.ilponline.org> as well as complete exercises via <http://www.careerzone.com> that will result in his/her awareness of how to avoid homelessness.

10.4.3.8.3 TDS shall assist the TAY with a housing plan and secure stable housing including Extended Foster Care when appropriate.

10.4.3.8.4 TDS shall provide information to the TAY or TAY and Caregiver including, but not limited to: how to acquire housing, retain housing, paying rent/bills, resolve landlord-tenant issues, budgeting, and other local, state, transitional housing and federal housing programs, prior to their dependency case closing.

10.4.3.8.5 TDS shall inform the TAY or TAY and Caregiver of the importance in participating in the 90-Day Transition Planning Conference where TAY can be assessed for appropriate housing referrals (e.g. transitional housing, mental health). TDS shall participate in the 90-Day Transition Planning Conference.

10.5 ITSP PARTICIPANT'S INCENTIVES

10.5.1 CONTRACTOR shall ensure each TAY who participates in ITSP receives payment incentives based on his/her progress in meeting his/her ITSP goals as referenced in sub-section 10.5.1.1 and 10.5.1.2 below.

10.5.1.1 To enhance and motivate TAY participation, CONTRACTOR shall provide the TAY with four monetary incentives of \$75 each to reward the TAY every time an ITSP goal is fully accomplished, for a maximum of \$300 during the time a TAY is participating in the program. CONTRACTOR may award the TAY when he/she achieves his/her goal that is aligned with one of the eight Chafee outcomes.

10.5.1.2 The ITSP goals developed for each TAY shall focus on the following self sufficiency areas: (1) educational goal; (2) acquire and/or an employment opportunity including an internship or volunteer opportunity; (3) obtain/maintain appropriate housing (plan) and (4) demonstrate the knowledge of how to obtain his/her important/vital documents such as a birth certificate, social security card and California ID/Driver License; proof of citizenship; academic records. Proof of relevant documentation and incentive distribution shall be maintained in the ITSP files for each TAY.

10.5.1.3 Incentives are to be disbursed when TAY achieves an ITSP goal anytime, as defined in the SOW, Part C, Section 8.0 Program Goals.

10.5.1.3.1 The disbursement of the incentives must be documented including proof of receipt by TAY to include the following identifying information for each TAY paid the incentive: full name of the TAY, date of birth, TAY's signature, the case number, case-carrying CSW/DPO and ILP Coordinator. CONTRACTOR shall maintain a log of all such incentive payments.

10.5.1.4 CONTRACTOR shall submit a request to the CPM if any other individualized goals other than those noted above are identified. The CPM will provide a decision to the CONTRACTOR approving or denying the request within five business days.

10.6 TILP OR TAY/LP UPDATES

10.6.1 The TILP or TAY/LP shall be updated by DCFS case carrying CSW and/or Probation support staff every six months for all Foster/Probation TAY.

10.6.1.1 CONTRACTOR shall contact the ILP Coordinator 30 days prior to the next scheduled TILP or TAY/LP date to request a current TILP or TAY/LP for each Enrolled TAY. CONTRACTOR shall contact the ILP Coordinator to request the assigned CSW/DPO to conduct the TILP or TAY/LP update meeting. The meeting shall include CSW/DPO, TAY, Caregiver and TDS.

10.7 TAY STATUS UPDATE

10.7.1 CONTRACTOR shall prepare TAY Status Update (SOW Exhibit A-3) for each TAY referred. Each sheet in the log shall have the following identifying information for each of the program participants: first and last name of the TAY, date of birth, the State number, Placement Type, TDS Name, Assessment Date, and DCFS/Probation ILP Coordinator.

10.7.1.1 Initial Documentation

CONTRACTOR shall provide TAY Status Update within five business days to the ILP Coordinator to confirm receipt of the referral(s).

10.7.1.2 Non Compliance/Unresponsive to Services

CONTRACTOR shall submit TAY Status Update for each

TAY to the ILP Coordinator within three calendar days for reasons including, but not limited to: no timely notification of a change in placement, drop out, he or she refuses to cooperate or a no show.

10.7.1.2.1 The ILP Coordinator will provide a copy of the TAY Status Update to the case carrying CSW/DPO.

10.7.1.2.2 CONTRACTOR shall provide TAY Status Update proposing a termination of services noted in sub-section 10.7.1.5 below for review by the ILP Coordinator and the CPM if there are consistent instances of non-compliance and unresponsiveness by TAY prior to or after ITSP services have been initiated.

10.7.1.2.3 CONTRACTOR is limited to invoice a maximum of two (2) no-shows for any TAY, which include attempts to administer a COUNTY approved nationally recognized life skills assessment tool (such as the Casey Life Skills Assessment) and/or scheduled face-to-face session appointments.

10.7.1.2.4 CONTRACTOR may invoice the equivalent of one hourly session rate of service for no-shows.

10.7.1.2.5 CONTRACTOR (TDS) shall ensure the documentation of all no-shows, as required in the SOW, Section 10.7 – TAY Status Updates and commence to initiate the termination process as reflected in the SOW, Sub-section 10.7.1.5 when applicable.

10.7.1.2.6 CONTRACTOR must document efforts to contact the TAY and/or caregiver to confirm the scheduled appointment, as part of claiming no-shows.

10.7.1.2.7 CONTRACTOR must document the efforts to determine the reason(s) for the no-show, and plans to reduce any additional no-shows for subsequent scheduled visits with TAY.

10.7.1.2.8 Upon experiencing two no-shows with a TAY, CONTRACTOR must contact and consult with CPM to determine if ongoing ITSP services are to be provided.

10.7.1.3 Incomplete Assessment

CONTRACTOR shall submit TAY Status Update to the ILP Coordinator if their staff is unable to complete a life skills assessment. CONTRACTOR's staff shall document the reasons in the TAY Status Update and shall submit the TAY Status Update to the ILP COORDINATOR within ten calendar days of the incomplete assessment visit or of the last date of the attempted visit. The ILP Coordinator will provide a copy of the TAY Status Update to the case carrying CSW/DPO.

10.7.1.4 Completion of ITSP Goals

For each TAY served, TDS shall submit the TAY Status Update to the ILP Coordinator within 10 calendar days of the TAY's completion of each ITSP goal. The TAY Status Update shall include specific information regarding the sessions/workshops he/she participated in during the applicable timeframe to include the total numbers of sessions/workshops and hours per TAY. There should also be notation including an incentive payment amount to a TAY including the amount, date and time he/she received the incentive payment.

10.7.1.5 Termination of Progress for ITSP

CONTRACTOR shall submit TAY Status Update to the ILP Coordinator notifying them of proposal to terminate service delivery. A Termination of Progress is required when the TAY participant has demonstrated unresponsiveness and/or non compliance for participation in ITSP.

10.7.1.5.1 In addition to the TAY Status Update, CONTRACTOR shall provide a copy of all records including quarterly reports, a transcript of services provided to TAY (and Caregiver when applicable) including dates of contacts, status of ITSP goals, dates and amounts of incentive payments issued as well as TAY signatures for validation of receipt.

10.7.1.5.2 This notification must occur within five calendar days of the date that CONTRACTOR was notified.

10.7.1.5.3 The ILP Coordinator will review the information (with consultation with the case carrying CSW/DPO and CPM or identified designee when necessary) and respond to the CONTRACTOR with notification to terminate or re-initiate ITSP services. A TAY's ability to start or stop ITSP services is subject to review of the CPM.

10.7.1.6 The ILP Coordinator shall provide a copy of the TAY Status Update and attachments to the case carrying CSW/DPO.

PART D - SERVICE REPORTS

11.0 ASSESSMENT REPORTS

11.1 ITSP Assessment Reports

11.1.1 CONTRACTOR shall provide the following reports to the DCFS/Probation ILP Coordinator within ten calendar days after the assessment test was administered for each TAY.

- a. COUNTY approved life skills assessment report
- b. Initial/Progress/Conclusion ITSP Report (SOW Exhibit A-7)

11.1.2 In the event that CONTRACTOR is unable to complete an assessment, CONTRACTOR shall document the reasons in the TAY Status Update as referenced in Part C, sub-section 10.7.1.3.

12.0 MONTHLY REPORTS

12.1 CONTRACTOR shall develop and provide reports based on services provided during the previous month to the CPM or designee on 15th day after the applicable calendar month (unless otherwise specified below) via email.

12.2 CONTRACTOR shall categorize all reports by referring ILP Coordinator and include the following: TAY's full name, age at the time of the report, date of birth, State Identification number, Placement Type, assigned CSW/DPO, referral date, enrollment date, and completion date, and shall include data to differentiate DCFS and Probation TAY when applicable.

12.3 CONTRACTOR shall provide additional reports/feedback to the CPM or designated staff including service delivery for a specific TAY upon request or a specific group of youth (e.g. age, service, Placement Type) within a 24 hour period or an agreed upon time between the COUNTY and CONTRACTOR.

12.4 CONTRACTOR shall submit a Monthly Cumulative Report containing Summary Report, Referral Report, Life-Skill Assessment (Ansell-Casey) Report, ITSP Report, Probation Report, and any additional reports deemed necessary by the CPM. The report shall provide data based on Service Planning Areas and differentiate the DCFS and Probation TAY.

12.4.1 Monthly Cumulative Report

CONTRACTOR shall maintain records on the number of TAY enrolled ITSP Services. The records shall reference relevant services necessary to develop the required reports for ITSP services provided to each Enrolled TAY or TAY and Caregiver. The Cumulative report (e.g. Microsoft Excel with referenced reports per worksheet) shall be provided to the CPM and other COUNTY designee.

12.4.2 Monthly Summary Report

CONTRACTOR shall develop and provide to the CPM, by the 15th day of every month, a Monthly Summary Report of all services. The Summary report shall include the following: total number of referrals; total number of referrals returned (incomplete or unable to contact); total number of refusals; total number of life skills assessments completed; total number enrolled in ITSP; total number of TAY who completed ITSP; total number of TAY who showed improvement after completion of ITSP; total number of TAY who completed the survey; total number of TAY linked to WIA Career Development Centers and/or CalJobs; total number of TAY linked to educational supports and resources including tutoring; total number of TAY linked to TRC's and total number of TAY linked to Kinship Centers and/or additional Community Based Programs.

12.4.3 Monthly Referral Report

This report shall list all Referred TAY for the month and required information as referenced above in sub-section 12.2.

12.4.4 Monthly Life-Skill Assessment Report

This report shall list all the TAY who have been assessed during the reporting month and required information as referenced above in sub-section 12.2.

12.4.5 Monthly ITSP Report

This report shall include the topic of each of ITSP session and hands-on workshops offered during the previous month. The report shall include number of TAY who dropped out or refused participation. This report shall also include the pre and post life skill assessment scores, total number of sessions/hours completed, date of linkage to Workforce Source Centers (WIA) and CalJobs, date of Transition Resource Center scheduled visit and required information as referenced above in sub-section 12.2.

12.4.6 Monthly Probation Report

This report shall list all Probation TAY receiving ITSP services.

12.4.7 Additional Reports

COUNTY shall have the sole discretion to request additional reports from CONTRACTOR. CONTRACTOR shall submit reports as requested.

13.0 QUARTERLY REPORTS

- 13.1 CONTRACTOR shall develop and provide quarterly progress reports for each ITSP TAY addressing his/her progress/status to the ILP Coordinator within five calendar days of the date marking the quarter for each TAY receiving ITSP services (or as needed). This progress report shall address the

completion of the TAY's ITSP goals in relation to the eight Chaffee Act Outcomes.

- 13.2 The ILP Coordinator and CSW/DPO will review the report and communicate with CONTRACTOR regarding any concerns. CONTRACTOR shall respond to their concerns and/or requests within three calendar days.
- 13.3 CONTRACTOR shall provide progress reports as needed upon request to ILP Coordinator for a court date or relevant meeting (e.g. Team Decision Making (TDM) Transition Conference (T-Con), 90 Day Transition Plan) where this information can be beneficial. The progress report shall address the TAY's ITSP (and/or TILP or TAY/LP) goals; include a transcript noting ITSP topics covered and his/her status in relation to meeting the eight Chaffee Act Outcomes.

14.0 ANNUAL REPORTS

- 14.1 At the end of each contract year, CPD shall submit to the CPM an aggregated report of the findings. This report shall be submitted by the 31st day of December of each contract year based on the Performance Requirements Summary (PRS) as referenced in the SOW Exhibit A-1.
 - 14.1.1 This report shall include, but not be limited to: the total number and percentages of TAY, or TAY and Caregivers enrolled, total number participated, total number of sessions and hours completed, total number dropped and total number completed the ITSP program. The annual report provided shall include CONTRACTOR's recommendations for program enhancement.

PART E - QUALITY ASSURANCE PLAN

15.0 CONTRACTOR'S QUALITY ASSURANCE PLAN

15.1 CONTRACTOR shall establish and maintain a Quality Assurance Plan (QAP) (submitted with proposal) to assure the requirements of the contract are met. The CPM will review CONTRACTOR's QAP and provide CONTRACTOR with requested changes if conflicting procedures are identified or procedural changes are made. If the CPM request changes in CONTRACTOR's QAP, CONTRACTOR shall make such changes and resubmit the plan for approval within five business days of request.

15.1.1 CONTRACTOR shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.

15.1.2 The QAP must explain how policies and procedures will be disseminated, implemented and utilized by CONTRACTOR staff.

15.2 If CONTRACTOR performance requirements are not met, the CPM may call CONTRACTOR or send CONTRACTOR a User Complaint Report (UCR), SOW Exhibit A-8, or both. CONTRACTOR shall respond to a call within one hour and respond to a UCR within twenty-four hours of receipt. All performance requirement issues will be reported to the CPM.

15.3 The CPM or other personnel, authorized by the COUNTY, will monitor CONTRACTOR's performance under this contract using the Quality Assurance Plan specified in its Proposal in response to the Statement of Work and SOW Exhibit A-1, Performance Requirements Summary. All monitoring will be conducted in accordance with, Section 24.0, COUNTY's Quality Assurance Plan, of the Contract.

PART F - EVALUATION AND OUTCOME

16.0 EVALUATION AND OUTCOME

Evaluative functions are used to set measurable targets for the CONTRACTOR's program operation and to use those targets to test the effectiveness and efficiency of the services and supports. Evaluative information should also be used to determine the degree to which ongoing practice remains faithful to the original model and to incorporate ongoing innovations into the continuous improvement of that model. Additionally, client satisfaction surveys also assist in the evaluative process and will be applicable to this contract.

16.1 CONTRACTOR shall cooperate with and participate in the COUNTY's independent evaluation conducted by a contracted vendor of this project; including designating agency staff to work directly with the COUNTY designated evaluator and CPM to establish tracking systems to gather data information relevant to all aspects of the evaluation design.

16.2 The data collection and tracking systems required of CONTRACTOR shall include, but not be limited to: client profiling, client characteristics and demographics, collection and reporting of data on the outcomes and objectives, method of monitoring the quality of services provided by CONTRACTOR, and survey instruments. CONTRACTOR shall perform data entry to support these activities.

16.2.1 CONTRACTOR may be required to use a COUNTY web-based application for purposes of tracking. Use of this web-based application will be determined prior to contract commencement.

16.3 COUNTY will develop a client satisfaction survey to be administered by the CONTRACTOR to all ITSP participants (e.g. Enrolled TAY and Participated TAY) and Caregivers upon completion of the service delivery. This survey template is expected to be completed within 15 days prior to the end of services. The survey analysis completed by the Evaluation Team and its findings will be used by CPM as baseline for information regarding services.

17.0 PERFORMANCE OUTCOME SUMMARY

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Safe and Affordable Housing to Avoid Homelessness (This performance outcome is related to Chafee Outcome #7 and #8)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Possess the knowledge and resources to avoid homelessness, including knowledge/information on retaining housing, landlord-tenant issues, savings, and other local, state, and federal housing programs, prior to exiting care. • Be assessed/screened at the 90-Day Transition Planning Conference to make an appropriate housing referral (e.g. transitional housing, mental health). 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, and National Youth Transition Database (NYTD).</p> <p>Review of Contractor case files via a Quarterly Technical Case Review (Audit) of rental/lease applications, mock and official copies.</p>	<p>75% of TAY participants will demonstrate he/she has knowledge of safe and affordable housing.</p> <p>25% of TAY participants, ages 18 -20, will acquire housing prior to case closure.</p> <p>85% of TAY participants will secure transitional or housing prior to case closure.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Possess Self-Advocacy Skills to Attain Self Sufficiency (This performance outcome is related to Chafee Outcome #7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Possess the ability and skills to advocate for themselves to obtain necessary services and support. 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, NYTD, and Exit Outcomes.</p>	<p>90% of Participated TAY will have increased knowledge of Self-Advocacy skills.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: TAY will Possess Daily Life Skills to Attain Self Sufficiency (This performance outcome is related to Chafee Outcome #7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Have enhanced self confidence/esteem; • Acquire problem solving, conflict resolution, social, coping, interpersonal and survival skills; • Have financial literacy; • Have established and maintained a bank account (savings or trust accounts); • Know how to purchase groceries; • Know how to prepare meals with proper food handling; • Possess knowledge of how to clean and maintain a home and laundry; • Possess knowledge of landlord tenant and home purchasing issues; • Know how to use public transportation and/or acquire a Driver License; • Possess basic computer/ internet skills; • Possess personal responsibility skills for his/her actions; and • Possess knowledge about consumer rights resources; • Obtain or know how to obtain Vital records; • Receive information about Health/Mental Health, Medi-Cal, ILP, DPSS, Kinship and other beneficial resources. 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, NYTD, and Exit Outcomes.</p> <p>Review of Contractor case files via a Quarterly Technical Case Review (Audit), reflecting both copies of applications and acquired vital documents.</p>	<p>90% of Participated TAY will demonstrate increased knowledge of Daily Life Skills.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Prepared for Gainful Employment (This performance outcome is related to Chafee Outcome #6)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will receive job preparation training including:</p> <ul style="list-style-type: none"> • Be work ready (linked to employers; explore careers, participate in job fairs, tours/shadowing, volunteer and/or internship opportunities; • Be linked/registered at an Employment Development Department One-Stop Center (e.g. One Source California Youth Program and CalJobs) DPSS GROW; • Completing a work assessment via Career Zone and developing strategies to meet job/career goal; • Resume writing, completion of employment applications, dressing appropriately, interviewing techniques and obtaining and retaining a job; • Have held at least one job for two (2) or more months (paid and non-paid) while in care, with the ability to use the supervisor as a reference; and • Understanding how to read check stub including taxes and benefits; and • Know of additional/community resources. 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, NYTD, and Exit Outcomes.</p>	<p>75% of Participated TAY will be either be prepared (registered at a (WIA) Work Source/One Stop Centers employment program and CalJobs) for gainful employment or be employed.</p> <p>25% of Participated TAY able to work will be gainfully employed.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Meet All Mandated Requirements Including passing the California High School Exit Exam (CAHSEE) to Attain a High School Diploma/GED or pass the California High School Proficiency Exam and Post-Graduation Options and Linkage. (This performance outcome is related to Chafee Outcome #1)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Demonstrate academic progress to receive/earn a High School Diploma, General Educational Development (GED) Diploma or acquire a California High School Proficiency Certificate; and • Be in possession of a High School Diploma, General Educational Development (GED) Diploma or acquire a California High School Proficiency Certificate. <p>TAY will:</p> <ul style="list-style-type: none"> • Understand all of the options for post-graduation, including but not limited to community college, 4-year college, and vocational education or training; • Be linked to post graduate programs (including help with completing college or vocational school applications and all relevant financial aid documents); and • Be in a position or enrolled in college or a vocational school with secured financial aid if post secondary education is his/her desire. 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, NYTD, and Exit Outcomes.</p> <p>Contractor generated reports, youth surveys, CWS/CMS, NYTD, Exit Outcomes, Review of Contractor case files via a Quarterly Technical Case Review (Audit).</p>	<p>80% of Participated TAY will attain their educational goal(s) listed in his/her TILP or TAY/LP.</p> <p>75% of Participated TAY will have an increased knowledge of how to attain their post secondary goal(s).</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Health Information, Prevention Information, Insurance and Services/Resources (This performance outcome is related to Chafee Outcome #3, #4 and #7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
TAY will: <ul style="list-style-type: none"> • Know how to complete the Medi-Cal re-application/extension documents; • Have knowledge of preventive health activities (including substance abuse prevention, smoking avoidance, nutrition education, pregnancy prevention); and be in receipt of mental health counseling, as appropriate; • Have information about social services programs including mental health services and other health services including how to access them. 	Contractor generated reports, life skills assessment scores, Youth surveys, CWS/CMS, NYTD, and Exit Outcomes.	90% of Participated TAY will demonstrate knowledge of how to access health and prevention information, insurance, services and resources.

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Applied for and Receiving Social Services or Other Financial Assistance, as Needed to Attain Self Sufficiency (This performance outcome is related to Chafee Outcome #2 and #7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Demonstrate the ability to access social services including (Supplemental Security Income (SSI), CalWORKs, General Relief/General Assistance, Food Stamps and other sources of financial support to which he or she would be eligible for upon exiting care; • Referred to the ILP Program and /or receiving ILP/Chafee services; • Applied for or have an open savings and/or trust fund accounts (if applicable); • Knowledge of financial Aid, Cal Grants, Workforce Investment Act funded programs; and • Has visited local DCFS YDS Transition Resource Center and met and acquired the ILP 	<p>Contractor generated reports, youth surveys, life skills assessment scores CWS/CMS, NYTD, and Exit Outcomes.</p>	<p>90% of Participated TAY will demonstrate increased knowledge of public benefits that they may be eligible for.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: Applied for and Receiving Social Services or Other Financial Assistance, as Needed to Attain Self Sufficiency (This performance outcome is related to Chafee Outcome #2 and #7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
Coordinator's name (and/or Community Worker's) and contact information.		

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: TAY will have no barriers to self sufficiency (This performance outcome is related to Chafee Outcome #2, 4, 5, & 7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Be aware of how to address tickets/fines; • Have vital records (Birth Certificate, California ID, California Driver license, Social Security Card; immunization/medical records; • Receive information about how to seal/expunge Juvenile Court records and how to obtain the support to do so, if eligible; • Be aware of identity theft and how to prevent becoming a victim; • Have proof of legal immigration status; • Have citizenship or residency, • Have proof of Juvenile Court dependency; • Complete financial aid applications; • Have access to documents under WIC 827 (e.g. court reports); • Receive information about all available ILP services including how to access them and 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, NYTD, and Exit Outcomes.</p>	<p>85% of Participated Enrolled TAY will have no barriers to self sufficiency.</p>

PERFORMANCE OUTCOME SUMMARY		
PROGRAM: Individualized Transition Skills Program (ITSP)		
PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY		
PROGRAM GOAL AND OUTCOME: TAY will have no barriers to self sufficiency (This performance outcome is related to Chafee Outcome #2, 4, 5, & 7)		
OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
www.ILPOnline.org ; and Public Counsel's A, B, C's of Transition and the Independent Living Program Manual at www.publiccounsel.org .		

PERFORMANCE OUTCOME SUMMARY

PROGRAM: Individualized Transition Skills Program (ITSP)

PROGRAM TARGET GROUP: DCFS/Probation ITSP Participated TAY

PROGRAM GOAL AND OUTCOME: Permanent Relationship
 (This performance outcome is related to Chafee Outcome #7)

OUTCOME INDICATORS	METHOD OF DATA COLLECTION	PERFORMANCE TARGETS
<p>TAY will:</p> <ul style="list-style-type: none"> • Be referred to available mentors and mentoring programs while in care; • Have at least one connection with a family member/members who are supportive or family finding has been conducted to locate appropriate family members; and • Have at least one connection to an adult who will provide assistance, advice, and support in both good and difficult times upon exiting care. 	<p>Contractor generated reports, youth surveys, life skills assessment scores, CWS/CMS, and NYTD.</p> <p>Review of Contractor case files via a Quarterly Technical Case Review (Audit) of form completion documenting the TAY's permanent connection/relationship.</p>	<p>75% of Participated TAY will have a permanent connection and relationship.</p>