Attachment A – Adoption Services Contract Requirements

Provider will:

The Contractor agrees to:

A. Recruit, train and approve families who are willing and capable of meeting the needs of children defined as hard to place from Georgia's foster care system for the purpose of adoption placement. Hard to place children are defined as: children 13 years and older; children designated by Adoption Assistance with significant medical needs; children designated by Adoption Assistance with significant emotional and/or behavioral needs; sibling groups of 3 or more children.
B. Conduct a minimum of one Adoption Orientation session per month for both groups and individuals interested in special needs adoption of the target group. Orientations will be conducted according to DFCS Resource Development Policy Section 14.7 and may be conducted via webinar.
C. Conduct a minimum of 1 per quarter Adoption Preparation/Training Sessions for groups as needed and for individuals with State Office approval.
D. Complete family assessments (in accordance with DFCS Resource Development Policy Manual Section and Office of Regulatory Services section 290-9-2.06) which will result in an approved perspective adoptive home willing and capable of meeting the needs of children as defined in A. within 60 business days of pre-service training and all other requirements being met
E. Provide the assigned State Adoption Program Consultant with a copy (hard copy or encrypted electronic copy) of each family assessment in the format outlined in the DFCS Resource Development Policy Manual, Section 14.12)
F. Provide the assigned State Adoption Program Consultant with all partial narratives for any family who opts out of the process or who is denied for not meeting safety, quality standards or other identified issues. Provider will submit with monthly invoice packet.
G. If a family, who has already adopted a special needs child, makes an application to adopt again, the provider will complete a subsequent adoption study in accordance with DFCS Resource Development Policy Section 14.13 and Office of Regulatory Services Section 290-9-2-.06 within 30 business days of the family submitting all required paperwork.
H. Request technical assistance from the State Adoption Program Consultant as needed.
I. Provide a written family assessment update annually for any approved adoptive home that placement has not occurred or within 30 business days of major changes

that occur in the home in accordance with DFCS Resource Development Policy section 14.13)

J. Adhere to the Division of Family and Children Services policy/protocols (DFCS Child Welfare Manual, Adoption Section 11.0) for providing placement, supervision and finalization services for adoptive families and children.

K. Place children as defined in (A) into approved adoptive homes and provide at least one visit in person each month to the family and child/ren in the pre-adoptive home setting. The monthly supervision narrative shall be conducted and documented according to the guidelines in DFCS Child Welfare Manual, Adoption Section 11.10. The contractor will submit a copy of the supervision narrative with the monthly billing to verify supervision services were conducted as billed.

L. Finalize adoptions of children defined in (A).

M. Provide the State Adoption Unit with copies of recruitment material for approval by using the required form and preapproved 15 days prior to the activity.

N. Assure that all approved families who are interested in the defined population of children have an equal opportunity to participate in support and/or recruitment activities for the matching of available children for adoption.

O. Accept referrals of families from Regional Adoption Coordinators (RAC's) upon request .

P. Provide adoptive Support Activities to adoptive families and their children to ensure safety, stability, and permanency of the placement. Support Activities can include but are not limited to: trainings that deal with issues affecting families who are parenting traumatized children; support groups for adoptive parents/ adoptive children/siblings; and/or specialized evaluations/assessments. Support activities should be requested by using the required form and preapproved by the State Adoption Unit 10 days prior to the activity or specified request. Monitor and track satisfaction surveys for these events and include in the monthly report by the 10th of the following month.

Q. Provide an annual recruitment plan within 30 days of start date of the contract for approval by the State Adoption Unit. Plan must include specific details of all

proposed recruitment activities and must be geared toward the defined "targeted" population of waiting hard to place children. All events/activities are to be submitted for approval to the State Adoption Unit 10 days prior to the event/activity. Include strategies for developing a percentage of specialized homes for children such as those in large sibling groups, medically fragile and/or with severe behavioral/emotional challenges.

R. All professional staff (full/part-time employees and subcontractors) involved in the delivery of services contained in this contract must be pre-approved by the State Adoption Consultant or designee and possess the following credentials:
    - Bachelor's Degree in Human Services
    - Completion of IMPACT Train the Trainer Course
    - Any other training deemed necessary by the State Adoption Office

S. Contractor will submit monthly invoice packet by the 10th of each month with the following supportive verifications for services rendered the prior month:

    - Sign-in sheets and satisfaction surveys for recruitment and support groups conducted
    - Sign–in sheets for any orientation and training classes for groups or individuals
    - A copy of each child's placement agreement
    - A copy of the monthly supervision reports for each family in pre-adoptive placement
    - A copy of the finalization decree for each child
    - A copy of the presentation narrative for each adoptive family
    - Any partial/denied family assessments
    - Monthly Programmatic Report that addresses the following areas:
        - the number of families contacting the agency through the various recruitment events
        - the number of participants completing Pre-Training/Orientation Sessions
        - the number of approved family assessments completed
        - the number of opt out or denied family assessments
        - the number of placements
        - the number of finalizations

T. Provider will ensure all full/part time paraprofessional, professional staff and sub-contracted providers have been approved by DHS/DFCS prior to any service provision by submitting an agency organizational chart by the 15th of every month or as needed for approval of staff/sub-contractor to their assigned State Adoption

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Program Consultant or designee along with all required agency/staff/sub-contractor documents:

- Resume
- Training Certificates/Certifications
- DHS OIG Background Clearance Letter
- Valid Driver's License
- Copy of bachelor's degree in Human Services

AND

<u>The Department will</u>:

A. Provide technical assistance and consultation as requested or needed.

B. Circulate the family assessments to the various county DFCS offices and among the State Adoption Exchange Coordinators for consideration of the defined population of children.

C. Conduct at a minimum quarterly site visits and monitoring of programmatic services and complete a report that will be disseminated to the provider and DFCS leadership upon request.

D. Upon receipt of copies of proposal recruitment materials, the Department will seek approval of these from the DHS Office of Communications.

E. The Department will process payments to the Contractor within 30 business days after receipt of a fully approved invoice packet.

F. State Adoption Unit will monitor the provider budget monthly to ensure they are spending in accordance to the define line item budget.

G. State Adoption Unit will approve or deny all staff or sub-contractors within 5 business days of receipt of the monthly organizational chart and all required agency/staff/sub-contractor documents.

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H. DFCS will pre-approve all recruitment & support activities in terms of funding prior to any event.

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Supplier's Signature **Date**