

**STATEMENT OF WORK
REENTRY SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of this Reentry Services Invitation to Qualify (ITQ) contract is to address the reentry services requirements of the Commonwealth of Pennsylvania’s Department of Corrections (DOC).

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Corrections (DOC), Bureau of Administration. All inquiries should be referred to:

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TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on 4/30/27. There are no renewals available.

QUALIFICATIONS: Suppliers interested in providing reentry services must meet the following requirements, and must furnish the following documentation. Failure to meet the below requirements or submit the appropriate documentation will result in the application being rejected. Award of a contract to a Supplier is not a guarantee of business.

1. Supplier must demonstrate three (3) years of experience in delivering services as described in the service category descriptions below, or three (3) years of experience in delivering human services and/or services to a criminal justice-involved population. Acceptable documentation may include verification of prior service provision (staff and/or agency), copies of appropriate certifications/licenses, or resumes of staff to provide services.
2. Supplier must submit a narrative regarding proposed services to be provided under this contract, to include the following for all anticipated service categories:
 - a. Description of program and service delivery, and how these services meet the requirements outlined below for each service category, to include:
 - b. Specialized services to be delivered, such as gender-responsive or trauma-informed services, bilingual services, or any supplemental assessments utilized
 - c. Evidence-based models used in service delivery, to include cognitive-behavioral/Risk-Needs-Responsivity components, as applicable
 - d. Proposed curriculum to be delivered, including all materials to be utilized, if applicable
 - e. Plan to self-audit to ensure program fidelity and quality of service provided
 - f. Plan to coordinate and partner with other community partners working with reentrants, including those contracted for services under this contract as well as partners funded by other means. Include specific partnerships and services provided through those Suppliers

- g. Plan to transition reentrants to alternate funding sources (i.e. Medical Assistance, private insurance, etc.) for ongoing service provision, if applicable
 - h. Current resumes indicating experience of individuals involved in service delivery
 - i. Single point of contact and back-up contact for oversight of contract requirements and dissemination of information pertinent to such.
3. Supplier must provide additional documentation (i.e. copies of licenses) as required in the Service Category Requirements below.
4. Supplier must provide a list of proposed service locations, including complete address, schedule of office hours, phone number to be provided to reentrants, and phone number/email of individual(s) to receive referrals.
5. Supplier must provide a completed Domestic Workforce Utilization Certification Form, and an Iran Free Procurement Certification Form.

SCOPE OF WORK TO BE PERFORMED: Qualified suppliers must provide services in accordance with the following requirements:

SERVICE DELIVERY

1. All services shall be provided in accordance with the Service Category Requirements noted below.
2. All services shall be made available at a minimum of five (5) days per week, with flexible operating hours to include evening and/or weekend hours, in order to accommodate reentrants' work schedules and other scheduling needs.
3. Services must be provided in-person whenever possible. Appropriate fees may be billed for services provided by phone, virtual and other contacts; however, in-person service provision is preferred. Phone calls may be used to supplement face-to-face services.
4. Suppliers must designate an individual to be responsible for the daily operations and oversight of services provided at each site. This individual must provide direct supervision of all program staff; including review of case files/documentation and, at a minimum, monthly evaluation of service delivery.
5. Suppliers will ensure that each reentrant signs an adequate release of information form in accordance with applicable confidentiality laws, which will allow for exchange of information regarding the reentrant, program, treatment progress, and any other information that is relevant to the reentrant's treatment and supervision. Suppliers will provide such information at the request of the DOC.
6. Suppliers must ensure that each reentrant placed within their program receives an orientation that will include issuance of a copy of the rules and expectations of the program.
7. Suppliers will provide a Monthly Reentrant Progress Report to the supervising parole agent (listed on the approved referral form) via email no less than once per month. Additional updates shall be provided upon request and/or as behavior necessitates. These updates shall include information pertaining to reentrant attendance, treatment compliance, treatment progress, and ongoing victim and/or community risk. Format to be provided by DOC.

8. Case conferences shall be conducted on an as-needed basis, upon request of the Supplier and/or DOC staff.
9. Suppliers must establish relationships with local community partners to ensure effective coordination of services, such as food banks, clothing banks, educational resources, CareerLink offices, individual/family counseling, housing resources, etc. as needed. A supplier referral to an external agency does not imply that payment or costs associated with such services are the financial responsibility of the DOC. Referrals to other DOC-contracted service Suppliers must be completed through the parole agent.
10. Suppliers must contact the Supervising Agent listed on the approved referral form within one (1) business day if the reentrant is failing to make sufficient progress due to unauthorized absence or tardiness, non-compliance with treatment, programming and/or facility rules and regulations, or is recommended to be discharged from the program. Suppliers must provide a written follow-up report that includes specific reasons supporting the proposed actions, along with a suggested plan for addressing any deficiencies noted.
11. Any suspicion of drug or alcohol use shall be immediately reported to the Supervising Agent.
12. Suppliers may, at their own cost, conduct urinalysis testing and results shall be shared with the Supervising Parole Agent. Testing utilizing DOC supplies and contracts shall be conducted by DOC staff, unless the Supplier has been approved to conduct testing on behalf of the DOC.
13. Suppliers must maintain a case file for each reentrant to include:
 - a. Signed release of information forms, as approved by DOC;
 - b. Copies of any assessments/evaluations conducted by the Supplier;
 - c. Service plan or Supplier/reentrant agreement letter detailing goals to be achieved;
 - d. Case Notes containing documentation of all services provided and contacts made, to include each date, time spent with reentrant and what was reviewed in detail;
 - e. Monthly Reentrant Progress Report for use in documenting communication with DOC staff (Supervising Parole Agent);
 - f. Any pre/post tests completed by reentrants;
 - g. Aftercare plan/discharge plan; and
 - h. Any additional documentation as noted in the Service Category Requirements.

Case files must be made available for review upon request by the DOC and must be retained for two years from the date of discharge of the reentrant.

REFERRALS

1. Suppliers will provide services to reentrants that have been referred through the DOC Referral Unit. Referrals may include:
 - a. Individuals released from a state correctional institution;
 - b. Individuals being supervised under State Parole and/or Special Probation;
 - c. Individuals received for supervision via the Parole Interstate Contract;
 - d. Individuals released under the jurisdiction of the DOC (including SIP/SDTP/Commutation cases).
2. Individuals in the above categories may be referred for evaluation and/or treatment by parole supervision staff in response to:

- a. a Board-ordered condition of Parole; and/or
 - b. violative behaviors; and/or
 - c. identified need.
3. Suppliers must accept all referrals deemed appropriate for placement by the DOC. Suppliers may request a review by the DOC of any referral that they deem inappropriate for placement into the referred program or service. Any supplier that is unable to provide services to a specific sub-population shall indicate such within the narrative submittal.
4. Suppliers must be able to work with diverse family and pro-social support situations. At no time shall the program discriminate on the basis of race, creed, national origin, religious affiliation, disabilities, sexual orientation or gender-identity. Additionally, the program must consider and incorporate cultural and/or religious differences in working with a diverse population.
5. Upon notification by the DOC, reentrants may be withdrawn from a program at any time, for any reason.

TRAINING

1. Suppliers must ensure that a representative attends the initial contract training session to be provided by the DOC upon issuance of a contract for services.
2. All treatment staff must be trained in evidence-based risk reduction, change-focused, and/or motivational communication techniques and demonstrate the skills needed to effectively reduce reentrant risk. Suppliers are responsible for obtaining this training. Examples of available training resources include the [National Institute of Corrections](#) (NIC) and the [National Institute of Justice](#) (NIJ).
3. Staff must be trained to interpret risk assessments such as the Level of Services Inventory-Revised (LSI-R), STRONG-R, Static 99-R, or other assessments provided by DOC, and develop case plans designed to reduce risk. Suppliers are responsible for obtaining this training. Examples of available training resources include the [National Institute of Corrections](#) (NIC) and the [National Institute of Justice](#) (NIJ).
4. Staff providing treatment shall be properly trained in the curriculum which they are delivering, and provide documentation of completed training and/or appropriate certifications to DOC upon request.
5. Validation of training to be provided to DOC upon request.

PERFORMANCE METRICS

Suppliers will be required to maintain and provide a copy of the Monthly Data Tracking Report to the designated DOC Resource Account and/or enter into the DOC electronic data collection system (should one be made available). Format will be provided by DOC.

ADMINISTRATIVE REQUIREMENTS

1. Suppliers must designate an individual to be responsible for the overall contractual compliance for services provided. This individual will be the single point of contact for any contract updates/modifications, and is responsible for dissemination within their organization.
2. Suppliers must also maintain current contact information for all service locations (including full address, phone number and office hours), as well as contacts for fiscal/billing issues, and staff to receive referrals for each service location. Suppliers must send updates to this information to the resource account ra-crccboutpatientsv@pa.gov.
3. Suppliers must submit invoices for services on a monthly basis to ra-crccboutpatientsv@pa.gov. Invoices must be submitted on approved forms with all required documentation, to include: purchase order invoice, backup spreadsheet and sign-in sheets detailing all services provided for the month. Invoices are due on the 15th of the month for services provided the preceding month.
4. Verified services will be paid at the rates depicted in Attachment A – Reentry Services Rate Card.
 - a. Hourly rates must be billed in quarter-hour (.25) increments, based on total length of the session.
 - b. Group sessions must be between 60 and 90 minutes in duration, not to exceed 90 minutes billed to the DOC for a single group session.
 - c. Group sessions must include no more than 15 participants
5. Suppliers must furnish all personnel, management, equipment, supplies, services, classroom and office space necessary for performance of all aspects of any contract resulting from this solicitation. Suppliers must have the resources available to provide services at a specific location, or virtually as warranted and approved by DOC.
6. Unless explicitly stated otherwise, suppliers will be responsible for all costs associated with and incurred as part of providing the services outlined in this contract.
7. Suppliers must have a computer system equipped with Microsoft Office to enable the suppliers to send and receive information electronically to and from the DOC. If and when the DOC moves to an electronic data management system, suppliers will be required to have access and utilize that system, including any costs associated.

POLICY AND COMPLIANCE

1. Suppliers must comply with all applicable policies and procedures of the DOC. This includes subsequent revisions, as well as any rules, regulations and manuals provided by the DOC. DOC policies can be found at www.cor.pa.gov.
2. Suppliers will create and maintain written program policies and procedures that determine service delivery and program operation. A detailed quality management plan should be available for review upon request.
3. Any reentrant interested in providing services under these contracts must have successfully completed at least two (2) years of parole supervision and must have secured the written approval of their supervising parole agent and District Director. If residing in a Community Corrections Center, Center Director authorization is also required. Reentrants may provide volunteer services upon approval of the DOC.

4. All persons providing services at a selected Supplier(s)' facility pursuant to any contract arising from this solicitation shall be provided a copy of and comply with the [DOC Code of Ethics](#) and any subsequent updates to such. A Receipt of Acknowledgement form must be signed and maintained in the staff personnel file.
5. Suppliers must promulgate and enforce a Substance Abuse Policy. The Substance Abuse Policy must apply to any person providing services under this contract. Suppliers must enforce this policy, by discharge if necessary, throughout the term of the contract.
6. Suppliers must promulgate and enforce a COVID prevention and response policy, to ensure that safety and cleaning protocols are in place to mitigate any risk of disease transmission.
7. Reporting Requirements – Supplier Violations
 - a. Any alleged violation of the DOC Code of Ethics relating to reentrant interaction shall be documented and reported to the DOC Management Operations Center (MOC) at 1-844-429-5412 within one (1) hour of discovery. Supplier(s) will then be provided direction regarding the course of action which may include investigation by the Supplier, DOC, or outside law enforcement.
 - b. Suppliers must report any arrest of a person providing services under this contract. Any arrest must be reported to DOC Management Operations Center (MOC) at 1-844-429-5412 within one (1) hour of discovery. Traffic violations or arrests for summary offenses (such as retail theft, dog laws, obstruction the highway, etc.) need not be reported unless they relate to the performance of services under this contract. Suppliers must promulgate and enforce, by discharge if necessary, a policy requiring persons Suppliers services under this contract to report arrests.
 - c. Suppliers must notify the DOC upon discovery that a friend, family member or someone with whom a personal relationship exists is being supervised under the authority of the DOC. Permission to visit and/or correspond with such persons is at the discretion of the DOC, as appropriate.
 - d. Suppliers shall report every reentrant abuse allegation to the DOC Management Operations Center (MOC) at 1-844-429-5412 within one (1) hour of occurrence. This includes any incident of abuse or allegation of sexual contact between reentrants or persons providing services to reentrants as specified through the Prison Rape Elimination Act (PREA). Additional information on PREA can be obtained at www.ojp.gov/program/programs/prisonrapeelimination.
 - e. Suppliers shall follow all state and federal laws concerning mandated reporting of suspected abuse or neglect and shall secure all applicable background checks and child abuse clearances for program facilitators, as required by law.
 - f. Suppliers shall notify the Management Operations Center (MOC) at 1-844-429-5412 within one (1) hour of negative media or public interaction, and within one business day of positive interaction.

EVALUATIONS, AUDITS AND INSPECTIONS

1. The DOC shall have access to suppliers' facilities at all times to conduct inspections, program evaluations and audits, as needed.
2. Prior to reentrant placement, the DOC may inspect the facility where services will be provided.
3. Suppliers are subject to inspections by the DOC throughout the term of the contract. DOC will inspect program locations in accordance with their respective policies using the standards promulgated and approved by the DOC. Inspections may be conducted with or without notice to the Supplier(s).

4. Suppliers shall agree to have their treatment records audited at the discretion of the DOC to ensure compliance with the terms of the contract, for the period during which reentrant's treatment is funded under this contract. Random, unannounced program audits will focus on the following:
 - a. Quality of service delivery skills
 - b. Adherence to program policies, procedures and licensing requirements
 - c. Establishment of individualized treatment goals and reentrant compliance
 - d. Provision of a safe environment promoting physical/mental health and positive well-being
 - e. Provision of necessary resources and support
5. Suppliers will take immediate measures to correct any adverse findings during these evaluations, audits and inspections. Such measures may include submission of a proposed Corrective Action Plan to the DOC, upon request. Additional program evaluation meetings may be established at the request of the DOC or supplier.

LICENSING REQUIREMENTS

1. Suppliers must maintain all licenses and approvals required; and comply with all laws, regulations, policies and procedures applicable to the services provided through the term of the contract.
2. In the event a license has been revoked or identified as provisional, the supplier must inform the DOC Program Manager and provide a Corrective Action Plan to address the identified deficiencies. Referrals may be suspended/withdrawn during the revoked or provisional timeframe.

SERVICE CATEGORIES: Suppliers will need to choose the appropriate commodity code(s) to qualify for this contract. Supplier will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional service categories as the need arises. The table below lists the appropriate commodity code and description of each service category.

SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Sex Offender Treatment 85911000-ITQ-350	<p>A. Scope of Services Supplier(s) will provide outpatient sex offender assessment/ evaluation, polygraph testing, treatment, and support for reentrants referred due to concerns related to sexual offense history and/or risk areas and concerns.</p> <p>All services must be provided in accordance with the Sexual Offenders Assessment Board’s Sexually Violent Predator Treatment and Management Standards http://www.soab.pa.gov/Pages/default.aspx#.WFK1fNirKUK.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risk and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications Supplier(s) must be pre-approved by the Sexual Offenders Assessment Board (SOAB) and comply with the licensure and other credentials set forth in the SOAB’s Sexually Violent Predator Treatment and Management Standards (Treatment Standards) prior to the referral of any reentrants into this program. Information on the SOAB Treatment Standards may be reviewed at http://www.soab.pa.gov/Pages/default.aspx#.WFK1fNirKUK.</p> <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. As set forth more fully in the SOAB Treatment Standards, including any subsequent revisions, the Supplier(s) shall provide the following: <ol style="list-style-type: none"> a. An individual intake evaluation based upon a risk assessment such as the Static-99R or other SOAB-approved risk assessment instrument, b. Individual Counseling, c. Group Counseling d. Updated risk assessment upon completion of 12 months of treatment e. Discharge Summary 2. During the first year of treatment, the Supplier may complete up to three (3) polygraph tests to include, but are not limited to one of each of the following: <ol style="list-style-type: none"> a. Sexual History Polygraph b. Denial Polygraph c. Maintenance Polygraph 3. Suppliers may invoice for one Polygraph per year after the first year of treatment for reentrants approved for an additional referral for treatment. 4. Suppliers shall provide a comprehensive, formal sex offender assessment at onset of treatment. Initial appointment should be within 14 days of the referral. Assessment must be completed within the first 3 months and include:

SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Sex Offender Treatment (cont'd)	<ul style="list-style-type: none"> a. Assessment of static and dynamic risk <ul style="list-style-type: none"> i. Must use sex offender-specific assessment tools, as recognized by the SOAB and/or the Association for the Treatment of Sexual Abusers (ATSA) ii. Must include an objective testing of sexual interest (if relevant) b. Individualized Treatment Plan (ITP) that is reentrant-specific and tailored to reentrant's risk and needs (considerations include but are not limited to: criminal history, cognitive patterns, sexual arousal patterns, offense patterns, co-occurring conditions, risk assessment and current circumstances): <ul style="list-style-type: none"> i. ITP contains measurable treatment goals, objectives and interventions. Goals should relate to items identified in initial assessment; ii. ITP must indicate persons responsible for treatment and supervision of reentrant; iii. ITP will include information about collaboration with other Suppliers, if applicable. c. A cognitive behavioral, trauma-informed approach to treatment. Treatment generally is done in group format to promote peer support and feedback. Treatment will include, but need not be limited to, therapy to address: <ul style="list-style-type: none"> i. Cognitive restructuring ii. Behavior modification iii. Deviant sexual interests iv. Sexual preoccupations v. Intimacy deficits vi. Impulse control d. Components of psycho-educational groups may include, but should not be limited to, the following: <ul style="list-style-type: none"> i. Psycho-sexual education ii. Anger management iii. Relapse/re-offending prevention iv. Goal setting v. Victim Impact/Awareness vi. Social Competence vii. Assertiveness Training 5. The Supplier shall have the capacity to provide for: <ul style="list-style-type: none"> a. Administration of polygraphs by a polygrapher qualified to conduct sex offender specific polygraphs. This individual does not have to be part of Supplier's staff and can be sub-contracted. Proof of certification will be made available upon request. Polygrapher must have capacity to administer the following types of polygraphs: <ul style="list-style-type: none"> i. Sexual history: to identify areas for treatment ii. Maintenance: to monitor treatment compliance and address specific issues iii. Denial: to address reentrant's denial of instant offense

SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Sex Offender Treatment (cont'd)	<ul style="list-style-type: none"> b. Administration of objective tests of sexual interests to ascertain deviant sexual interest/arousal patterns c. Referrals for physician evaluations and prescription of anti-androgen and other pharmacological therapies as an adjunct to group/individual therapy d. Referrals for ancillary services for offenders who display other needs or have co-occurring disorders. For example: <ul style="list-style-type: none"> i. Substance Abuse ii. Intellectual and Developmental Differences iii. Mental Illness iv. Learning Differences e. Treatment of reentrants who initially refuse to admit to their sex offense. Suppliers may NOT refuse to treat a reentrant based on initial denial: <ul style="list-style-type: none"> i. If the reentrant maintains total denial after a predetermined period of time, the supplier may discharge the reentrant from treatment as long as prior to notice has been provided to the reentrant and the DOC. f. Psychotherapy group counseling sessions with a maximum capacity of fifteen (15) individuals. There must be two (2) therapists for any group counseling sessions with more than eight (8) offenders. g. Psychotherapy groups that are a minimum of one and a half (1 ½) hours in duration. <p>6. Supplier(s) shall ensure that victim's rights and needs are central to this process.</p> <p>E. Service-Specific Case File and Data Collection Requirements</p> <ul style="list-style-type: none"> 1. Case Files - In addition to the items noted in the Service Delivery section above, case files shall also contain Polygraph Results.

SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
<p>Day Reporting Services 85911003-ITQ-351</p>	<p>A. Scope of Services</p> <p>The Day Reporting program will include an orientation, initial assessment, development and implementation of a treatment plan utilizing a phase program, and the administration of services to assist reentrants with reentry. These services will be performed in collaboration with DOC to provide an additional assessment of need and referral to services deemed integral to the reentrant’s initial community integration efforts.</p> <p>Reentrants with a high-risk level, multiple significant criminogenic needs or lack of access to other supportive resources may be deemed appropriate for referral. The actual programming provided by a supplier should be minimal and relegated only to those services where a deficit exists in what is already readily available.</p> <p>Supplier(s) shall focus on support, assessment, referral, cognitive readiness and communication with DOC Supervision staff concerning reentrant cooperation and buy-in. There should be a component of being able to help the reentrant balance and prioritize the sometimes-competing expectations/mandates reflected in:</p> <ol style="list-style-type: none"> 1) The Parole Board requirements; 2) The risk/need assessment indicators; and/or 3) The reentrant’s self-reported goals and service plans <p>Program should not have a disciplinary component and should rarely be used as a sanction for reentrants who commit violations.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires six (6) months from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based upon the reentrant's identified risk and needs; however, the recommended duration is ninety (90) days from the date of referral. Up to six (6) months of services may be provided if ongoing structured supports are needed. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Certified individual to deliver individual and/or open-ended cognitive behavioral group programming. Programming may be an additional reinforcement of pro-social skills taught, practiced, and learned during previous institutional and/or community program settings. <ol style="list-style-type: none"> a. The supplier(s) must be certified and skilled to facilitate a validated cognitive behavioral evidenced-based curriculum proven to reduce recidivism. b. This curriculum must specifically address the top four (4) criminogenic needs: anti-social personality, cognition, companions, and family and/or marital stressors. c. Certification shall be defined per the publisher’s specific certification requirements for facilitating a given program and should be completed by any staff member providing the program or facilitating reentrant groups.

<p>Day Reporting Services (cont'd)</p>	<ul style="list-style-type: none"> d. Verification of certification and/or training must be provided to the DOC upon application. e. The selected curriculum must be supplied and approved by DOC for approval upon application. f. The Supplier(s) shall procure all training and/or licensing required per the publisher of the approved program for all staff who will facilitate the program. <ol style="list-style-type: none"> 2. Certified individual trained to deliver workforce development (OES/OWDS). 3. Specialized certifications/qualifications may be needed by facilitators providing specific services (see other service categories). 4. A facility large enough to accommodate a group size of approximately 10-15 individuals, plus space for up to two (2) DOC staff so that they may be afforded the opportunity to meet with reentrants and/or attend services provided to reentrants for Day Reporting. <p>D. Delivery of Services</p> <p>Reentrants will reside at a location approved by the DOC, but will report for Day Reporting program for services. The Day Reporting program will include an orientation, assessment and development of a treatment plan utilizing a phase program, case management, and monitoring and administration of services to assist reentrants with reentry. These services will be performed in collaboration with DOC.</p> <ol style="list-style-type: none"> 1. Orientation: <ul style="list-style-type: none"> Supplier(s) shall provide an orientation within the first seven (7) calendar days of reentrant contact that will include an overview of the program, its components and expectations for progression through the program, rules and regulations, programming, etc. 2. Assessment and Development of Treatment Plan: <ol style="list-style-type: none"> a. In collaboration with the appropriate staff, supplier(s) will conduct an assessment to identify each reentrant's strengths and criminogenic risks and needs, as defined by the current assessment tool utilized. This assessment will result in the generation of an individual treatment plan (ITP) including goals and objectives specifically tailored to meet the needs and reduce the recidivism risk of the reentrant, in accordance with DOC policy 8.4.1. The plan will identify what program services the reentrant will participate in daily and weekly. A weekly schedule will be provided to the reentrant which will include the program services that the reentrant will be required to attend. b. The assessment and treatment plan will be completed within seven (7) calendar days of reentrant placement and will be made available for review, upon request. Supplier(s) will also provide a copy of the weekly schedules, upon request. 3. Case Management and Monitoring: <ol style="list-style-type: none"> a. Supplier(s) will continue to manage each referred case. Case management will include, but not be limited to, monitoring job status, periodic individual meetings with reentrants to assess needs and progress, and meetings with reentrants in group or individual sessions to review status and progress in the program.
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<p>Day Reporting Services (cont'd)</p>	<ul style="list-style-type: none"> b. Supplier(s) shall monitor reentrant's activities while in Day Reporting program and shall require the reentrant to sign in and verify attendance for prescribed services. Sign-in and attendance records shall be placed in the reentrant's case file or stored electronically and shall be made available upon request. c. Supplier(s) shall conduct biweekly reviews and provide updates to the DOC Supervision. d. A case conference will be held with the Parole Agent and Supervisor forty-five (45) days from the referral approval date, at which time a progress update and tentative discharge date will be provided by the supplier(s). <ol style="list-style-type: none"> 4. Supplier(s) will provide services and evidence-based programming to reentrants referred to the Day Reporting program as dictated by the Supplier(s) assessment of the reentrant. All programming should be provided in accordance with DOC policy, if applicable. Such services shall include: <ul style="list-style-type: none"> a. Substance Abuse Education b. Cognitive Behavioral Therapy c. Employment Services and Support d. Pro-Social Activities e. Case management as described above 5. Any suspected drug or alcohol use shall be reported immediately to the supervising agent or community corrections staff. Urinalysis testing shall be conducted by DOC staff, not the supplier. 6. Services shall be provided on site at the Supplier's Day Reporting program. Group sessions shall not exceed fifteen (15) reentrants per session without DOC approval. 7. Services shall be provided on site at the Supplier(s) Day Reporting program for no less than one (1) hour. 8. In addition to the programs listed above, Supplier(s) may provide or make a referral to other agencies for additional programming and assistance in the areas noted below. Referral to an external agency does not imply that payment or costs associated with such services are the financial responsibility of the DOC. Any costs associated with such services will be the responsibility of the reentrant, and may be paid through available resources, such as government funding, personal insurance, etc. Services may include: <ul style="list-style-type: none"> a. GED Preparation b. Anger Management and/or Violence Prevention c. Parenting Skills/Family Reunification d. Coordination of Mental Health services e. Life Skills f. Support Groups g. Home plan assistance h. Referral to other Social Service Agencies, as needed 9. Services in addition to those mentioned above or modification to said services requires review and approval by the DOC, as appropriate.
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Housing Assistance Program 85455103-ITQ-352	<p>A. Scope of Services Supplier shall assist the reentrant in attaining independent living by securing safe and affordable housing that complies with established DOC policy. Refer to the attached Home Plan Brochure (Attachment B) and any other subsequent revisions as a guide.</p> <p>Based upon the assessed needs of the reentrant, referrals will be made to the supplier for those with verifiable income (employed or other) that fall into either the high or low housing need area, as identified below.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. For reentrants identified by DOC as high need, eligibility for funding of services expires two (2) years from the approved referral date. 2. For reentrants identified by DOC as low need, eligibility for funding of services expires one (1) year from the approved referral date. 3. All housing subsidies must be spent on behalf of reentrants within one (1) year of placement into housing. 4. A reentrant may receive an additional referral for case management services only, with the approval of the DOC. Reentrants who have received a housing subsidy are not eligible for an additional subsidy. <p>C. Service-Specific Supplier Qualifications Suppliers must have staff that are trained to provide “Building Your Financial House” framework developed by the Pennsylvania Housing Finance Agency (PHFA) or other suitable financial education classes, and Renter’s Preparation by the Self Determination Housing of Pennsylvania or other similar preparation program.</p> <p>D. Delivery of Services Supplier will be responsible for providing reentrants with case management, placement, and rental assistance, as well as developing partnerships as identified below:</p> <ol style="list-style-type: none"> 1. Case management services: <ol style="list-style-type: none"> a. Suppliers must develop a specific, timely and realistic housing plan based upon the reentrant’s individual needs, resources and goals. The housing plan shall include the following and will be made available for review by the DOC, upon request: <ol style="list-style-type: none"> i. Objectives that focus on both financial management and planning, to include specific anticipated expenditures of rental subsidies, as well as coordination of community supports and resources available to meet the reentrant’s needs; ii. Short term and long-term housing goals and actions to be taken to meet such objectives, which may include: <ul style="list-style-type: none"> • Temporary housing (paid for under other funding), such as a room; • Plans to secure long term permanent housing in the future, if in alignment with their goals; and • Sustainability of the housing when funding expires. b. Suppliers must maintain contact with the reentrants once they are placed into housing, to assist with reentry into the community, independent living, and community resources as follows;

<p>Housing Assistance Program (cont'd)</p>	<ul style="list-style-type: none"> i. Low need reentrants: a minimum of once per month (not to exceed 6 months from referral approval date). ii. High needs reentrants: a minimum of twice per month for the first six (6) months and a minimum of monthly for the second six (6) months. <ol style="list-style-type: none"> 2. Suppliers must provide financial education classes and resources, such as: <ul style="list-style-type: none"> a. "Building Your Financial House" framework developed by the Pennsylvania Housing Finance Agency (PHFA) or other suitable financial education classes. b. Renter's Preparation by the Self Determination Housing of Pennsylvania or other similar preparation program. c. Education and information on Rent to Own and First-time home buyers' programs (if the reentrant is interested). 3. Suppliers must assist a reentrant with securing and funding housing, as identified in the reentrant's housing plan and based on the DOC's assessed level of need. <ul style="list-style-type: none"> a. Housing options include a single room, efficiency, single family residence or apartment and must be approved by the local jurisdiction for occupancy; b. Rental unit must be available for rent/lease to the general public (not family/personally-owned) and documentation must be made available for all rental properties base on municipal requirements (Certificate of Rental Suitability or similar); and c. Housing may be independent or shared with other individuals; however, only one renter may qualify for the Housing Assistance rental subsidies. 4. The Supplier shall assist reentrants in negotiating and understanding the lease and rental terms between each party; the lease agreement shall be between the landlord and the reentrant. <u>NOTE</u>: Suppliers that own rental housing may rent to reentrants under this service category; however, all conditions under the contract apply. 5. The Supplier is responsible for disbursement of defined rental subsidies of \$2,100 or \$6,300, based on reentrant's level of need identified in the approved referral. <ul style="list-style-type: none"> a. All approved placements will result in an upfront lump sum payment of \$2,100 for rental subsidies to the Housing Assistance Supplier, payable upon submission of documentation of reentrant's eligibility. b. Reentrants identified as high needs are eligible for 2 additional installments of \$2,100, for a total of \$6,300 to be paid toward housing expenses. c. The Supplier shall be responsible for ensuring all rental subsidies are expended for authorized payments within 12 months of placement (not to exceed duration of approval period) d. Payment for rent, security deposit and/or utilities may be made at the level deemed necessary based upon the individual's housing plan. e. Payments shall be made directly to the landlord and/or utility company (as applicable). f. Support documentation (such as canceled checks, utility bills, etc.) must be maintained for all eligible expenses funded under this contract and must be furnished to the DOC upon request.
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Housing Assistance Program (cont'd)

- g. Security deposits for which the supplier received reimbursement must be refunded to the commonwealth at the end of the lease if reentrant does not remain in the apartment.
6. The supplier is responsible to assess affordable housing guidelines based upon the following:
- a. Total household income is comprised of verified earned and/or unearned income of all household members. Unearned income may include Social Security benefits, food stamps and/or cash assistance. Contributions and/or personal gifts from non-household members shall not be included in income calculation.
 - b. Income verification may include paystubs, employer statement, and eligibility notification from Federal or State Assistance.
7. The supplier will assist the reentrant in identifying appropriate housing that meets the following criteria in order to qualify for housing subsidies:
- a. Monthly rent amount must be between 30% and 45% of the total household monthly income.
 - b. For one (1), two (2), or three (3) bedroom apartments, the monthly rent amount shall not exceed the fair market value as determined by the US department of Housing and Urban development. For rooms fair market values for efficiency apartments shall be used as guide.
 - c. Preferred rental units include:
 - i. Month-to-month lease agreements
 - ii. Furnished units
 - iii. Utilities such as trash, sewer, electric, heat, etc.
8. The supplier is required to seek out and establish relationships with local landlords and community partners in order to effectively locate possible housing options for reentrants, especially those identified as hard-to-place and those with noted mobility/accessibility needs.
9. Supplier must engage and work with all available community resources to develop an individualized long-term housing plan to ensure that the reentrant is able to maintain housing once the Housing Assistance rental subsidies expire. They must explore other funding streams since this is intended only as a “bridge” program.

Examples of community resources and programs that may be able to assist with supplemental funding streams include but are not limited to:

- Social Security Administration, if applicable,
- Local Community Action agencies,
- Local HUD programs,
- County Assistance Office (CAO);
- Local Faith Based groups with a housing initiative;
- Local LHOT (Limited Housing Opportunity Teams) in your region,

Housing Assistance Program (cont'd)

- Regional RHAB (Regional Housing Assistance Boards),
- Regional CoC (Continuum of Care),
- Supportive Services funding through ESG (Emergency Service Grants),
- CJABS (Citizens Justice Advisory Boards Reentry programs),

10. The supplier is responsible to engage local Public Housing Authorities in order to partner with and navigate available funding and resources, to include the utilization of public housing (section 8 vouchers, master leasing, etc.) for the reentrant, if eligible.

E. Service-Specific Case File and Data Collection Requirements

In addition to the items noted in the Service Delivery section above, case files shall also contain:

- a. Individualized Housing Plan
- b. Lease Agreement

F. Service-Specific Outcomes-Based Incentives

Supplier will receive payment for the following outcomes:

- a. Housing Placement Incentive – paid upon successful reentrant placement into apartment
- b. Housing Longevity Incentive – paid upon verification of reentrant maintaining original housing placement for 12 months from placement date.

G. Invoicing and Documentation

1. Upon identification of appropriate housing and determination of reentrant eligibility for the rent subsidy, the supplier shall submit the following documentation to receive housing subsidy:

- a. Household income – paystubs, employer statement, eligibility notification from federal and state assistance.
- b. Rent does not exceed 45% or fall below the 30% of total household income – including computation that the rent meets these guidelines.
- c. Satisfaction of HUD guidelines – include computation that rent does not exceed the HUD guidelines fair market value based on county (must be noted) and number of bedrooms;
- d. A copy of the lease; and

2. Support documentation (such as canceled checks, utility bills, etc.) must be maintained for all eligible expenses funded under this contract, and must be furnished to the DOC when subsidy funds paid on behalf of reentrants are exhausted.

3. Failure to submit support documentation to confirm subsidies paid on behalf of reentrants will result in corrective action against the supplier, including suspension of referrals, until required documentation is provided.

SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Mentoring Services 85911003-ITQ-353	<p>A. Scope of Services</p> <p>Mentoring is a pro-social support option for reentrants who need additional assistance in their transition to the community through evidence-based services. An evaluation will be conducted to address challenges, needs, goals and identified gap areas. The Supplier will assist the reentrant with navigating community resources to provide the reentrant with assistance in the identified gap areas during, and after the mentoring program.</p> <p>Mentoring is thoughtfully selecting and matching mentors and participants, and effectively concluding the mentoring relationship. An integral part of the process also involves the understanding that mentoring should serve as a supplement to services that address other critical reentry needs, such as housing, health care, substance use treatment, and employment.</p> <p>Mentoring shall support individuals reconnecting with their families and navigating other challenges they may encounter through the reentry process. Supplier(s) will facilitate mentoring services for reentrants to focus on addressing the reentrant’s need for pro-social relationships and engagement in the community.</p> <p>Mentoring is a process for the informal transmission of knowledge, social capital and the psychosocial support perceived by the recipient as relevant to work, technological education, career, professional and personal development with the primary goal of preparing a reentrant for reentry and supporting him or herself during the reentry process to enhance success.</p> <p>B. Duration of services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires six (6) months from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risks and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Suppliers shall provide a detailed plan for mentor/mentee matching (to include mentor profile and criteria) at the time of submission. 2. Training Requirements <ol style="list-style-type: none"> a. For suppliers delivering a specific curriculum, staff delivering services must have completed all applicable training required by the publisher of the curriculum. b. Recommended training for suppliers includes <ol style="list-style-type: none"> i. Motivational Interviewing ii. Inmate Manipulation, and iii. Additional community resources. c. Suppliers with staff who have the following certifications may be considered for best value determination: Certified Recovery Specialist (CRS), Certified Peer Specialist (CPS)

<p>Mentoring Services (cont'd)</p>	<ol style="list-style-type: none"> 3. Mentors shall have no felonies within the past 3 years; and must not currently be under parole/probation supervision (exceptions may be made with recommendation and written approval from the parole/probation officer). <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. The supplier must conduct an evaluation to address challenges, needs, goals and identified gap areas. This evaluation shall be conducted within seven (7) days of referral, if possible, and shall identify goals and objectives for the mentoring service. 2. The supplier must work with the reentrant to create a Mentoring Service Plan to include identification of goals and objectives. <ol style="list-style-type: none"> a. The plan must identify WHAT, WHEN and HOW services will be delivered. b. The Mentoring Service Plan shall be signed by the Supplier and reentrant as acknowledgement to the program and a copy shall be maintained in the case file for review upon request 3. The supplier shall provide the Supervising Parole Agent with the mentor's contact information to address any concerns. 4. The supplier will ensure regular individual and group mentoring sessions are provided, as needed. 5. Mentoring programs must include: <ol style="list-style-type: none"> a. One-on-one mentoring to allow mentors and reentrants to develop relationships on a personal level, which is conducive to gaining reentrants' trust, in identifying, fears, and challenges. b. Mentor matches must allow for sufficient time to focus on the growth and development objectives of the Mentee, while supplementing learning experiences with ongoing coaching and feedback. c. Adequate training and education, once the mentor/role model is identified, to prepare the mentor to build effective, pro-social communication skills. Training curriculum and mentor qualification process shall be made available to DOC, upon request. d. Supporting the mentor through monthly or more frequent check-ins, per mentor request. The purpose of this check-in is to provide coaching for the mentor, advice for navigating difficulties and support to ensure that the relationship continues to be pro-social. e. Serving as an intermediary between the reentrant and mentor in instances where the reentrant and/or mentor express a need or concern requiring intervention and support. f. Offering peer support groups for reentrants participating in the program. Peer support groups must be conducted by a trained facilitator. <p>E. Service-Specific Case File and Data Collection Requirements</p> <p>In addition to the items noted in the Service Delivery section above, case files shall also contain a copy of the Individualized Mentoring Plan.</p>
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Workforce Development Services 85911004-ITQ-354	<p>A. Scope of Services Supplier will provide individualized, structured support and services to assist each reentrant according to their individual needs, to include, at a minimum, job placement.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires six (6) months from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risks and needs. Once a reentrant is placed into a job, services will end 90 days after job placement. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Supplier will be familiar with the DOC population (www.cor.pa.gov) and how characteristics may affect services and support provided or referred to under this category. 2. Labor Market Information (LMI): Supplier(s) will utilize (change language to match below) LMI available from the Pennsylvania Department of Labor & Industry (http://www.dli.pa.gov/) and other sources, in addition to utilizing LMI tools such as O-Net (http://www.onetonline.org/) and related resources. LMI will be utilized to inform assessment, employment support and opportunities, and education and vocational training needs of all referred reentrants. 3. Supplier will have the processes, networking and capacity to obtain and use Pennsylvania LMI to: <ol style="list-style-type: none"> a. Understand LMI concepts and terms; b. Assist reentrants in making career choices; c. Identify occupations (incl. Standard Occupational Classification (SOC) Codes) that are/will experience job growth in Pennsylvania and the labor market area(s); and d. Identify industries (incl. North American Industry Classification System (NAICS)) and occupations (incl. SOC codes) currently hiring in Pennsylvania and the labor market area(s). <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. Assessment <ol style="list-style-type: none"> a. Supplier(s) shall conduct assessments for each referred client, within fourteen (14) calendar days of reentrant contact, to determine needs (to include interpersonal communication skills, education, decision making, etc.), strengths, skills and interests as well as to influence individual employment plans for each client. Assessments should influence employment support, employment opportunities, and education and vocational training opportunities when applicable. b. Assessments gather objective information about people through structured methods, are developed with scientific rigor, have known reliability and validity and are administered in a standard specific way. Assessments must be an

<p>Workforce Development Services (cont'd)</p>	<p>industry-recognized (e.g. Holland Code (www.hollandcodes.com), O-Net, and other instruments.</p> <ol style="list-style-type: none"> 2. Reentrant Readiness, Case Planning & Management - Supplier will, at a minimum, conduct the following case planning and management activities: <ol style="list-style-type: none"> a. An initial interview with the reentrant and supplier(s) staff shall be scheduled within seven (7) days upon completion of the assessment(s), to identify and set long- and short-term goals, discuss options, and outline a personalized employment plan. An in-person interview is preferred; however, other options (e.g. virtual, phone) are allowed. The reentrant shall approve and sign the employment plan, as well as a contract of expectations; b. Case management services between the reentrant and supplier(s) staff shall be scheduled monthly or more frequently based on assessed need and progress through the program. Each session shall be no less than 1 hour in length, and should occur in person, when possible. c. Assist reentrants to identify and maintain relationships with workforce development service Suppliers (e.g. PA CareerLink[®]), reentrant support staff, including parole agents and/or corrections counselors and employers. d. Supplier(s) staff performs career counseling and related coaching and stress management to reentrants while they are preparing and searching for employment. 3. Job Readiness <ol style="list-style-type: none"> a. Supplier(s) staff (supervisory and front-line) must provide opportunities for developing work ethic, interpersonal communication skills and increased responsibility for all referred reentrants. b. Supplier(s) will provide the reentrant with training, activities, and resources that will develop the reentrant's readiness for obtaining and retaining a job. Job readiness activities can include, but are not limited to: resume building, skill-interest area assessments, referrals to education and vocation training and programs, etc. c. Supplier(s) staff will assist the reentrant in obtaining all necessary documentation, to include identification (as needed), paperwork and related information. d. Supplier(s) will conduct, where possible, pre- and/or post-release mock employer job fairs, mock interviews and related simulation activities that engage employers and provide reentrants opportunities to develop their skills and interaction with employers. 4. Job Search <ol style="list-style-type: none"> a. Supplier(s) will assist the reentrant in their job search activities, including but not limited to PA CareerLink[®] registration, and connecting the reentrant to services provided by Pennsylvania's workforce development system. b. Supplier(s) will provide support and guidance to all referred reentrants during their use of the career resource center and materials. Supplier(s) is required to maintain the most recent and up-to-date information and materials in the career resource center. c. Career Resources may include physical resources, supplies, library of information, trained, skilled and available staff and organizational support. 5. Job Placement:
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<p>Workforce Development Services (cont'd)</p>	<ul style="list-style-type: none"> a. Supplier(s) must provide the appropriate assessments, tests, career resources, communications, information-sharing and related activities to best match the reentrant's skills, interests and experience to compatible job opportunities. b. Supplier(s) must assist the reentrants in making the necessary contacts and completing the required documentation for application and employment. c. Job placement does not include temporary or seasonal work. d. Job placement should prioritize placement in jobs with livable wages, when possible. e. Supplier(s) staff must provide the following transitional employment support and resources to each referred client. Supplier(s) will provide access to effective career resource center and materials specific to Pennsylvania and local careers that address, at a minimum: <ul style="list-style-type: none"> i. How to Secure Employment ii. Labor Market Information and Trends iii. Job requirements iv. Training Opportunities <p>6. Retention Support:</p> <ul style="list-style-type: none"> a. Once a reentrant is placed into a job, the Supplier(s) will provide the reentrant all necessary supports and resources for job retention, including but not limited to job coaching, routine progress meetings and related case management for no more than 90 days post job placement, not to exceed a total of 6 months of services. This support shall not interfere with employment hours. b. Supplier(s) will serve as an intermediary for the reentrant to discuss any concerns about their employment and/or employer. <p>7. Employment Support:</p> <ul style="list-style-type: none"> a. Information <ul style="list-style-type: none"> i. Supplier(s) will develop and maintain a listing of employment opportunities within the region (labor workforce investment area) of organizations that are willing to and have hired reentrants. At a minimum, the listing should include the following categories: Employer Name, Address, and Point of Contact; Employer Industry (NAICs code); Geographic location of employer; Geographic location of occupation (if different); Occupations Available (including Name and SOC code); Occupations Hired (including Name and SOC code). ii. Supplier(s) will maintain up-to-date knowledge of legal limitations for employment in Pennsylvania based on a reentrant criminal record. iii. Supplier(s) will maintain up-to-date knowledge on Pennsylvania-specific labor market information on job and career opportunities. b. Employer Outreach and Engagement <ul style="list-style-type: none"> i. Supplier(s) will partner with workforce development service Suppliers and related entities that assist in identifying and engaging employers, labor unions, and others who are currently hiring. ii. Supplier(s) will conduct outreach activities, such as employer job fairs, employer recruitment, informational employer meetings to inform of available resources, tax credits, bonds, other funding, and training available to employers of reentrants. c. Employer Support
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<p>Workforce Development Services (cont'd)</p>	<ul style="list-style-type: none"> i. Suppliers will serve as an intermediary for the employers to discuss any concerns about the employees; and, ii. Supplier(s) will conduct ongoing informational meetings and necessary communication with the employer to address performance and any concerns throughout the term of the program. <p>d. Educational & Vocational Training Opportunities:</p> <ul style="list-style-type: none"> i. Supplier(s) will maintain a listing of regional resources for educational improvement. They will coordinate opportunities for reentrants with an identified educational need. This may include referrals to General Equivalency Diploma (GED)/Adult Basic Education (ABE)/English as a Second Language (ESL) classes, assistance with funding options, and coordination of additional educational services. ii. Supplier(s) will maintain a listing of regional resources for vocational improvement. They will coordinate opportunities for reentrants with an identified vocational need and desire. This may include referrals to classes, assistance with funding options, and coordination of additional vocational services. <p>E. Service-Specific Case File and Data Collection Requirements In addition to the items noted in the Service Delivery section above, case files shall also contain Employment Verification Forms.</p> <p>F. Service-Specific Outcomes-Based Incentives Supplier will receive payment for the following outcomes:</p> <ul style="list-style-type: none"> 1. Job Placement Incentive (not applicable for placement with temporary employment agencies) 2. Employment Longevity Incentive
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Family Reunification Services 85911003-ITQ-355	<p>A. Scope of Services Supplier(s) will provide family reunification services in clinical and non-clinical settings, that help to address the impact of a reentrant’s incarceration on the family. Programming shall address areas including, but not limited to, effective communication strategies, identification of reasonable expectations, establishing pro-social goals, breaking the cycle of incarceration and truancy, etc.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires six (6) months from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risks and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Counseling services must be provided by staff holding a license as a LSW/LCSW (licensed social worker), LMFT (licensed marriage and family therapist) or LPC (licensed professional counselor). Licensure by the PA Board of Social Workers, Marriage & Family Therapists and Professional Counselors must be current and in good standing. <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. Programming shall address areas including, but not limited to, effective communication strategies, identification of reasonable expectations, establishing pro-social goals, and breaking the cycle of incarceration. 2. The program must be able to work with diverse family and pro-social support situations including but not limited to, single parent or grandparent-led households, custodial friends/family, foster care situations, extended family members, same sex, multiracial, blended, related/non-related family units, and child-free environments. 3. Evaluation: <ol style="list-style-type: none"> a. An evaluation, which shall include a review and consideration of reentrant family history, supports and needs, shall be conducted within the first seven (7) days of placement for each reentrant and their family to determine risks, needs, strengths and level of motivation. b. At the conclusion of the evaluation, an individualized treatment program shall be developed for each reentrant to determine whether placement in services is appropriate and what services shall be provided. These services shall not exceed six (6) months in duration without sufficient justification and approval by DOC/Parole. 4. Reentrant/Family Education and Support Services: <ol style="list-style-type: none"> a. General education and support services shall be provided to reentrants and family members. Services and groups must be provided by facilitators trained in, at a minimum, criminal justice, group dynamics and cognitive behavioral interventions. Support services may include the following:

<p>Family Reunification Services (cont'd)</p>	<ul style="list-style-type: none"> b. Education sessions - designed to inform reentrants and family members about challenges families may face in the reunification process, as well as coping mechanisms for addressing these challenges c. Parenting classes –an evidence based, parent-training program designed for criminal justice involved parents that incorporates cognitive-behavioral techniques. d. Reentrant support groups – conducted by a trained facilitator, these groups will provide a safe place for reentrants to learn about the impact of their return on the family dynamic, as well as to provide and receive support from fellow reentrants regarding family reunification. e. Family support groups – conducted by a trained facilitator, these groups will provide a safe place for family members to learn about the impact of the reentrant’s return on family dynamics, as well as to provide and receive support from other families in the reunification process. <p>5. Reentrant/Family Counseling: Counseling sessions will focus on addressing specific needs of the reentrant and family during the reunification period. Counseling services must be provided by staff holding a license as a LSW/LCSW (licensed social worker), LMFT (licensed marriage and family therapist) or LPC (licensed professional counselor). Licensure by the PA Board of Social Workers, Marriage & Family Therapists and Professional Counselors must be current and in good standing. Counseling sessions may be provided to the reentrant or family members individually, or as a family counseling session.</p>
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
<p>Substance Use Disorder (SUD) Services 85920000-ITQ-356</p>	<p>A. Scope of Services Suppliers will provide services to reentrants with a recent history of problematic alcohol or drug use where outpatient treatment is the appropriate level of care. This programming must focus upon Assessment, Group Therapy and Individual Counseling that is based upon Cognitive Behavioral (CBT) and/or Motivational Enhancement Therapy (MET).</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risk and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Supplier(s) must have a current, valid license to provide intensive outpatient and/or outpatient drug and alcohol treatment from the Department of Drug and Alcohol Programs (DDAP). 2. All staff that will be delivering services under this contract must meet all DDAP qualifications for such. 3. If providing MAT treatment, DDAP licensure and CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation is required. <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. Initial Interview & Assessment <ol style="list-style-type: none"> a. Suppliers must conduct an initial screening assessment of the reentrant to determine reentrants needs. If a need is identified, the supplier must complete the American Society Addiction Medicine (ASAM) to determine level of care. Both shall be completed within the first seven (7) calendar days of reentrant contact. b. The results of this assessment must be incorporated into a treatment plan that will be jointly formulated by the reentrant and his/her case manager. The results of this assessment will identify: <ol style="list-style-type: none"> i. Risk factors for recidivism ii. Needs factors with focus on criminogenic needs iii. Responsivity factors (motivation, IQ/education/literacy, personality, mental health) c. Results of assessment will drive individualized treatment plans. If the assessment indicates a need for programming outside of the contracted services under this ITQ, then the Supplier(s) will make a referral to the DOC for appropriate placement into services (e.g. inpatient or detox). 2. Treatment Plans and Goals <ol style="list-style-type: none"> a. Based on the results of the risk and needs assessments, a treatment plan will be jointly formulated by the reentrant and his/her counselor. Treatment plans will

<p>Substance Use Disorder (SUD) Services (cont'd)</p>	<p>address the assessed treatment needs of the reentrant in the treatment process, as well as goal setting and time frames for goal completion. If other needs are identified, in addition to SUD-related issues, treatment plans may require the reentrant to address needs identified as a result of comprehensive assessment, such as:</p> <ul style="list-style-type: none"> i. Stress/conflict and anger management ii. Dealing with authority and aggression iii. Life skills training iv. Family and interpersonal relationships/communication v. Educational, vocational/employment-related issues <ul style="list-style-type: none"> b. These non-SUD needs should be communicated with the supervising agency (DOC) for referral to appropriate services. c. Treatment goals shall recognize the presence of physical and/or mental limitations and be formulated accordingly, e.g., the reentrant's progress is based on his/her ability rather than established criteria. d. Supplier(s) will review all treatment plans and documents, at minimum, on a monthly basis to assess the reentrant's progress in meeting his or her treatment goals. e. Treatment plans will be updated as needed in accordance with DDAP requirements. <p>3. Treatment Methods</p> <ul style="list-style-type: none"> a. Supplier(s) will be capable of providing structured, open-ended, evidence-based cognitive behavioral interventions that will be utilized at all times in the treatment process and will include cognitive behavioral strategies that assist the individual in: <ul style="list-style-type: none"> i. Challenging dysfunctional and self-defeating thoughts ii. Changing criminal thinking, attitudes, and behaviors to healthier, pro-social ways of thinking, acting, and viewing the world iii. Developing and utilizing appropriate problem solving and coping skills iv. Avoiding relapse into former self-defeating and maladaptive patterns of behavior (relapse prevention) v. Supporting Medication Assisted Treatment options and provide referrals if needed for treatment. b. A Motivational Enhancement model will be utilized to assist and encourage the reentrant in the process of treatment readiness and in making positive cognitive and behavioral changes. A non-confrontational approach to treatment will be utilized at all times, i.e., confrontational therapy methods and/or coercive treatment approaches of any type will not be utilized in the treatment of reentrants. c. All services provided shall be in compliance with the Department of Drug and Alcohol Treatment Program (DDAP) regulations regarding capacity, duration and facilitator-to-client ratio. d. The number of individual and group sessions will be based upon the reentrants assessed level of care and treatment methods. It is anticipated that the number of sessions will decrease with overall treatment progress and reentrant goal achievement. <ul style="list-style-type: none"> i. Outpatient – one (1) to five (5) hours (combined individual and group counseling) per week.
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<p>Substance Use Disorder (SUD) Services (cont'd)</p>	<ul style="list-style-type: none"> ii. Intensive Outpatient – six (6) to ten (10) hours (combined individual and group counseling) per week. e. A multidisciplinary approach to assessment and treatment must be utilized, including but not limited to addressing physiological, psychological, spiritual, educational, vocational, social, legal, community, family, parenting, and other relationship issues/needs of the reentrant. f. Programming will rely on demonstrated problem solving, role playing, and homework assignments to aid in identifying thinking errors, developing strategies for dealing with strong emotions and stress, and alternatives to substance abuse. <p>4. Additional services will include but not be limited to the following:</p> <ul style="list-style-type: none"> a. Referral to County and Community Resources b. Aftercare Planning and Relapse Prevention c. Referral to Residential and/or Detox Services, through non-DOC funding (whenever possible). d. Mental Health Treatment, if indicated and available; e. Linkage to appropriate support services (self-help meetings, transportations services, vocational services, healthcare referrals); f. Follow-up g. They may also include the following services, if available: <ul style="list-style-type: none"> i. Gender Specific Programming; and/or ii. Community-Reintegration Planning. <p>5. Participants shall be referred to both secular and non-secular self-help services. Attendance or participation in self-help services is voluntary and should not be mandated.</p>
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Cognitive Behavioral Interventions 85911000-ITQ-357	<p>A. Scope of Services Supplier(s) will provide individual and/or group programming that will utilize a Cognitive Behavioral Therapy Treatment model designed to target criminogenic needs and behaviors of reentrants, who are under supervision by the DOC, to address anti-social behavior, personality, cognitions and associates, among others. These services will be provided in a two-tier approach. One tier is for reentrants who need a full duration of services to include group and/or individual sessions or both. The second tier is for reentrants who may need a review of several selected components of the delivered curriculum and/or limited individual sessions.</p> <p>B. Duration of Services:</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risk and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ol style="list-style-type: none"> 1. Supplier(s) will be qualified and approved to provide individual and/or open-ended cognitive behavioral group programming. Programming may be an additional reinforcement of pro-social skills taught, practiced, and learned during previous institutional and/or community program settings. 2. The supplier(s) must be certified and skilled to facilitate a validated cognitive behavioral evidenced-based curriculum proven to reduce recidivism. <ol style="list-style-type: none"> a. This curriculum must specifically address the top four (4) criminogenic needs: anti-social personality, cognition, companions, and family and/or marital stressors. b. Certification shall be defined per the publisher’s specific certification requirements for facilitating a given program and should be completed by any staff member providing the program or facilitating reentrant groups. c. Verification of certification and/or training must be provided to the DOC/Parole upon application. 3. The selected curriculum must be supplied and approved by DOC/PPB for approval upon application. 4. The Supplier shall procure all training and/or licensing required per the publisher of the approved program for all staff who will facilitate the program. <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. All individual sessions will be a minimum of 50 minutes in length. 2. The following will be the required expectation for group sessions: <ol style="list-style-type: none"> a. Group Sessions shall be between 1 hour – 1 and ½ hour in length with no more than two sessions of the curriculum delivered per week.

Cognitive Behavioral Interventions (cont'd)	<ul style="list-style-type: none">b. No more than fifteen (15) reentrants will be placed into a group session.c. Each session will include role playing, directed skill practice, cognitive restructuring, and assigned/review of homework.d. Fidelity of the curriculum shall be followed when delivering the program.e. All group sessions will require each reentrant to sign in with their name and parole/DOC number, unless facilitated virtually. In either instance, documentation of participation shall be made available.f. Low risk reentrants shall not be placed into groups with those assessed as medium-high risk, regardless of referral source.
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Outpatient Mental Health Services 85910000-ITQ-358	<p>A. Scope of Services Supplier will provide outpatient mental health services to Serious Mentally Ill (SMI) reentrants without medical insurance or funding, transitioning to the community. These services provide treatment to reentrants with a current mental health diagnosis and assure that the continuum of care is occurring at an appropriate level. A multi-disciplinary approach to assessment and treatment must be utilized, including but not limited to addressing physiological, psychological, spiritual, educational, vocational, social, legal, community, family, parenting, and other relationship issues/needs of the reentrant.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant’s identified risk and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications All Suppliers must comply with the following in order to qualify for provision of Mental Health services:</p> <ol style="list-style-type: none"> 1. All current standards for mental health care and psychological care in the community; 2. All current standards and guidelines as established by the American Psychological Association; 3. The Mental Health Procedures Act; 4. PA Department of Human Services Office of Mental Health and Substance Abuse Services (OMHSAS) regulations; and 5. Act 52 of 1972 (i.e., the Professional Psychologists Practice Act) and all associated regulations promulgated by the Pennsylvania State Board of Psychology. <p>D. Delivery of Services</p> <ol style="list-style-type: none"> 1. Based upon the reentrant’s mental health diagnosis and their required needs in the community, services are to be individualized and must focus on: <ol style="list-style-type: none"> a. Assessment b. Case management c. Individual counseling d. Group therapy e. Medication compliance/medication adjustment f. Mental health education g. Permanent and or temporary employment disability due to mental health related issues. 2. Referral and Assessment Upon receipt of a referred reentrant, an assessment will be conducted to identify the reentrant’s risks and needs. This must be completed within the seven (7) calendar days of reentrant contact. The results of the assessment will, at a minimum, identify: <ol style="list-style-type: none"> a. Appropriate level of care b. Appropriate level of outpatient mental health treatment c. Goals, objectives, and action steps of the individualized treatment plan

<p>Outpatient Mental Health Services (cont'd)</p>	<ul style="list-style-type: none"> d. Mental health needs and subsequent appropriate services to increase chances for successful reintegration into the community e. Responsivity factors (motivation, IQ/Education, literacy, personality, underlying issues, SUD factors) f. Formal Suicide Risk Assessment. g. DOC medical records can be obtained by contacting the Medical Records Supervisor and/or Contracted Facility Coordinator (CFC) with a DC-108 or agency's equivalent Release of Information, signed by the reentrant. <p>3. Treatment Plan and Goals</p> <ul style="list-style-type: none"> a. The reentrant will be placed into treatment, based on the results of the assessment, within fourteen (14) calendar days of initial contact. If the assessment indicates a need for programming outside of the contracted services under this contract, then the supplier(s) will make a referral to community Suppliers for placement into the appropriate level of care (e.g., Inpatient, Partial Hospitalization, Psych Rehabilitation, Assertive Community Treatment (ACT), Community Treatment Team (CTT), Certified Peer Support, and/or support groups), utilizing 3rd party funding at no additional cost to the DOC. b. A treatment plan will be developed collaboratively by the reentrant and his/her counselor based on the results of the assessment utilizing a Recovery Based Treatment model in accordance with DOC Policy 13.8.1 "Access to Mental Health Care". The treatment plan will address the assessed treatment needs of the reentrant and will include short and long-term goals, action steps, and correlating anticipated time frames for goal completion. Examples of assessed needs may include: <ul style="list-style-type: none"> i. Stress/conflict and anger management ii. Dealing with authority and aggression iii. Life skills training iv. Family and interpersonal relationships/communication v. Educational, vocational, and employment related issues vi. Housing assistance c. If the assessment identifies needs that are unable to be addressed by the Supplier, the Supplier shall work collaboratively with the appropriate community Suppliers to facilitate additional services and communicate the identified needs to DOC. These services may include any of the above-noted areas of need. <p>4. Treatment Methods</p> <ul style="list-style-type: none"> a. Supplier(s) will be capable of providing structured, open-ended, evidence based, cognitive behavioral mental health interventions. Interventions are to include strategies that assist the reentrant in: <ul style="list-style-type: none"> i. Challenging dysfunctional and self-defeating thoughts ii. Changing criminal thinking attitudes and behaviors to healthier, pro-social ways of thinking, acting, and viewing the world through increased recovery wellness iii. Developing and utilizing appropriate problem solving and coping skills that includes properly managing mental health symptoms iv. Avoiding decompensation into mental health symptoms and regression into former self-defeating and maladaptive patterns of behavior b. The number of individual and/or group therapy sessions, as well as medication checks, will be based upon the reentrant's assessed treatment needs. It is
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<p>Outpatient Mental Health Services (cont'd)</p>	<p>anticipated that overall treatment progress and reentrant goal achievement will decrease the number of sessions over a reasonable period of time.</p> <ul style="list-style-type: none"> c. Suppliers shall ensure access to crisis intervention services during all hours, either through the Supplier or an external resource. d. Current medications shall be checked at intake by a Licensed Psychiatrist or Certified Registered Nurse Practitioner. <p>5. Medication</p> <ul style="list-style-type: none"> a. Medication shall be prescribed as required based on need and paid for utilizing 3rd party funding (insurance). The DOC may reimburse the supplier in instances where no viable third-party funding exists; however, every resource must be exhausted prior to DOC reimbursement. b. Regular medication checks with a Licensed Psychiatrist or Certified Registered Nurse Practitioner shall be provided every 120 days at a minimum.
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
Batterers' Intervention Services 85911000-ITQ-359	<p>A. Scope of Services Suppliers will assess for and deliver an approved curriculum deemed appropriate by The Pennsylvania Coalition Against Domestic Violence (PCADV). Presently, approved curriculums are:</p> <ul style="list-style-type: none"> a. The Duluth Model b. The New York Model c. The Emerge Model <p>Suppliers may submit applications for the utilization of additional models. Suppliers will not be granted a contract for services until their proposed curriculum is approved by the PCADV/DOC.</p> <p>B. Duration of Services</p> <ul style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The length of the program, within the maximum eligibility, shall be determined by the supplier based on the reentrant's identified risk and needs. 3. A reentrant may receive an additional referral for services if the need arises, but only with the approval of the DOC. <p>C. Service-Specific Supplier Qualifications</p> <ul style="list-style-type: none"> 1. Supplier(s) shall procure all training required by the publisher of the approved curriculum for all staff that will facilitate the programming. 2. Supplier(s) must be qualified to deliver open-ended interventions in accordance with the standards set forth by the Pennsylvania Coalition Against Domestic Violence (PCADV). 3. Suppliers offering female-specific batterer's programming should include this information in their application materials. <p>D. Delivery of Services Batterers intervention addresses those who batter, and how batterers' beliefs and behaviors towards intimate partner(s) contribute to domestic violence.</p> <ul style="list-style-type: none"> 1. Supplier(s) shall conduct assessments for each referred client, within fourteen (14) calendar days of reentrant contact, to determine needs, strengths, skills and interests as well as to influence individual treatment plans for each client. Assessments should inform appropriate treatment plan and duration of recommended services and support. 2. Supplier(s) shall conduct individual and group sessions in accordance with the guidelines of the selected and approved curriculum. 3. In addition to group participation, reentrants are required to complete:

Batterer's Intervention Services (cont'd)	<ul style="list-style-type: none">a. Homework assignments describing abusive behaviors against their intimate partner(s). Homework assignments help reentrants identify specific abusive actions, intentions, beliefs, feelings, and the negative impact abuse creates.b. Education pertaining to domestic violence and how to practice non-controlling behaviors.c. Opportunities to practice communication skills, confront others in the group on minimization denial and blame issues. These skills are achieved through role playing, modeling, homework assignments, and participation in group sessions to learn nonviolent alternatives.
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
<p>State Drug Treatment Program (SDTP)/ State Intermediate Punishment (SIP) Services 85920000-ITQ-360</p>	<p>A. Scope of Services State Drug Treatment Program (SDTP) Outpatient Treatment Services (SDTP Level 3) includes substance-abuse services provided to male and female program participants who are participating in Level 3 of the SDTP, as defined by DOC Policy 7.4.1 Substance Use Disorder Procedures Manual, Section 10, found at www.cor.pa.gov.</p> <p>B. Duration of Services</p> <ol style="list-style-type: none"> 1. Eligibility for funding of services expires when alternate funding is obtained, up to one (1) year from the approved referral date. 2. The total length of the outpatient services shall be determined by the treatment Supplier based on the program participant’s identified risks and needs, but shall last for a mandatory minimum of 6 months or span a minimum of 180 days. A participant’s 6 months of outpatient treatment may be interrupted by a participant’s return to a previous program level. If it is determined by the treatment Supplier that a participant who returns to outpatient treatment following an interruption needs a time extension of outpatient treatment services, this may be requested through DOC SIP/SDTP Coordinator. A participant may also return to outpatient treatment services, following completion of the initial 6 months, for additional treatment if the Department determines that additional outpatient treatment is warranted. Services should not exceed 12 months in duration without re-authorization by the DOC SIP/SDTP Program Administrator. <p>C. Service-Specific Supplier Qualifications Suppliers must possess a current and valid license to provide outpatient substance-use disorder treatment from the Pennsylvania Department of Drug and Alcohol Programs (DDAP). All services provided must be in compliance with DDAP regulations.</p> <p>D. Delivery of Services After a participant successfully completes SDTP Level 1 (4 months participating in a therapeutic community within an SCI) and Level 2 (60 days of community-based inpatient treatment), he/she will be referred to outpatient treatment to participate in SDTP Level 3, which consists of the mandatory 6 months of outpatient services outlined in this contract.</p> <p>At the time he/she is participating in SDTP Level 3 outpatient treatment, the participant may reside at either a Community Corrections Center (CCC)/Community Contract Facility (CCF) or at a furlough address that has been approved by the Department/BCC. A participant residing at an approved furlough address is considered to be in non-resident (NR) status.</p> <ol style="list-style-type: none"> 1. Initial Interview and Evaluation Following referral from the Department, the Supplier will meet with each participant as soon as possible, but within first seven (7) calendar days of contact, for the purpose of evaluation of treatment and programming needs. If unable to meet with the participant within this timeframe, justification shall be noted in the file. The

<p>State Drug Treatment Program (SDTP)/ State Intermediate Punishment (SIP) Services (cont'd)</p>	<p>results of the evaluation will drive the identification and creation of treatment plan goals. During the initial interview, the participant shall be required to sign a DC-108, Release of Information form, permitting the treatment Supplier to share confidential information with the Department. This information shall include but not be limited to: treatment session attendance, participation, relapse information and progress evaluations.</p> <p>2. Treatment Planning Treatment plan goals will be developed jointly by both the Supplier and the participant, and will address identified recidivism risks and criminogenic needs.</p> <ol style="list-style-type: none"> a. Goals should contain appropriate methods of achievement and established time frames for completion. b. The Supplier may request that the participant engages in treatment or services outside of the scope of this contract (mental health services, anger management treatment, parenting groups, vocational services, etc.) These requests must be shared with DOC SIP/SDTP Coordinator. c. Immediately after completion, the treatment plan will be forwarded to DOC SIP/SDTP Coordinator for verification and review. d. Treatment plans will be reviewed with the participant on a minimum of a monthly basis. Any changes to the treatment plan will be shared with the DOC SIP/SDTP Coordinator within five (5) days of the change. <p>3. Treatment Services Treatment services will initially be provided with an emphasis on group therapy sessions, accompanied by individual sessions (similar to Intensive Outpatient (IOP) Level of Care). Following positive progress toward abstinence from substances and completion of treatment plan goals, the number of group therapy sessions may be reduced, but may not be reduced to less than one group therapy session per week. Individual sessions may not be reduced to less than one session per month. If a participant is failing to meet established goals, DOC SIP/SDTP Coordinator staff will be notified, and the number of group therapy sessions and/or individual sessions may be increased.</p> <ol style="list-style-type: none"> a. The Supplier shall adhere to the Substance Use Disorder treatment framework (CBT/MET) as well as the policies and procedures of the Department. These can be accessed through www.cor.pa.gov. b. The progress toward completion of treatment plan goals will be reviewed with the participant on a monthly basis (minimum), and the treatment plan may be amended as needed. Information regarding achievement or failure of treatment plan goals will be shared the DOC SIP/SDTP Coordinator as requested. c. The Supplier shall notify DOC SIP/SDTP Coordinator of a participant's failure to attend any group therapy or individual treatment session. d. Specific services provided shall include: <ol style="list-style-type: none"> i. CBT/MET Substance-Use Disorder Groups; ii. Individual Treatment sessions; iii. Mental Health Treatment, if indicated and available; iv. Relapse Prevention Planning; v. Linkage to appropriate support services (self-help meetings, transportations services, vocational services, healthcare referrals); vi. Aftercare Planning;
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State Drug Treatment Program (SDTP)/ State Intermediate Punishment (SIP) Services (cont'd)

- vii. Follow-up
- viii. They may also include the following services, if available:
 - (1) Gender Specific Programming; and/or
 - (2) Community-Reintegration Planning.
- e. Participants shall be referred to both secular **and** non-secular self-help services. Attendance or participation in self-help services is voluntary and should not be mandated.

4. Treatment Methods

Suppliers shall provide structured, open-ended, evidence-based cognitive-behavioral interventions that will be used at all times in the treatment process and will include cognitive-behavioral strategies that will assist the participant in:

- a. Challenging dysfunctional and self-defeating thoughts;
- b. Changing criminal thinking, attitudes and behaviors into healthier pro-social ways of thinking, acting and viewing the world;
- c. Developing and utilizing appropriate problem-solving and coping skills; and
- d. Avoiding relapse into former self-defeating and maladaptive patterns of behavior (relapse prevention).
- e. A Motivational Enhancement model will be utilized to assist and encourage the participant in the process of treatment readiness and in making positive cognitive and behavioral changes. A non-confrontational approach to treatment shall be used at all times.
- f. All services will be performed with adherence to DDAP regulations regarding capacity, duration, and facilitator-to-client ratios.
- g. A multi-disciplinary approach to evaluation and treatment must be utilized, including but not limited to addressing physiological, psychological, spiritual, educational, vocational, social, legal, reintegration, familial, parental and other relationship issues or needs of the participant.
- h. Treatment will rely on demonstrating adaptive problem-solving techniques, role-playing difficult situations, and completing homework assignments to aid the participant in identifying thinking errors, developing strategies for dealing with strong emotions and stress, and using proactive alternatives to substance use.
- i. Issues of non-compliance with treatment or failure to report to mandatory scheduled treatment sessions must be communicated to DOC SIP/SDTP Coordinator within one (1) business day.
- j. The Supplier must adhere to any and all other expectations outlined in the Substance Use Outpatient Treatment Lot of the contract.

E. Case Conferences

Each SDTP participant will be assigned a BCC SDTP Regional Coordinator. This coordinator will be the main point of contact between the Department and the Supplier in reference to program participants. The Supplier shall conduct and document case conferences with DOC SIP/SDTP Coordinator, to include the Regional Coordinator, not less than once per month. The Supplier will share progress updates, as well as concerns of compliance and/or non-attendance or discharge from treatment, with the Regional Coordinator within one (1) business day of the incident.

<p>State Drug Treatment Program (SDTP)/ State Intermediate Punishment (SIP) Services (cont'd)</p>	<p>F. Reports</p> <ol style="list-style-type: none"> 1. Prior to completion of a participant's 6 months of treatment, the Supplier shall submit to the DOC SIP/SDTP Coordinator a SDTP Level Change Recommendation Form outlining details of the participant's progress in outpatient treatment. The form shall contain a recommendation related to this progress. If a participant successfully meets all outpatient treatment expectations, he/she should be recommended for SDTP Level 4 Community Reintegration. If a participant has failed to meet treatment expectations, one of the following recommendations shall be made: <ol style="list-style-type: none"> a. Extension of time in SDTP L3 outpatient treatment; b. Return to SDTP Level 2 community-based inpatient treatment; c. Return to SDTP Level 1 institutional therapeutic community; or d. Program expulsion 2. If at any time during a participant's time in outpatient treatment, the Supplier has concerns about his/her appropriateness for this level of care or his/her ability to continue with and complete outpatient treatment, the Supplier may submit a SDTP Level Change Recommendation Form to DOC SIP/SDTP Coordinator. DOC staff will approve appropriate level placement. 3. A submitted Level Change Recommendation Form must contain a recommendation, specific information to support the recommendation, and a suggested plan for addressing any deficiencies. 4. The DOC SIP/SDTP Program Administrator in the Division of Treatment Services shall make the final determination regarding a participant's progress through the program. Determinations include a treatment extension, demotion to a previous program level, program suspension, unsuccessful discharge from any program level, and SDTP expulsion. The determination will be made with consideration of information that the Supplier includes on the Level Change Recommendation Form. 5. The Supplier is also responsible for submitting any additional reports outlined in the Substance-use Disorder Outpatient Treatment Lot of this contract.
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SERVICE CATEGORY/ COMMODITY CODE	SERVICE CATEGORY REQUIREMENTS
<p>REACH Program (ReEntrants Attaining Community Housing) 85455103-ITQ-459</p>	<p>H. Scope of Services Supplier shall assist the reentrant in attaining independent living by securing safe and affordable housing that complies with established DOC policy. Under this service category, suppliers will provide services to reentrants with additional barriers to obtaining stable housing, including limited or no income, and/or disability that prevents the reentrant from obtaining full time employment. Due to the needs of this reentrant population, suppliers will be expected to provide an enhanced level of case management services, in addition to assistance with finding suitable housing and the management of a rental subsidy.</p> <p>The Pennsylvania Department of Corrections (PADOC) has received grant funding from the U.S. Department of Justice Bureau of Justice Assistance via FY21 Second Chance Act – Pay for Success funding, grant award 15PBJA-21-GG-04012-PFSH. Grant funding will be utilized for the outcome payments discussed in this ITQ. Qualified suppliers will be considered federal award subrecipients, and will be subject to additional federal terms and conditions attached to this ITQ.</p> <p>I. Duration of Services Eligibility for funding of services expires two (2) years from the approved referral date, upon the end date of this program, or upon the reentrant’s parole max date or special probation max date, whichever comes first. All housing subsidies must be spent on behalf of reentrants within one (1) year of placement into initial or permanent housing.</p> <p>J. Service-Specific Supplier Qualifications Suppliers must be qualified to provide services under the current Housing Assistance Program (Service Category 3), in Dauphin, Lackawanna or Allegheny Counties, and have a minimum of one (1) year of experience providing services under the current Housing Assistance Program.</p> <p>K. Delivery of Services Supplier will be responsible for providing reentrants with enhanced case management, housing placement, and rental assistance, as well as developing partnerships as identified below.</p> <p>11. Suppliers must provide enhanced case management services to assist reentrants in obtaining and sustaining affordable housing. The below components must be included and will be made available to the DOC upon request:</p> <ul style="list-style-type: none"> c. <u>Verify reentrant has obtained necessary identification</u>, including state-issued photo ID, social security card and birth certificate. d. <u>Complete a needs assessment</u> to help inform the Individual Housing Plan (see below) e. <u>Develop a specific, timely, and realistic housing plan</u> based upon the reentrant’s individual needs, resources, and goals. The housing plan shall include: <ul style="list-style-type: none"> i. Objectives that focus on both financial management and planning, to include specific anticipated expenditures of rental subsidies, as well as coordination of community supports and resources available to meet the reentrant’s needs; ii. Short-term and long-term housing goals and actions to be taken to meet such objectives, which may include plans to secure Initial Housing and/or plans to secure Permanent Housing that aligns with the individual’s goals. iii. Implementation of SMART (Sustainable, Measurable, Achievable, Realistic and Timely) goals in all reentrant goal planning. iv. Sustainability of the housing when funding expires

REACH Program
(cont'd)

- f. Complete a housing inspection of unit prior to lease signing according to Housing Quality Standards
 - g. Verify/identify sustainable income/benefits. As individuals being served will have low or no current source of income, the vendor is responsible for identifying any potential income sources. Depending on the individual's eligibility, this may include verification of Compass application with the County Assistance Office of the PA Department of Human Services to receive public assistance; verification of SSI/SSDI application; verification of any veterans' benefits; and/or verification of any spousal/child support.
 - h. Provide ongoing financial literacy/support. Supplier will ensure the individual has opened a bank account, understands how to check monthly balances, creates a budget, runs a credit report, and completes the approved financial management course.
 - i. Provide referrals/application for needed resources. Suppliers will complete referrals to supportive services with other community providers as necessary. This should include any housing supports for which the individual may be eligible, including subsidized housing agencies. Additional referrals may include utility assistance, food banks/pantries, clothing providers, employment supports if eligible to enter supported employment, etc.
12. Suppliers must provide financial education classes and resources, such as:
- d. The "Building Your Financial House" framework developed by the Pennsylvania Housing Finance Agency (PHFA) or other approved financial education classes.
 - e. Renter's Preparation by the Self Determination Housing of Pennsylvania or other approved preparation program.
 - f. Education and information on Rent to Own and First-time home buyers' programs (if the reentrant is interested).
13. Suppliers must assist a reentrant with securing and funding housing, as identified in the reentrant's housing plan.
- a. Reentrants may be placed into an initial housing placement prior to a permanent housing placement, or may be placed directly into a permanent housing arrangement, as indicated in their housing plan.
 - b. Housing options include a single room occupancy (SROs), efficiency, single family residence or apartment and must be approved by the local jurisdiction for occupancy;
 - c. Rental unit must be available for rent/lease to the general public (not family/personally-owned) and documentation must be made available for all rental properties base on municipal requirements (Certificate of Rental Suitability or similar); and
 - d. Housing may be independent or shared with other individuals; however, only one renter may qualify for the Housing Assistance rental subsidies.
14. The Supplier shall assist reentrants in negotiating and understanding the lease and rental terms between each party; the lease agreement shall be between the landlord and the reentrant. NOTE: Suppliers that own rental housing may rent to reentrants under this service category; however, all conditions under the contract apply.
15. The Supplier is responsible for disbursement of a defined rental subsidy of \$8,400.

REACH Program
(cont'd)

- h. All approved placements will result in an upfront lump sum payment of \$2,100 for initial or permanent housing placement to the Supplier, payable upon submission of documentation of reentrant's eligibility.
 - i. Reentrants are eligible for up to three additional installments of \$2,100, for a total of \$8,400 to be paid toward rent and/or utility expenses.
 - j. The Supplier shall be responsible for ensuring all rental subsidies are expended for authorized payments within 12 months of placement (not to exceed duration of approval period). Payments should be made gradually, and not in an upfront, lump sum to the landlord.

 - k. Payment for rent, security deposit and/or utilities may be made at the level deemed necessary based upon the individual's housing plan.
 - l. Payments shall be made directly to the landlord and/or utility company (as applicable).
 - m. Supportive documentation (such as canceled checks, paid utility bills, etc.) must be maintained for all eligible expenses funded under this contract and must be furnished to the DOC upon request.
 - n. Security deposits for which the supplier received reimbursement must be refunded to the Commonwealth at the end of the lease if reentrant does not remain in the apartment.
16. The supplier is responsible to assess affordable housing guidelines based upon the following:
- c. Total household income is comprised of verified earned and/or unearned income of all household members. Unearned income may include Social Security benefits, or cash assistance. Contributions and/or personal gifts from non-household members shall not be included in income calculation.
 - d. Income verification may include paystubs, employer statement, and eligibility notification from Federal or State Assistance.
17. The supplier will assist the reentrant in identifying appropriate housing that meets the following criteria in order to qualify for housing subsidies:
- a. The monthly rental obligation should be within reason of an individual's limited income, and consider an individual's ability to sustain the costs attributed beyond participation in the program. DOC has the right to review reentrant income information and reject a housing plan based on lack of sustainability. If the rent for any housing placement exceeds 55% of the reentrant's income, the placement must be reviewed and approved by the DOC in advance.
 - b. For one (1), two (2), or three (3) bedroom apartments, the monthly rent amount shall not exceed the fair market value as determined by the US Department of Housing and Urban development. For rooms, fair market values for efficiency apartments shall be used as guide.
 - c. Preferred rental units include furnished units and those with utilities included.
18. The supplier is required to seek out and establish relationships with local landlords and community partners in order to effectively locate possible housing options for reentrants, especially those identified as hard-to-place and those with noted mobility/accessibility needs.

REACH Program
(cont'd)

19. Supplier must engage and work with all available community resources to develop an individualized long-term housing plan to ensure that the reentrant is able to maintain housing once the Housing Assistance rental subsidies expire. They must explore other funding streams since this is intended only as a “bridge” program.
Examples of community resources and programs that may be able to assist with supplemental funding streams include but are not limited to:
- Social Security Administration, if applicable,
 - Local Community Action agencies,
 - Local HUD programs,
 - County Assistance Office (CAO);
 - Local Faith Based groups with a housing initiative;
 - Local LHOT (Limited Housing Opportunity Teams) in your region,
 - Regional RHAB (Regional Housing Assistance Boards),
 - Regional CoC (Continuum of Care),
 - Supportive Services funding through ESG (Emergency Service Grants),
 - CJABS (Citizens Justice Advisory Boards Reentry programs),
20. The supplier is responsible to engage local Public Housing Authorities in order to partner with and navigate available funding and resources, to include the utilization of public housing (section 8 vouchers, master leasing, etc.) for the reentrant, if eligible.
21. Successful Program Completion
Enrolled reentrants who exit the REACH Program with any housing placement and are no longer residing in a Community Corrections Center (CCC) will be considered to have successfully completed the program.
22. Program Exit
- a. Reentrants enrolled in the REACH Program who exit the program under the circumstances below will be considered “unsuccessful” program completions:
 - Exiting the program unhoused
 - New Incarceration
 - No contact with vendor for 60 days, unless institutionalized with an end date and documentation from the vendor that case management will resume
 - b. Reentrants enrolled in the REACH Program who do not have any contact with a vendor for 60 days will be disenrolled from the program and the referral will be closed. Individuals who are institutionalized with an end date will not be disenrolled.
 - c. Any reentrant enrolled in the REACH Program who is determined to be deceased after the referral date and before “Successful Program Completion” and “Program Exit” shall be categorized in a distinct category and not an unsuccessful program completion.
23. Program Reenrollment and Funding Implications
- a. Reentrant enrolled in the REACH Program with a Program Exit may only be reenrolled if they meet all of the program eligibility criteria (including residing in a CCC or CCF) at the time of reenrollment.

REACH Program
(cont'd)

- b. Reentrants who are reenrolled will be referred to the original vendor and will maintain the original approved referral date. Vendors may not reject a referral based solely on reenrollment.
- c. Reentrants who are reenrolled are not eligible for bonus incentive payments on the initial and permanent housing placement outcome measures, but will continue to be included in the vendor’s recidivism rate calculation and will be eligible for the recidivism outcome payment.
- d. Reentrants who are reenrolled will continue to be eligible for rental assistance, unless they have already used their entire \$8,400 stipend. The amount of rental assistance available upon reenrollment will be dependent on the amount spent since the initial approved referral date.

L. Service-Specific Case File and Data Collection Requirements

In addition to the items noted in the Service Delivery section above, case files shall also contain:

- c. Photo identification, Birth Certificate, and Social Security Card
- d. Proof of income and/or verification of completed applications
- e. Releases of information for the DOC and all associated services
- f. Needs Assessment
- g. Verification of completed applications for housing subsidies and other identified resources
- h. Individualized Housing Plan with noted progress toward goals
- i. Progress notes aligned with each billable service
- j. Housing inspection
- k. Budget
- l. Lease Agreement with supportive documents (W-9), certificate of occupancy/rental license, etc.
- m. Vendors are required to submit participant data each month; the format for this report will be provided by DOC.

M. Service-Specific Outcomes-Based Incentives

Supplier will receive payment for the following outcomes:

- c. Initial Housing Placement – reentrant secures a signed lease, sublease or occupancy agreement in an initial housing placement, which may include transitional or permanent housing, within 6 months of the date of approved referral.
- d. Permanent Housing Placement – reentrant secures a lease for permanent housing in their name with a minimum 1-year lease term, within 12 months of date of approved referral.
- e. Recidivism Reduction – Avoidance of new incarceration, excluding technical parole violations, at 21 months after date of approved referral.
- f. Requirements to achieve the housing placement outcome payments are further defined as follows:

Outcome	Metric Definition
Initial Housing Placement	Tenant secures a signed lease, sublease, or occupancy agreement in an initial housing placement, which may include transitional or permanent housing. Transitional housing options may include:

REACH Program
(cont'd)

- Rooming houses
- Single Room Occupancy Units (SROs)
- Motels/Hotels
- Other group living arrangements (e.g. recovery houses, boarding homes)

Permanent
Housing
Placement

Tenant secures a lease in their name for permanent housing with a minimum 1-year lease term.

Permanent housing will:

- **Include**
 - Private market rentals
 - Permanent supportive housing
 - Assisted living
 - Efficiencies
 - Long-term care facilities
 - Any other individual and multi-family dwellings
- **Exclude**
 - Rooming houses, unless specified in housing plan and approved by DOC
 - SROs, unless specified in housing plan and approved by DOC
 - Motels/Hotels
 - Housing recovery or treatment programs
 - Other group living arrangements

g. Initial Housing Placement and Permanent Housing Placement are payable after confirmation by PADOE staff via copy of the signed lease agreement and confirmation of address in the PADOE system of record, CAPTOR. The Initial Housing and Permanent Housing outcomes can be met and paid at the same time if the vendor's initial placement of the individual is in permanent housing within 6 months of the individual's enrollment in the program.

h. The Recidivism payment is payable at the end of the period of performance once the 21-month recidivism window has elapsed for all of the vendor's participants. The recidivism rate for the cohort will be calculated by PADOE's Planning, Research, and Statistics office. The payment amount will be calculated using recidivism outcome for each participating individual at 21 months post-housing placement and the total number of individuals in the cohort. Individuals who are deceased at the 21-month mark will be omitted from the calculation.

Cohort Recidivism Rate	Percent of Payment
Less than 22.6%	100%
22.6% - 29.6%	50%
More than 29.6%	0%

N. Invoicing and Documentation

REACH Program (cont'd)	<ol style="list-style-type: none">4. Upon identification of appropriate housing and determination of reentrant eligibility for the rent subsidy, the supplier shall submit the following documentation to receive housing subsidy:<ol style="list-style-type: none">b. Household income – paystubs, employer statement, eligibility notification from federal and state assistance.c. Satisfaction of HUD guidelines – include computation that rent does not exceed the HUD guidelines fair market value based on county (must be noted) and number of bedroomsd. A copy of the lease5. Support documentation (such as canceled checks, utility bills, etc.) must be maintained for all eligible expenses funded under this contract, and must be furnished to the DOC when subsidy funds paid on behalf of reentrants are exhausted.6. Failure to submit support documentation to confirm subsidies paid on behalf of reentrants will result in corrective action against the supplier, including suspension of referrals, until required documentation is provided.
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GENERAL INFORMATION/REQUIREMENTS:

- A. Type of Contract.** Upon determination that the Supplier meets the ITQ requirements, the Commonwealth will issue a contract to the supplier. Upon receipt of a Purchase Order (PO) issued under this Contract, the supplier agrees to furnish the requested services to the Commonwealth agency issuing the PO.
- B. Order of Precedence.** If any conflicts or discrepancies should arise in the terms and conditions of this Contract, or the interpretation thereof, the order of precedence shall be:
- i. This Contract;
 - ii. The data resident on the ITQ web site and incorporated herein by reference at the date of execution of the Contract or issuance of an RFQ off this Contract, whichever is later, including but not limited to the promises and certifications the Supplier made in qualifying for the Contract;

If any conflicts or discrepancies should arise in the interpretation of a PO, the order of precedence shall be:

- i. The consulting service category definitions, descriptions, qualification requirements, and contract terms and conditions set forth in the RFQ;
 - ii. This Contract;
 - iii. The PO and any attachment thereto, including: (1) the Supplier's Proposal, as accepted by the Commonwealth; (2) the RFQ.
- C. Best Value Determination.** Referrals may be distributed to eligible suppliers based on best value criteria established by the DOC. Best Value Determination criteria may include, but is not limited to, the following:
- a. Quality of services delivered, as determined by evaluations, audits and inspections as described above
 - b. Compliance with contract requirements as described above
 - c. Efficiency with which suppliers transition reentrants to alternate funding streams such as Medical Assistance, for ongoing funding (as applicable)
 - d. Availability of Gender-specific programming options
 - e. Documentation of established community partner agreements