



Open Session Item

SUBJECT: Contract Award (PUR-1627) – Intervention and Case Management for Youth of Incarcerated Parents in Washington County

PRESENTATION DATE: July 25, 2023

PRESENTATION BY: Rick Curry, CPPO, Purchasing Director; Nicole Phillips, Grant Manager, Washington County Office of Grant Management (OGM)

RECOMMENDED MOTION: Move to award the contract for the Intervention and Case Management for Youth of Incarcerated Parents in Washington County, Maryland to the responsible proposer with the responsive proposal, Potomac Case Management Services, Inc. of Hagerstown, MD.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of the County's Community Partnership Agreement (CPA) for fiscal year 2024 with the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYV). The services are to be performed during the contract period that commences upon contract execution and end on June 30, 2024, with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2026.

The Coordinating Committee was comprised of the following members: Director of Purchasing, OGM Director designee, OGM Grant Manager (Chairman Designee), 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 Advantage" (eMMA) web site. Notice of the RFP was e-mailed to those individuals/firms on the OGM's e-mail list. Twenty-nine (29) persons/firms accessed the RFP document from the web site. Two (2) firms were represented at the pre-proposal conference/teleconference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor's Office for Children in the amount of \$90,000.

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-1627
**Intervention and Case Management for Youth of Incarcerated
Parents in Washington County, Maryland**

After assessing the needs of the community and review of current data about school readiness, the Washington County Local Management Board has concluded that programming is necessary to impact this issue particularly among those youth whose parent(s) have been or are currently incarcerated. Research indicates that this population has increased risk of poor school performance. The Board wishes to fund a program that will coordinate with local law enforcement to provide school readiness/success resources along with case management to this population.

The program will specifically target youth ages 0-18 (along with their caregivers) with at least one parent currently incarcerated at the Washington County Detention Center (WCDC) or the Washington County Day Reporting Center (WCDRC). The selected contractor will work closely with both agencies to provide services including but not limited to family assessment, case management and referral to services. Parent/caregiver classes will be provided to include school readiness and parenting skills curriculum. The overall goal of the program is providing services to youth of incarcerated parents and their caregivers, recognizing the adverse impact parental incarceration may have on the family.

1. Staffing – Case Management Services may be provided by one or more Case Managers either on a full or part-time basis as long as the services meet the minimum requirement of 390 hours per quarter. A qualified applicant preferably has a bachelor’s degree or higher in a mental health or human services field with at least two years’ experience working with youth and families. Applicants with bachelor’s degrees in other fields or with associate degree in mental health or human services field with at least four years’ work experience working with youth and families will also be considered. *Please note staff or employee leave time including but not limited to vacation, personal and sick leave will not be reimbursable under this project per GOCPYVS guidelines and policies.*
2. Collaborative efforts – Services must include strong agency and community collaboration and involvement. It will be required that the Contractor create and/or maintain a collaborative relationship with local law enforcement and service providers.
3. Coordination with local law enforcement – A Memorandum of Understanding between the Contractor and WCDC and WCDRC is required to be executed prior to the start of services. The service provider shall obtain all necessary malpractice and liability insurances in the amounts required by WCDC and WCDRC.
4. Referrals to Service – The Program will be accessible by all targeted youth and families (see POPULATION SERVED), allowing referrals from all law

enforcement agencies (including WCDC and WCDRC), school systems, service providers, and citizens.

5. Location of Services – Location of services in close proximity to the WCDC and WCDRC is preferred but not required.
6. Outreach – The success of this program will be dependent upon the target population being referred to it, therefore, outreach is an important component. The Contractor should ensure the target population and service providers are aware of the program.
7. Case Management – The Case Manager(s) will provide case management services, including (but not limited to) family assessment, referral services, family centered services, and follow up support as necessary to the youth and families served.
8. Training and Education – The Intervention and Case Management for Youth of Incarcerated Parents program will focus on two educational components: (1) preparing youth under 5 for school readiness and (2) ensuring school age youth are successful in school. To achieve these goals the program will offer training workshops/educational learning experiences in these subject matters at least quarterly.
9. Population Data Collection – In addition to program data, the contractor will be responsible for collecting local data/statistics on the target population of youth with incarcerated parents. This data will be used to determine the needs of the local population.
10. Program Data collection – The Contractor must collect and report indicator data and program outcome information as required by the Evaluation Contract executed with the Office of Grant Management. Data collection will be required through the duration of the program. The following data outcome measures are the minimum measures expected of the selected Contractor.
 - a. Number of school aged children served by program
 - b. Number of pre-school age children served by program
 - c. Number of families served by program
 - d. Number of youth served by the program
 - e. Number and percent of classes/workshops provided to participants
 - f. Number and percent of participants receiving a referral for additional services
 - g. Number and percent of participants which would recommend the program to others

- h. Percent of participants who report an improved attitude/outlook for communication
- i. Percent of participants who report improved family stability
- j. Number and percent of pre-school age children participating in the program that are assessed as being developmentally on the target per the Kindergarten Readiness Assessment
- k. Number and percent of caregivers/parents of school aged children participating in the program that feel services provided by the program will help improve their child's attendance.
- l. Percent of participants who report improved maintenance of familial connections
- m. Percent of participants who report improved support in reunification
- n. Percent of participants who report increased resources and supportive services available during/post incarceration

These measures may be revised at the discretion of the OGM and GOCPYVS.

A. Parameters of the Award of Funds

- 1. The maximum award of \$90,000 for the Intervention and Case Management for Youth of Incarcerated Parents program will begin on July 1, 2023 and end June 30, 2024 with an option by the OGM to renew the awarded Contract for up to two (2) additional consecutive years through fiscal year 2026.
- 2. Renewal of this agreement is at the discretion of the Local Management Board and is contingent upon the following: 1) the continual award of funds from the GOCPYVS, 2) the performance of the Contractor and 3) the goals/outcomes desired by the GOCPYVS and OGM.

III. POPULATION SERVED

- A. The program will provide services for youth ages 0-18 along with their parent/caregiver with at least one parent currently incarcerated at the Washington County Detention Center or Washington County Day Reporting Center. Youth and families of individuals who are transferred from the WCDC/WCDRC to other correctional facilities may participate in the program as long as they reside in Washington County.