

Statement of Work

Overview and Background

The Strengthening, Preserving and Reunifying Families Program (the “SPRF Program”) was created by the Oregon legislature with the goal of reducing trauma to children who are removed from their families of origin because of reasons of abuse or neglect, and to resolve those issues by means of offering family-focused services starting at the assessment phase of the case and extending into aftercare services when children are returned home. To the extent practicable using available resources and in collaboration with local partners, DHS is expanding the SPRF Program to counties throughout Oregon.

The overall goals of the SPRF Program are to safely and equitably reduce the number of children in the foster care system, reduce the length of stay in foster care, maintain children safely at home with their parents or caregivers, and to reduce the re-referral and reentry rates of families into the Child Welfare system.

Services provided will be culturally-competent, evidenced-based, client-centered, and family-focused. SPRF Program services can be both front-end intervention programs in the home and community to support and maintain in-home placement; and services in the home, community and with the foster parent, child and biological parents to support early reunification programs.

The services provided under this Contract are focused primarily on services to families who reside in Umatilla County and whose children have been removed, or are at significant risk of removal, for reason of abuse or neglect; or children who are currently in substitute care returning home or with a plan of returning home to their families of origin.

Contractor will provide Life Skills coaching, the Nurturing Parenting curriculum, and other life skills to eligible children and their families who are accepted into the SPRF Program.

Contractor shall provide the services of a Life Skills Coach (“LSC”), as described below, for 40 hours each calendar week.

a. The LSC assigned by the Contractor shall have a minimum of an Associate’s degree in Human Services, Early Childhood Education, or a related field ; and a minimum of one year experience with providing social services to Clients in their own homes

b. The LSC shall be appropriately credentialed to provide the Nurturing Parenting program curriculums, a research and evidence-based program of materials produced and copyrighted by Family Development Resources, Inc.

c. The LSC shall provide weekly individualized in-home parenting sessions within the Client’s home that focus on practical parenting issues and the issues of a Child’s need for consistency on a daily basis.

d. The Nurturing Parenting curriculums shall be the focus of the weekly home visits. Among other associated and related responsibilities, the LSC shall:

- (1) assess high-risk parenting beliefs and environments;
- (2) create competency-based parenting lessons and programs tailored to meet the family’s parenting needs;
- (3) implement programs at the primary, secondary and tertiary levels of prevention as defined by the Nurturing Parent program; and
- (4) monitor the progress and success of Clients through on-going process evaluation strategies designed to measure the attainment of parent knowledge and skills.

e. The LSC shall provide the following skills-trainings to Clients , in both one-on one and group sessions as appropriate or as referred by DHS:

- (1) Financial Literacy, a program presented in four sessions that utilizes the curriculum Four Cornerstones to Financial Literacy, developed by Lutheran Social Services of Minnesota in conjunction with the Minnesota Department of Human Services and others, to teach financial skills to those who lack such skills;
- (2) Cooking and Shopping Matters, a course divided into four topics and presented in four two-hour sessions co-taught by a chef and nutritionist that teaches nutritional, shopping, budgeting and meal preparation skills; and
- (3) Healthy Literacy, the management of injury, illness, disease and other health issues written primarily for parents and caregivers of children from birth to 8 years of age.

f. Dependent on family need and based on referral by DHS, the LSC shall provide to Clients the Parenting Wisely curriculum material, a copyrighted product of Family Works, Inc. Parenting Wisely is a set of evidence-based curriculums that are interactive, computer-based and designed for parents of Children 3 to 18 years of age. Based on social learning, cognitive behavioral and family systems theories, the programs within the curriculum aim to increase parental communication and disciplinary skills. Contractor shall provide Client with course material and personal workbooks containing program content and exercises to promote skill building and practice. The LSC shall conduct follow-up sessions and mentoring during the weekly Client home visits..

g. In addition, the LSC shall perform other functions and responsibilities related to teaching and mentoring life skills, and these additional responsibilities:

- (1) Participate in any DHS process as part of the completion of the CPS referral;
- (2) Consult with DHS staff as needed; and

- (3) Attend all scheduled case planning meeting, court hearings, family decision meetings, and other meetings and staffings as requested by DHS.

Reporting Requirements.

Contractor shall submit a monthly service report to the DH Contract Administrator as follows.

a. Each monthly service report shall include only service provided during one Reporting Period, and will include:

- (1) Services provided during one Reporting Period;
- (2) The names of the children and families that service was provided to, the date of service provision, an explanation of the services provided, and any travel costs charged by the Contractor staff that includes the beginning point and destination, the amount of miles, and total transportation costs charged; and
- (3) Date of contact with the DHS Caseworker regarding the children and family, and whether the contact was verbal, e-mail, or an in-person staffing or meeting.

b. . The monthly service report shall be received by the DHS Contract Administrator no later than the 10th calendar day of the month following the end of the applicable Reporting Period, and shall accompany the monthly invoice for service.

Payment and Financial Reporting

1. Payment Provisions:

- a. As consideration for services provided by the Contractor during the period specified in **Section 1 “Effective Date and Duration,”** DHS will pay to the

Contractor a maximum not-to-exceed amount as defined in **Section 3**

“Consideration,” to be paid as follows:

- (1) Service Category: Strengthen, Preserve, Reunify Families Service Type: Parent Educate and Coach

DHS will pay to the Contractor \$59,076.00 per year at a rate of \$4,923.00 per calendar month for staffing services.

- (2) Service Category: Strengthen, Preserve, Reunify Families Service Type: Mileage Reimbursement

DHS will pay to the Contractor an amount not to exceed \$2,150.00 per year at a rate of \$0.55 per mile for transportation costs.

- (3) Service Category: Strengthen, Preserve, Reunify Families Service Type: Admin

DHS will pay to the Contractor \$2,040.00 per year at a rate equal to \$170.00 per month for Administrative costs.

b. Contractor Invoice.

- (1) Contractor shall submit signed invoices on a form created by the Contractor that has been approved by DHS or on the DHS approved Invoice.