Georgia Division of Family & Children Services

Bobby Cagle, Director
First Steps Georgia (FSG)
Statement of Need (SoN)
Overview

April 21\textsuperscript{th}, 2017
11:00 a.m.
Welcome!

First Steps Georgia Statement of Need (SoN) Webinar

– We will begin at 11:00 a.m.
• Please mute your telephone to minimize background noise.
• The webinar slides will be posted following the webinar.
• To ask a question during the webinar, please type in your question in to the box on the side and we will answer as many questions as time allows at the end.
• Frequently Asked Questions will be posted by April 25, 2017.
• https://dfcs.georgia.gov/funding-opportunity

– Thanks!
Let’s Get Started!

Georgia Division of Family and Children Services (DFCS)
• Mission: to prioritize the safety of Georgia’s children in the decisions we make and the actions we take. We strengthen families toward independence and build stronger communities with caring, effective and responsive service.

Office of Prevention and Family Support (OPFS)
• Primary Goal: to work in partnership with community-based organizations committed to reducing the incidence of child abuse and neglect and improving the overall health and well-being of Georgia’s children and families.

Introductions:
• Laura Griggs, OPFS Program Specialist, Carole Steele, OPFS Director, Kate Teague, GSG Community Outreach Coordinator
First Steps Georgia is one component of a larger Georgia initiative called Great Start Georgia (GSG).

A comprehensive, community-based system for expectant parents and for families with children 0-5 in Georgia.

1-First Steps Georgia

Universal Outreach/Contact/Support/Guidance/Navigation Provided by Public/Private Agencies

Components
- Community Prenatal & Hospital ID/Contact
- GSG Info & Ref Center (toll-free #, web-based access and technology)
- Parenting Education Materials
- Eligibility Determination & Linkage to Services Following Screening

2-Great Start Georgia Data System

Georgia Home Visiting Information System (GEOHVIS)

3-Community Administered Services and Programs Provided by Public and/or Private Entities

Program Level Assessment to Determine Strengths, Resources, Needs for Service Planning

Evidence-Based
Home Visiting (Home Visiting
Early Head Start-
Home Visiting (EHS-HV)
Healthy Families America (HFA)
Nurse-Family Partnership (NFP)
SafeCare Augmented (SCA)

Maternal & Child Health
- Parental Care/Centering Pregnancy
- Pre/inter-Conception Health
- Primary Care & Medical Home
- Oral Health
- Vision/Hearing Services
- Nutrition/Physical Fitness
- CLAI, BCNV (Part C of IDEA),
- CME, WIC, Immunizations
- Developmental & Social Emotional Screening
- Behavioral/Mental Health
- Sub Abuse Prevention
- Adoption Services
- Healthy Start

Child Safety
- Injury Prevention/Safety (Infant Safe
- Sleep, Car Seats)
- Parenting Programs (Nurturing Parenting
- Family Support Services
- Child Protective Services
- Foster Care
- Adoption
- Hospital ER

School Readiness
- Early Head Start-Centers Based
- Early Care & Learning, Pre-K
- Education (Title I, Part B of IDEA)
- Part C of IDEA (BCNV)
- Early Literacy (Talk, Write, Read, With Me Baby, Book Programs, Public Lib)
- Developmentally Appropriate Toys
- Parents As Teachers-HV

Community & Family Safety
- Domestic Violence
- Law Enforcement
- Community Crime Prevention/Policing/Neighborhood Watch
- After-School Programs
- Community Parks/Rec
- Mentoring Services
- Faith-based Programs
- Post-incarceration Services
- Substance Abuse Prevention/Tx

Family Economic Self-Sufficiency
- Adult Education (GED, GED)
- Workforce Dev, Job Training, Employment Assistance (resume, interviewing, coaching)
- Emergency Financial Assist (Rent, Utilities)
- Housing/Furniture Assistance
- Clothing Assistance
- Food Assistance (Food Bank, Food Stamps/Supplemental Nutrition Assit Prog [SNAP])
- Tmp Assistance for Needy Families (TANF)
- Social Security/Supplemental Sec Income
- Financial Literacy/Budgeting Services
- Income Tax Assistance (VITA)
- Child Care Subsidies
- Health Insurance (Private, Medicaid, PeachCare, Military)
- Prescription Assistance

4-Coordinated Care for Families with Higher Level Needs
- Develop Formal Agreements among Community Partners
- Share Information between Collaborating Agencies
- Identify & Link Families to Other Appropriate Services
- Develop & Implement Family Service Plan for Most Intensive Needs

Division of Family & Children Services
• First Steps Georgia is a screening and referral service for all expectant parents, primary caregivers and children from age birth to five and their families. The overarching mission of First Steps Georgia is to ensure a great start for all of Georgia’s children by providing families with accurate and up-to-date information about parenting and linking families to supports and resources to support the healthy development of their children.
Program Objectives

1) Establish key “point of entry” sites where expectant mothers and primary caregivers with young children can participate in the First Steps Georgia (FSG) screening and referral process.

2) Use the FSG Screening Tool information to provide meaningful information and referrals to caregivers that will support the needs of primary caregivers and the healthy development of their children.

3) Provide families with a parent packet which contains: a) a community resource guide which describes resources and services for young children; and b) other up-to-date information on parenting, child development, and other issues relevant to child health.
Training Requirements

• All FSG staff are required to attend and participate in a series of webinar trainings prior to conducting screens. These trainings are critical to enhance family engagement, screening and quality of family referrals.

• Required trainings include:
  – First Steps Georgia Service Provider Training
  – Mandated Reporters - Critical Links in Protecting Children in Georgia
  – GEOHVIS New User Orientation Training for Community Screeners & First Steps
The mission of First Steps Georgia is to provide universal, free and voluntary support services for all expectant parents and children ages birth to five and their families.

**Goal 1:** Provide current information on topics of interest and relevance to expectant parents and parents of children ages birth to five.

**Goal 2:** Provide information on community resources relevant to expectant parents and parents of children ages birth to five.

**Goal 3:** Strengthen the protective factor of concrete connections to promote maternal and infant health for expectant parents and parents of children ages birth to five.
First Steps Georgia Summary

Essential Service (Function) Requirements:
- Identification and Referral
- Screening
- Parent Education
- Linkage

Essential Practice Requirements:
- FSG Training
- GSG Central Intake Core Screen
- Family Satisfaction Survey
- Approved Educational Materials
- Technical Assistance and Networking

Essential Structure Requirements:
- Develop Approved FSG Community Plan
- Implement According to Plan
- Lead FSG Coordinator
- Appropriate Staff in Place
- GSG Data Management Systems
- Ongoing Funding Strategy

Guide to Appropriate Staffing

<table>
<thead>
<tr>
<th>Weekly staff hours dedicated to First Steps</th>
<th>Minimum annual expectation</th>
<th>Midpoint annual expectation</th>
<th>High annual expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 40</td>
<td>750</td>
<td>1000</td>
<td>Based on staffing</td>
</tr>
<tr>
<td>Up to 40</td>
<td>500</td>
<td>750</td>
<td>900</td>
</tr>
<tr>
<td>20</td>
<td>250</td>
<td>500</td>
<td>650</td>
</tr>
<tr>
<td>Less than 20*</td>
<td>125</td>
<td>250</td>
<td>400</td>
</tr>
</tbody>
</table>
Applicant Eligibility

• Must be a public government entity or 501(c)(3) non-profit.
• Must serve as a fiscal agent for the contract and point of contact for OPFS, or provide a Memorandum of Understanding with fiscal agent.
• Must be responsible, liable, and oversee all post-award reporting requirements.
• Must provide universal, early intervention supports and services in accordance with the FSG community plan.
• Must serve above and beyond the number currently served through your GSG DFCS-OPFS contract.
Contract Award Amounts

• Contract awards are conditional upon the projected number of families to be served annually.
• May only apply for services and supports that meet the requirements of FSG – Essential Service and Practice requirements.

<table>
<thead>
<tr>
<th>FTE dedicated to FSG services</th>
<th>Annual contract expectation</th>
<th>Rate per Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 1</td>
<td>750+</td>
<td>$24</td>
</tr>
<tr>
<td>Up to 1</td>
<td>500-749</td>
<td>$30</td>
</tr>
<tr>
<td>.5</td>
<td>250-499</td>
<td>$48</td>
</tr>
<tr>
<td>Less than .5</td>
<td>125-249</td>
<td>$48*</td>
</tr>
</tbody>
</table>

*Reserved for special circumstances; consultation is required and this category must be pre-approved prior to submitting application.
Contract Award

- Example: 650 projected families to be screened x $30 (rate for 500-749 families) = $19,500 (total requested contract amount).
- Applicant can only be reimbursed up to the total contract award amount.

<table>
<thead>
<tr>
<th>FTE dedicated to FSG services</th>
<th>Annual contract expectation</th>
<th>Rate per Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 1</td>
<td>750+</td>
<td>$24</td>
</tr>
<tr>
<td>Up to 1</td>
<td>500-749</td>
<td>$30</td>
</tr>
<tr>
<td>.5</td>
<td>250-499</td>
<td>$48</td>
</tr>
<tr>
<td>Less than .5</td>
<td>125-249</td>
<td>$48*</td>
</tr>
</tbody>
</table>

* Reserved for special circumstances; consultation is required and this category must be pre-approved prior to submitting application.
Contract Timeline

• Application due with a postmarked date of **May 8, 2017**.
• Awarded contractors will be notified via email and mail.
• Those awarded will have a start date of **October 1, 2017**.
• For those *existing* First Steps sites, full services must begin October 1, 2017.
• For those *new* First Steps sites, October and November can be used as a hiring/training period and full service implementation will be expected by no later than December.
• The contract period will end **September 30, 2018**.
Application Submission Instructions

– Actions required *prior* to submission:

• Prior to the creation of your application, *all new* applicants must confer with the GSG Community Outreach Coordinator, Kate Teague. This includes any site that does not currently have a FSG Mini-Grant.

• Must submit draft FSG community plan to Kate Teague for review by no later than **May 1, 2017**.
Application Instructions

• Submit one (1) original application, four (4) copies of original, and one (1) electronic copy on CD or thumb drive.

• Original copy should have signatures in blue ink.

• Bind the original application with binder clips.

• The application must be submitted in order of the chart listed on page 9 of the SoN (3f. Application Order).

• Submit application with a postmarked date no later than 5:00 pm on May 8, 2017.

• We will not accept hand deliveries, office-metered postmarks, faxed or emailed applications.
# Application Order

Submit all required documentation to the following address:

**Georgia Division of Family and Children Services**  
**ATTN: First Steps Georgia**  
2 Peachtree Street, NW, 26th Floor  
Suite 26-265  
Atlanta, Georgia 30303

<table>
<thead>
<tr>
<th>Required Application Order</th>
<th>Max Page Limit (where applicable)</th>
<th>Applicant Checklist (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application Face Sheet (Form A) signed in blue ink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. First Steps Georgia Community Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Plan Summary</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>B. Essential Service Requirements</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>C. Essential Practice Requirements</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>D. Essential Structure Requirements</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3. Fixed Rate Schedule Worksheet (Form B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Required Forms (Form C) signed in blue ink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Fiscal Agent Financial Statements (A-1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Legal Agreement with Fiscal Agent (if different from applicant) (A-2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application Formatting

• Number every page.
• 12 point font, 1 inch margins.
• White paper, 8 ½ inches by 11 inches.
• Footer with the fiscal agent’s name and page number.
• Adhere to page limits for the FSG community plan.
• Only use paperclips and binder clips to bind.
• **Restate and number** each FSG community plan narrative question, followed by the plan specifics for your site.
First Steps Georgia Community Plan

a. Plan Summary [1 page]

b. Essential Service (Function) Requirements [2 pages]

c. Essential Practice Requirements [2 pages]

d. Essential Structure Requirements [2 pages]

– A detailed statement of the work to be undertaken and answers the *who*, *what*, *when*, *where*, and *how* statements of the application.
FSG Community Plan Breakdown

── Plan Summary

• Fiscal Agent: state name of applicant.
• Target Population to be served: total number of families projected to be served.
• Description of FSG services: a detailed statement of how your First Steps services will work and what it will look like for your community.
  • Include geographic location to be served.
  • Example: “We plan to target First Steps services in X county to serve all mothers of newborns which are delivered at X hospital. This service will look like...”
FSG Community Plan Breakdown

Essential Service (Function) Requirements

- **Identification and Referral:**
  - Community Outreach
  - Community Collaboration

- **Screening:**
  - Method for screening families.
  - Identify locations where screens will be completed.
  - Other potential locations for entry into FSG services.
  - Describe plan for communication between First Steps and home visiting.

- **Parent Education:**
  - Describe how materials/resource guide will be provided to families.
  - Process for internal review of materials.

- **Linkage:**
  - Plan for linking families to relevant resources.
  - List other services available within your organization to which families may be referred.
FSG Community Plan Breakdown

Essential Practice Requirements

• Describe training plan for service providers.
• Describe how you plan to administer the GSG Central Intake Core Screen at your site.
• Describe your plan for surveying families who have been provided FSG services, using the FSG Family Satisfaction Survey.
• Describe how parent packet educational materials will be selected.
• Describe anticipated contact with GSG Community Outreach Coordinator and other appropriate GSG technical assistant(s) for FSG technical assistance during the contract year.
FSG Community Plan Breakdown

**Essential Structure Requirements**

- Who will be responsible for implementation of FSG community plan?
- Describe the hiring process for direct service staff.
- FSG Staffing:
  - Specify the location of work space for FSG staff.
  - Will volunteers and/or interns be used for FSG direct services?
    If yes:
      - Describe screening process for hiring.
      - Describe process for training.
      - Who will supervise and with what frequency?
- FSG Data Entry:
  - Describe how FSG data will be maintained onsite.
  - Who will be responsible for ensuring efficient and accurate data entry into the GSG data management system(s)?
Fixed Rate Schedule Worksheet

• Complete the Fixed Rate Schedule (Form B) in Excel format. You must apply for the same number of families screened as stated in the current year contract.

• To determine the total requested contract amount, find the rate applicable to the number of screenings as listed in the chart below. Example: 350 projected families to be screened x $48 (rate for 250-499 families) = $16,800 (total requested contract amount).

<table>
<thead>
<tr>
<th>FTE dedicated to FSG services</th>
<th>Annual contract expectation</th>
<th>Rate per Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 1</td>
<td>750+</td>
<td>$24</td>
</tr>
<tr>
<td>Up to 1</td>
<td>500-749</td>
<td>$30</td>
</tr>
<tr>
<td>.5</td>
<td>250-499</td>
<td>$48</td>
</tr>
<tr>
<td>Less than .5</td>
<td>125-249</td>
<td>$48*</td>
</tr>
</tbody>
</table>
FORM B - FIXED RATE SCHEDULE WORKSHEET

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>CONTRACTOR NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR CONTACT NAME</th>
<th>CONTRACTOR CONTRACT PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electronic Funds Transfer?  _YES_ (Authorization for ETF must be attached or on file)  _No_

Remit Invoices to: Georgia Department of Human Services

Attn:

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Dollar Amount per Unit of Measure</th>
<th>Unit of Measure (i.e., each, month, lot,)</th>
<th>Number of Units (Quantity)</th>
<th>Bi-Annual Payment Request</th>
<th>Total Requested Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides First Steps Georgia screening to families.</td>
<td>$xx</td>
<td>each not to exceed xx#</td>
<td></td>
<td></td>
<td>$xx</td>
</tr>
</tbody>
</table>

**TOTAL** 0 $ -

Note: Reported screenings by the contractor do not guarantee payment in full. All reported screenings completed will be verified in GEOHVIS.  

a) For any performance deliverable not met and reported by the due date, OPFS retains the right to reduce the payment associated with the reporting period up to 5% for each deliverable goal not met and timely reported;  

b) For repeated failure to timely meet goal oriented performance requirements, OPFS reserves the right to make additional reductions for each subsequent reporting period in which a performance deliverable is not completed within the prescribed timeline; and  

c) Contractors will have up to 30 days to submit deliverables and supporting documentation.
Application Forms and Attachments

- **Form A: Application Face Sheet** – Ensure signature of Executive Officer of applicant agency (and fiscal agency, if different), signed in blue ink
- **Form B: Fixed Rate Schedule Worksheet** – Must be submitted in Excel. Must submit 1) Fixed Rate Schedule Worksheet
- **Form C: Required Forms** – Ensure signature of Executive Officer of fiscal agent, signed in blue ink
  - Background Check Documentation
  - Tax Compliance Form
  - Security Immigration and Compliance Contract Affidavit (non-profits only)
  - Certificate of Liability Insurance – Para 129 Form (non-profits only)
  - Corporate Resolution (non-profits only)
  - Vendor Management Form
  - W-9 Form
  - Office of Secretary of State Registration Documentation (non-profits only)
- **Attachment 1: Fiscal Agent’s Financial Statements** (first time applicants only)
- **Attachment 2: Legal Agreement with Fiscal Agent** (if different from applicant)
Selection and Contract Award Agreement

Selection of Applicants
• All eligible applications will go to a review committee who will review, score and rank the applications.
  – Applications are selected on a competitive basis.
• OPFS will send out award notifications via U.S. mail and via email.

Contract Award Agreement
• OPFS will offer a 12 month agreement to selected applicants that will define performance standards, process and quantitative outcomes and an approved Fixed Rate Schedule.
• OPFS reserves the right to make changes to the proposed Fixed Rate Schedule Worksheet at the time of the contract award and will communicate any changes to the fiscal agent.
  – OPFS may negotiate all or part of your proposed Fixed Rate Schedule.
• If awarded a contract, it is mandatory to participate in OPFS contract award management and reporting training as requested.
Data Reporting

Data Management Systems

• By the end of each period, the contractor will ensure that service and participant data are reported through the prescribed First Steps Georgia data management systems.

• FSG Data Management Systems:
  – Great Start Georgia Home Visiting Information System (GEOHVIS)
Performance Outcome Measures

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Annual Performance Outcome Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Families Served</td>
<td>• At least 95% of projected participants will be served.</td>
</tr>
<tr>
<td>Family Health Insurance</td>
<td>• At least 90% of target families will have health insurance coverage or receive referrals/ additional information pertaining to health insurance programs.</td>
</tr>
<tr>
<td>Family Medical Care</td>
<td>• At least 90% of target families will have a primary care physician or receive referrals/ additional information pertaining to primary care physicians.</td>
</tr>
<tr>
<td>Family Satisfaction Survey</td>
<td>• At least 25% of families served will provide feedback using the FSG Family Satisfaction Survey.</td>
</tr>
</tbody>
</table>

- The performance report and signed Fixed Rate Schedule will be submitted on a semi-annual basis, every six (6) months.
- DFCS-OPFS will only pay for screens that are entered into GEOHVIS
Contact Information

OPFS Program Contact:
Laura Griggs
Laura.Griggs@dhs.ga.gov
404-657-5152

First Steps Georgia Contact:
Kate Teague
Kate.Teague@uga.edu
(706) 206-5868

OPFS Finance Contact:
Regina Mobley
Regina.Mobley@dhs.ga.gov
404-657-9391

Thank you!