



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1406) – Local Care Team Coordinator

PRESENTATION DATE: March 5, 2019

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Stephanie Lapole, Grant Manager – Washington County Office of Grant Management (OGM)

RECOMMENDED MOTION: Move to award the contract for the Local Care Team Coordinator in Washington County, Maryland to the responsible proposer with the responsive proposal, Potomac Case Management Services, Inc. of Hagerstown, MD in the amount of \$52,000.00.

REPORT-IN-BRIEF: The purpose of the service is to fulfill the requirements of a Contractual Agreement for fiscal year 2019 with the Governor’s Office for Children (GOC). The award of funds for Local Care Team Coordinator shall commence upon receipt of a fully executed contract between the Board of County Commissioners of Washington County and the awarded vendor. The awarded contract shall expire on June 30, 2019, with an option to renew up to two (2) consecutive one-year periods through 2021.

The Coordinating Committee was comprised of the following members: Director of Purchasing (Chairman Designee), OGM Director designee, OGM Grant Manager, LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. Notice of the RFP was e-mailed to those individuals/firms on the OGM’s e-mail list. Seventy-six (76) persons/firms accessed the RFP document from the web site. Two (2) providers were represented at the pre-proposal conference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor’s Office for Children in the amount of \$52,000.00.

CONCURRENCES: Award as unanimously recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: Scope of Work (excerpt from RFP document).

AUDIO/VISUAL NEEDS: N/A

PUR-1406
Local Care Team Coordinator

II. SCOPE OF WORK

The Children's Cabinet has determined there is a need to strengthen the system of care for children and youth at the local level through a coordinated approach to interagency case management. The goal of a coordinated approach is to return or divert children and youth from preventable out-of-home and out-of-state placements through the provision of community-based services. The Local Care Team will serve as the point of access to services for children and youth.

The Local Care Team is a forum for families of children with intensive needs to receive assistance with the identification of individual needs and potential resources to meet the identified needs. The Local Care Team provides interagency discussions and problem solving for individual child and family needs and systemic needs. Parents, family members or agencies will be able to make referrals directly to the Local Care Team through the Local Management Board to seek assistance with accessing services, to develop plans of care for community-based services and to coordinate services from multiple agencies.

The Washington County Local Management Board (LMB) seeks to fund a Local Care Team Coordinator in Washington County. The person in this position will provide contracted staff support to the Local Care Team. Any agency that is included as a mandated member of the Local Care Team will be ineligible for this contract. The Local Care Team agencies with mandated members include the Department of Juvenile Services, Development Disabilities Administration, Local Core Service Agency, Local School System, Local Health Department, Local Department of Social Services, and Division of Rehabilitative Services.

This staff person will ensure a coordinated system for case referral to the Team to include tracking referrals and services, maintaining a comprehensive resource database, collecting and reporting data and ensuring follow up services. The Coordinator will be responsible for facilitating a coordinated approach to services and ensure parent involvement in Local Care Team (LCT) meetings. This will be a grant funded contractual position which will be required to report at least monthly to the LMB through the Office of Grant Management. The Local Care Team Coordinator shall work an average of twenty (20) to twenty-five (25) hours per week.

1. Essential functions of the Local Care Team Coordinator include:

- a. Maintain detailed notes from each case discussion that outline the plan of care and agency commitments to be

reviewed and provided to the parents/guardians at the end of the Local Care Team meetings.

- b. A record from each Local Care Team meeting is to include:
 - i. Attendance record with signatures.
 - ii. List of cases discussed that specifies whether the case:
 - a) is new or a review;
 - b) was referred for out-of-state placement, in-state placement or a voluntary placement; and;
 - c) was recommended for out-of-State placement, in-State Placement, community services, or voluntary placement agreement; and
 - iii. Any official Local Care Team business, including, votes, recommendations or actions taken.
- c. Coordinate/track referrals and representation from child serving agencies (required and those needed for specific issues), schedule meetings, prepare agendas, administer and keep minutes of the meetings. This position is required to follow-up with families and agencies to ensure an action plan has been established.
- d. Referring or alerting families to resources (public and private sector). This includes providing guidance in completing forms and applications and supporting basic needs including housing, food, benefits and other emergency services.
- e. Reviewing documents to ensure families understand; documents include but are not limited to: Individualized Education Programs (IEPs)/504 Plans, Mental Health Assessments and Court Orders.
- f. Developing and presenting training modules to small and large groups.
- g. Maintaining and acquiring knowledge of resources available; sharing knowledge with various agencies on a

system-wide level and individual family or child level; researching other systems throughout the state and country; researching availability of flexible funds for families.

- h. Designing, implementing and overseeing evaluation methods based on the Results Accountability model that meets the GOC and LMB needs.

2. Knowledge, Skills and Abilities:

The Local Care Team Coordinator should have the ability to read, analyze, and interpret documents and respond effectively to children, caretakers, Local Care Team members, service providers, office staff, and others. Coordinator should be able to communicate effectively and in a concise manner, both verbally and in writing. Good listening skills are imperative. The Coordinator should be able to work collaboratively and respectfully with diverse groups of individuals.

The Coordinator should be able to maintain, analyze and produce written reports from various data systems, as well as, develop policies and procedures based on written reports. The Coordinator should have the ability to define problems, collect data, establish facts, solve defined problems, draw valid conclusions, and be able to focus on results. Skills in case management, human services, strategic planning, negotiation, team building, and networking with other professionals is an advantage. The Coordinator must be able to develop and present training modules to small and large groups.

Proficiency with various computer programs including Windows 7 or later, Microsoft Word, excel, Internet, outlook, Google Drive and statistical, results tracking, and case management programs. The ability to manage time effectively and be organized are necessary. Familiarity with Washington County resources and educational programs is preferred.

2. Education, Experience, Certificates, Licenses, Registrations:

The position of Local Care Team Coordinator requires an individual who has experience with child placement systems and a clinical or special education background. Due to the need for specialized understanding of complex behavioral health or disabilities as well as the system of care for children and families, the position prefers a master's degree. Individuals with a bachelor's degree in a comparable field and significant experience will also be considered for the position. In addition, the position requires the possession of a valid class C Motor Vehicle Operator's License issued by the Maryland Motor Vehicle Administration.

4. Performance Measures:

The following table details the minimum amount of required data measures to track. Additional measures may be added by the Local Management Board as directed and/or the Governor’s Office for Children. Collection of data is the responsibility of the selected Contractor. Data measures can vary and maybe revised each fiscal year by the OGM in consultation with the Contractor.

Performance Measures

What/how much we do:
<ul style="list-style-type: none"> • Number of new cases referred to the Local Care Team each month and year • Number of cases reviewed by the Local Care Team each month and year • Number of Local Care Team trainings provided each year
How well we do it:
<ul style="list-style-type: none"> • Percentage of mandated Local Care Team representatives that attend at least 75% of Local Care Team meetings • Percentage of all Local Care Team reviews (new, follow-up, and annual reviews) where the youth’s parents (or legal guardians) attended.
Is anyone better off?
<ul style="list-style-type: none"> • Percentage of new cases referred for in-state residential placement that are alternatively served through community-based services. • Percentage of new cases referred for out-of-state placement that are alternatively serviced through in-state community-based services or in-state residential placements.