

AMENDMENT ONE
SUBCONTRACTOR AGREEMENT

THIS AMENDMENT, entered into on the 8th day of August, 2007, between Nassau County Board of County Commissioners ("COUNTY") and Family Support Services of North Florida, Inc., a Florida not-for-profit corporation (herein referred to as the "SUBCONTRACTOR").

RECITALS:

WHEREAS, the parties previously entered in to a Subcontract Agreement dated July 1, 2007, which provided that SUBCONTRACTOR would provide Service to Eligible Consumers, known as prevention services, for COUNTY, which services COUNTY, as the lead community-based agency, is bound to provide to abused, abandoned and neglected children and their families pursuant to its contract with Florida Department of Children and Family Services and pursuant to Section 409.1671, Florida Statutes; and

WHEREAS, the parties now wish to broaden the scope of the Subcontract to include Tertiary Services to families who are court involved and who otherwise meet the qualifications for such Tertiary Services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto do hereby agree as follows:

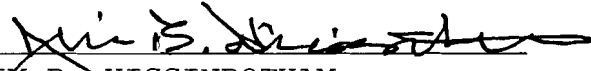
1. The Parties agree to amend Section 3.3 of the Scope of Services attached to the subcontract as Attachment One to provide:

"Tertiary prevention usually refers to families that are court involved. Services may include but not limited to the secondary prevention services as well as more intense crisis counseling and community services designed to prevent the family from re-entering the child welfare system. FSSNF and its community network will provide these services."


2. All other provisions of the Subcontract not in conflict with this Amendment shall remain in full force and effect.


IN WITNESS THEREOF, Family Support Services of North Florida, Inc., and the Board of County Commissioners have duly executed this Amendment One to the Subcontract effective the date first written above.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

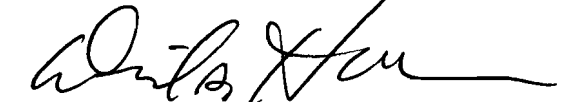

JIM B. HIGGINBOTHAM
Its: Chairman

ATTEST TO CHAIRMAN'S
SIGNATURE:



JOHN A. CRAWFORD
Its: Ex-Officio Clerk

REVIEWED BY GENE KNAGA
DEPUTY COMPTROLLER
 DATE 8/8/07

Approved as to form by the
Nassau County Attorney


DAVID A. HALLMAN

Federal ID No.: 59-3759863
Family Support Services of North Florida, Inc.
4057 Carmichael Avenue
Jacksonville, FL 32207

By:  8/20/07
Dennis Lafer, M.D., President of the Board Date
JAMES ADAMS, CEO

SUBCONTRACTOR AGREEMENT

THIS AGREEMENT is entered into between Nassau County Board of County Commissioners ("COUNTY") and Family Support Services of North Florida, Inc., a Florida not-for-profit corporation (herein referred to as the "SUBCONTRACTOR").

RECITALS:

WHEREAS, COUNTY entered into a written contract with the Florida Department of Children and Families (which is hereby incorporated by reference, and may be amended from time to time) as the lead community-based agency, responsible for coordinating, integrating, and managing a local system of support and services for abused, abandoned and neglected children and their families in Nassau County pursuant to Section 409.1671, Florida Statutes; and

WHEREAS, COUNTY intends to provide Services (as defined below) to Eligible Consumers (as defined below) in Nassau County through a network of contracted SUBCONTRACTORS; and

WHEREAS, the SUBCONTRACTOR meets all requirements set by the State of Florida to provide such Services; and

WHEREAS, the SUBCONTRACTOR is willing and able to provide Services to Eligible Consumers in accordance with the terms and conditions of this Agreement; and

WHEREAS, COUNTY desires to enter into an agreement with the SUBCONTRACTOR for the provision of Services to Eligible Consumers in accordance with the terms and conditions of this agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto do hereby agree as follows:

ARTICLE I Definitions

1.1 Abuse: Any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. (Abuse of a child includes acts of omissions. Corporal discipline of a child by a parent or legal custodian, for disciplinary purposes, does not in itself constitute abuse when it does not result in harm to the child.)

1.2 Abuse Report: The initial report made to the Florida Abuse Hotline alleging maltreatment of a child by a parent, adult household member, or person responsible for the child's welfare.

1.3 Acceptance of Referral: The date and time that the provider makes initial contact with the family for whom a referral was received to conduct an assessment to determine eligibility. Initial contacts are made in the family's home.

1.4 Calendar Day: A twenty-four hour day.

1.5 Caregiver: The parent, legal custodian, adult household member, or other person responsible for the child's welfare.

1.6 Case Management: All services provided on behalf of the family, including, transportation, staffing, recording progress notes and telephone contacts.

1.7 Counselor: The COUNTY employee who coordinates all services rendered to Eligible Families. The Counselor serves as a single and continuous point of contact for the family from entry into Services through case closure.

1.8 Child: Any unmarried, dependent or person alleged to be dependent under the age of 18 years who has not been emancipated by the court or otherwise had the disabilities of nonage removed.

1.9 Child Protection Investigator (CPI): The Department employee responsible for investigating allegations of abuse, neglect and abandonment received by the Florida Abuse Hotline.

1.10 Children Served: The number of children in families accepted and determined eligible, who receive services under this subcontract.

1.11 County Quality Assurance Program: The periodic external review activities conducted by COUNTY pursuant to COUNTY's written quality assurance plan (which may be revised from time to time) to assure that the agreed upon level and quality of services is achieved and maintained by the SUBCONTRACTOR. COUNTY's Quality Assurance activities shall, among other matters, assess the SUBCONTRACTOR's compliance with contract requirements and with state and federal law and associated administrative rules, regulations, and operating procedures; and, utilize the quality service review format to determine the adequacy of service system functions through quality service reviews.

1.12 County Quality Improvement Plan: The continuous internal improvements in service provision and administrative functions conceived and implemented by COUNTY in accordance with its written quality improvement plan (which may be revised from time to time) including quarterly review of data on: incidents, accidents and consumer grievances; customer input and satisfaction; performance data; peer record review data; and, products/results from quality service reviews and quality improvement projects.

1.13 Community-Based Care Lead Agency: A not-for-profit provider or governmental entity with whom the department contracts for the provision of services, in accordance with s. 409.1671 F.S.

1.14 Department: The Florida Department of Children and Families, unless otherwise stated.

1.15 Failure to Thrive: A condition of infants characterized by weight or height falling below the 5th percentile for age. This condition may be caused by organic or inorganic reasons.

1.16 Face to Face Contacts: Direct contact with the family.

1.17 Families Served: The number of families accepted and determined eligible.

1.18 Family: A collective body of persons consisting of a child and a parent, legal custodian, or adult relative.

1.19 Prevention Specialist (PS): The SUBCONTRACTOR's professional assigned to provide in-home support services to eligible families.

1.20 Family Plan: A written plan developed between the PS and the family. It outlines the goals, objectives and projected completion dates of the services to be provided. The plan must be reviewed and amended as needed every three months.

1.21 Initial Needs Assessment (INA): The document used to explore the family dynamics and history which is completed within two months from initial contact with the family. INA is not required for short-term cases.

1.22 Neglect: When a parent, adult household member, or other person responsible for the child's welfare deprives a child of, or allows a child to be deprived of, necessary food, clothing, shelter, or medical treatment or permits a child to live in an environment when such deprivation or environmental causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial hardship unless actual services for relief have been offered to and rejected by such person.

1.23 Primary Prevention Services: Actions aimed at preventing child abuse or neglect from occurring for the first time in a family. Services may include but are not limited to: community awareness, information and referral, parent support groups, community education seminars and workshops.

1.24 Receipt of Referral: The date and time the department or contracted provider of the department contacts the provider to refer a family for services.

1.25 Risk Assessment Observation Form: A form completed by the PS after the initial home visit to document risk factors within the family.

1.26 Secondary Prevention Services: Services voluntarily offered to families who are vulnerable to and have been determined to be at risk of child abuse or neglect. Services may include, but are not limited to parent education, both-home and group based, respite, after school and recreational programs with an educational component, health and nutrition education, mentoring/tutoring services, prenatal/perinatal services, teen parent/pregnancy programs.

1.27 Short-Term Cases: Families opened for services for a period of less than six months.

1.28 Tertiary Prevention Services: Court ordered or voluntary services offered to families who have been identified by an investigative authority as abusive or neglectful. These intensive services, designed to prevent the recurrence of abuse or neglect, are considered Family Preservation Services. Services may include, but are not limited to: parent education, both in-home and group based, respite, and intensive crisis counseling.

1.29 Verified: A determination by an abuse investigator that the specific injury or harm was the result of abuse, neglect, or threatened harm.

ARTICLE II **Subcontractor's Responsibilities**

2.1 Services. The SUBCONTRACTOR shall provide services to eligible consumers in accordance with the service specific requirements described, attached hereto (Attachment 1) and incorporated herein by reference. Services to be provided by the SUBCONTRACTOR hereunder to an eligible consumer shall be coordinated by the FM Counselor in a court/community related case.

2.2 Manner of Service Provision. The SUBCONTRACTOR shall abide by the provisions of the contract, as mutually agreed by the parties.

2.3 Licensure and Accreditation. At all times during the term of this agreement, (a) the SUBCONTRACTOR shall maintain in good standing all applicable license and accreditation requirements; and (b) the SUBCONTRACTOR's employees and agents shall meet all applicable federal and state licensing and certification requirements.

2.4 COUNTY's Quality Assurance/Quality Improvement Program. The SUBCONTRACTOR shall assist and cooperate with COUNTY's Quality Assurance/Quality Improvement Program. COUNTY will review SUBCONTRACTOR files periodically, but at least annually, to determine provider compliance with the terms and conditions of the subcontract and to ensure federal, state and other requirements associated with the service purchased is in compliance. When indicated, COUNTY will

require corrective action plans and trainings as needed. The SUBCONTRACTOR shall provide all necessary data and records and permit COUNTY to conduct review's and audits at the SUBCONTRACTOR's site.

2.5 Quality Assurance/Quality Improvement Program. The SUBCONTRACTOR shall independently implement a QA/QI Program to continuously review and improve the delivery of services to eligible consumers under this agreement. A written copy of the policy will be provided to the COUNTY QA/QI Manager.

2.6 Records.

(a) Consumer Records. The SUBCONTRACTOR shall maintain a case file for each family serviced. The case file shall contain, but is not limited to, family demographics, copy of the referral form that documents eligibility or ineligibility, a copy of the confidentiality form, , a copy of any releases, a copy of the Client Data form, a copy of the Family Plan and updates, a copy of the Risk Assessment observations, a copy of the Initial Needs Assessment form, a log of contacts documenting the date, type, and name of person contacted for all telephone, in-person and collateral contacts, a copy of the Referral Feedback form, and a copy of the End of Service Summary.

(b) Personnel Records. The SUBCONTRACTOR shall maintain a personnel file on each employee involved in the provision of services as defined in this Agreement. The record shall contain, but is not limited to the original signed copy of the Security Agreement Form, CF-114, documentation of education, training and required experience, and results of the mandatory background screening, as explained in Section 2.17.

(c) Financial Records. The SUBCONTRACTOR shall establish and maintain books, records and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds, provided by COUNTY under this Agreement.

(d) Record Retention. The SUBCONTRACTOR shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement for a period of six years after the completion/termination of the agreement or for such longer period as may be required by applicable federal or state law. If an audit has been initiated and audit findings have not been resolved at the end of six years then the records shall be retained until resolution of the audit findings or any litigation, which may be based on the terms of this Agreement.

(e) Inspection. At all reasonable times for as long as the records are maintained, persons duly authorized by COUNTY, the department and Federal auditors, pursuant to 45 CFR, Section 92.36(i) (10), shall be allowed full access

to and the right to examine any of the contracts and related records and documents, regardless of the form in which kept.

(f) Confidentiality. The SUBCONTRACTOR shall comply at all times with applicable federal and state laws, rules, and regulations, including but not limited to 45 C.F.R. Section 205.50, and 402.155 F.S. regarding the confidentiality of the records and identity of consumers. The SUBCONTRACTOR shall not release any records to any consumer or third person, other than COUNTY or the department's authorized representative without the prior written consent of the consumer, except as may be required by applicable law or an order by a court of competent jurisdiction. This responsibility extends to all of the officers, employees, volunteers and agents of the SUBCONTRACTOR.

(g) Transfer of Records. Upon termination of this agreement, active and closed records will be transferred in accordance with the SUBCONTRACTOR's transition plan. From time to time at the request of COUNTY or the department, the SUBCONTRACTOR shall duplicate the transfer of records (at no cost to COUNTY or the department) during the required retention period as specified in Section 2.5(c) above.

2.7 Client Rights and Grievance Process. The SUBCONTRACTOR shall prominently display information as to a consumer's access to the Florida Local Advocacy Council to file a complaint regarding Services. The SUBCONTRACTOR shall also make accessible and distribute COUNTY brochures that outline consumer rights, to ensure consumers are informed of access to individuals willing to advocate for their needs.

2.8 Grievance Resolution. The SUBCONTRACTOR shall cooperate with COUNTY's Grievance Procedure and comply with all determinations made by COUNTY under the grievance procedure.

2.9 2.9 Performance Standards. The SUBCONTRACTOR shall meet or exceed the performance standards mutually established by COUNTY, and the department, incorporated by reference, and measured by the outcomes and indicators set forth therein. The SUBCONTRACTOR shall meet or exceed the performance standards mutually agreed upon.

2.10 Information Systems. The SUBCONTRACTOR agrees to the requirements for information systems set forth in Attachment II attached hereto and incorporated herein by reference.

2.11 Compliance with Law. The SUBCONTRACTOR shall, at all times during the term of this agreement, comply with, and provide all services required hereunder in accordance with, all applicable federal, state, and local laws, rules, regulations and ordinances including, but not limited to, the federal Social Security Act (as amended); the Americans with Disabilities Act; the Pro-Children Act of 1994; and Chapters 39 and 409, Florida Statutes.

2.12 Risk Prevention and Child Abuse Reporting. The SUBCONTRACTOR shall, in accordance with the Department's Consumer Risk Prevention System, report situations listed in CFOP 215-6 in the manner described in CFOP 215-6 or the Department's operating procedures. The SUBCONTRACTOR and its employees shall also report any known or suspected child abuse, abandonment, or neglect immediately to the department's central abuse hotline using the single statewide toll-free telephone number or as otherwise required under Section 39.201, Florida Statutes. The SUBCONTRACTOR shall also be responsible for notifying the COUNTY Counselor and COUNTY contract manger of any incidents or reports made.

2.13 Nondiscrimination. The SUBCONTRACTOR shall not differentiate or discriminate in the provision of services to eligible consumers or against any of its employees or any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex.

2.14 Credentialing. The SUBCONTRACTOR and its employees shall comply with COUNTY's credentialing and re-credentialing procedures and requirements, and the Subcontractor shall immediately notify COUNTY in writing of any material change in any credentialing information previously provided to COUNTY.

2.15 Transportation Disadvantaged. The SUBCONTRACTOR shall comply with the provisions of Chapter 427, Florida Statutes, and Chapter 41-2, Florida Administrative Code, if consumers are transported under this agreement.

2.16 Mandatory Background Screening. The SUBCONTRACTOR shall ensure that all of its employees providing services to eligible consumers are subjected to a Level 2 security background investigation in accordance with Section 435.04, Florida Statutes, and a child abuse registry screening. In the event that such employee is determined to (a) have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any of the offenses enumerated in Section 435.04(2), or (b) have been subject to a confirmed child abuse or neglect report, then such employee shall be prohibited from providing services to eligible consumers.

2.17 Health Insurance Portability and Accountability Act. The SUBCONTRACTOR shall comply with the Health Insurance Portability and Accountability Act (HIPAA) (42 U.S. Section 210 et seq) as well as all regulations promulgated thereunder (45 CFR Parts 160, 162 and 164).

2.18 Emergency Preparedness. If the tasks to be performed pursuant to this Agreement include the physical care and control of clients, the SUBCONTRACTOR shall, within thirty days of the execution of this agreement, submit to the contract manager an emergency preparedness plan which shall include provisions for pre-disaster records protection, alternative accomrnodations for clients in substitute care, supplies, and a recovery plan that will allow the SUBCONTRACTOR to continue functioning in compliance with the executed agreement in the event of an actual emergency. COUNTY agrees to respond in writing within thirty days of receipt of the plan accepting, rejecting, or requesting modifications. In the event of an emergency,

COUNTY may exercise oversight authority over such a SUBCONTRACTOR in order to assure implementation of the agreed emergency relief provisions.

ARTICLE III
Obligations of Family Matters of Nassau County

3.1 COUNTY's Quality Assurance/Quality Improvement Program. COUNTY shall establish and implement COUNTY's Quality Assurance /Quality Improvement Program, review SUBCONTRACTOR files periodically, but at least annually, to determine provider compliance with the terms and conditions of the agreement and to ensure federal, state and other requirements associated with the service purchased is in compliance. COUNTY will require corrective action plans and trainings as needed.

3.2 Compliance With Law. COUNTY shall at all times during the term of this agreement, comply with all applicable federal and state laws, rules, and regulations including, but not limited to, the federal Social Security Act (as amended); the Americans with Disabilities Act; and Chapters 39 and 409, Florida Statutes.

ARTICLE IV
Compensation

4.1 Amount. This is a cost reimbursement contract. COUNTY shall reimburse the SUBCONTRACTOR for allowable expenditures incurred pursuant to the terms of the agreement for a total dollar amount not to exceed \$8,333.34 per month, subject to the availability of funds. SUBCONTRACTOR shall provide 25% match or the equivalent of \$ 2,777.78 per month. Administrative costs may not exceed 10% per month.

4.2 Method of Payment. Payment may be authorized only for allowable expenditures on the invoice which are in accord with the limits specified in the approved line item budget in Exhibit I, or in the approved revised line item budget.

4.3 Request for Payment. The SUBCONTRACTOR shall request reimbursement on a monthly basis through submission of a properly completed invoice within 10 calendar days following the end of the month for which reimbursement is being requested. Charges on the invoice must be accompanied by supporting documentation. The Invoice and the documentation must be submitted to the COUNTY contract manager. An Invoice returned to the SUBCONTRACTOR due to preparation errors will result in a payment delay. The SUBCONTRACTOR acknowledges that in the event of nonpayment by COUNTY for any reason, the department shall have no liability for payment of any of the SUBCONTRACTOR's expenses or obligations incurred under this agreement.

4.4 Non-Payment. The SUBCONTRACTOR understands and agrees that payment of compensation from COUNTY is contingent upon receipt of funds from the department and that a delay in the receipt of funds could result in partial payment until funds are received. The SUBCONTRACTOR is required to have access to at least sixty days of

operating revenues during the life of the contract to cover this situation. In the event that insufficient funds are available to implement the subcontract, COUNTY may at its absolute discretion terminate or modify this subcontract accordingly.

4.5 Revenue and Cost Reports. The SUBCONTRACTOR shall submit revenue and cost reports (of actual expenditure by line item), for each month following the month of service. These reports may be generated from the SUBCONTRACTOR's accounting system in a format approved by COUNTY.

4.6 Return of Funds. In the event that the SUBCONTRACTOR or its independent auditor discovers that an overpayment has been made by COUNTY, the SUBCONTRACTOR shall repay said overpayment to COUNTY within forty days from such discovery without prior notice or request from COUNTY. In the event that COUNTY first discovers and overpayment has been made to the SUBCONTRACTOR, COUNTY will notify the SUBCONTRACTOR by letter of such a finding and requesting repayment within forty days. Should repayment not be made within such applicable forty day time period, COUNTY will charge the SUBCONTRACTOR interest of one percent (1%) per month compounded on the outstanding balance after such applicable time period has expired until paid in full.

4.7 Use of Funds for Lobbying Prohibited. The SUBCONTRACTOR agrees to comply with the provisions of Sections 11.062 and 216.347, Florida Statutes, which prohibits the expenditure of funds received under this Agreement for the purposes of lobbying the Florida Legislature, judicial branch, or any state agency.

4.8 Reimbursement for Travel Expenses. The SUBCONTRACTOR agrees to comply with the provisions of Section 112.061 Florida Statutes, for the documentation of all travel expenditures. Out of state travel expenses are non-reimbursable items.

ARTICLE V **Insurance and Indemnification**

5.1 Liability Insurance. During the term of this agreement, the SUBCONTRACTOR shall maintain and keep in effect, at its sole expense, general liability insurance and errors and omission (professional liability) insurance coverage in accordance with section 409.1671 F.S. and any subsequent amendments thereto. At COUNTY's request, the SUBCONTRACTOR shall furnish to it a certificate of insurance evidencing the insurance coverage required under this Section 5.1.

5.2 Indemnification. The SUBCONTRACTOR shall indemnify, defend, and hold harmless COUNTY and its officers, directors, employees and agents from and against any and all liability, loss, damage, claims, and all costs or expenses related thereto (including attorneys' fees), that may arise out of and/or be incurred in connection with: (a) any negligence or misconduct caused or alleged to have been caused by the SUBCONTRACTOR or its employees, agents, or representatives in connection with the provision of the services under this agreement or in connection with the use or

maintenance of any property, facility, or any equipment by, or under the direction or control of, the SUBCONTRACTOR, or (b) any act or failure to act by SUBCONTRACTOR or its employees, agents, or representatives outside the scope of, or in breach of, the terms of this agreement.

ARTICLE VI
Term of Agreement/Termination

6.1 Term. This agreement will be effective from July 1, 2007 through August 31 2007. This is a two month agreement and may be renewed on a "as needed basis" not to exceed two additional months (September 2007 and October 2007). Such renewals are contingent upon satisfactory fiscal and program performance reviews as determined by COUNTY and annual amounts shall be negotiated subject to the availability of funds. Each renewal shall be confirmed in writing by the SUBCONTRACTOR and the COUNTY and will be subject to the terms and conditions set forth in the original contact and its amendments

6.2 Termination With Cause. COUNTY may terminate this subcontract within ten days, upon written notice, if it determines at its absolute discretion that, the SUBCONTRACTOR has failed or may fail to perform any material duty or obligation imposed by the agreement and does not cure the default or breach within the ten day period following notice.

If this agreement is terminated under the foregoing provision, the SUBCONTRACTOR will be ineligible to receive any contracts or funds from COUNTY for a period of at least twelve months from the date of termination. If this agreement is terminated without cause, the SUBCONTRACTOR shall not be restricted from contracting with COUNTY if it has fully cooperated in implementing a transition plan and ensured child safety and service continuity during the transition period.

6.3 Termination With Notice Bankruptcy. Notwithstanding Section 6.1 above, this agreement shall immediately terminate upon written notice by one party to the other party in the event the other party becomes "bankrupt" as defined herein. As used herein, a party shall be deemed to be "bankrupt" if (a) an involuntary petition under any bankruptcy or insolvency law is filed with respect to a party or a receiver of, or for the property of, such party is appointed without the acquiescence of such party, which petition or appointment remains undischarged or unstayed for an aggregate period of sixty days (whether or not consecutive); or (b) a voluntary petition under any bankruptcy or insolvency law is filed by or on behalf of such party, or a receiver of, or for the property of, such party is acquiesced in by such party, or such party does any similar act of like import.

6.4 Termination With Notice Other. Notwithstanding Section 6.1 above, this agreement shall immediately terminate upon written notice by COUNTY to the SUBCONTRACTOR in the event (a) the SUBCONTRACTOR's licensure or accreditation as required by Section 2.3 above is either suspended or revoked; (b) the SUBCONTRACTOR's credentialing or re-credentialing application is not verified and

approved by COUNTY; (c) the SUBCONTRACTOR's general liability insurance required by Section 4.1 above is cancelled or otherwise terminated; (d) the SUBCONTRACTOR fails to comply with the performance standards as required by Section 2.9 above; (e) the SUBCONTRACTOR fails to comply with any corrective action plan imposed under Section 2.4 above; (f) the SUBCONTRACTOR fails to meet the staffing requirements; (g) the SUBCONTRACTOR (or any of its officers, directors, or employees) is placed on the convicted vendor list kept by the Florida Department of Management Services pursuant to Section 287.133, Florida Statutes; or (h) in the event funds to pay the SUBCONTRACTOR under this agreement become unavailable. COUNTY shall be the final authority as to the availability of funds to pay the SUBCONTRACTOR.

6.5 Provision of Services Upon Termination. Upon termination by either party, the SUBCONTRACTOR shall continue to provide services under the terms and conditions of this agreement to any eligible consumer who was being served by the SUBCONTRACTOR on the termination date until COUNTY makes provision for the assumption of such services by another organization or program. Further, County will continue to pay the SUBCONTRACTOR for all such services provided subsequent to termination.

6.7 Transfer of Equipment. In the event that the SUBCONTRACTOR has used any funds or compensation obtained from COUNTY under this agreement to make any capital item purchase as indicated on the Non-Expendable Property Inventory submitted to COUNTY, then upon termination of this agreement the SUBCONTRACTOR shall promptly transfer any such capital item property to COUNTY at no cost to COUNTY.

ARTICLE VII **Dispute Resolution**

7.1 Dispute Resolution. Any dispute arising under this Agreement shall be addressed by the representatives of the COUNTY and the SUBCONTRACTOR as set forth herein. Disputes shall be set forth in writing to the County Administrator with a copy to the Director of Family Matters of Nassau County and provided by overnight mail, UPS, FedEx, or certified mail, with a response provided in the same manner prior to any meetings of representatives. The initial meeting shall be with the County Administrator and the Director of COUNTY or their designee and a representative of the SUBCONTRACTOR. If the dispute is not settled at that level, the County Attorney shall be notified in writing by the Director of COUNTY or his/her designee, and the County Attorney and the County Administrator and the Director of COUNTY or their designee(s) shall meet with the SUBCONTRACTOR's representative(s). Said meeting shall occur within sixty (60) days of the notification by the County Administrator. If there is no satisfactory resolution, the claims disputes, or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof, if not disposed of by agreement as set forth herein, shall be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the SUBCONTRACTOR. If either party initiates a Court proceeding, and the Court

orders, or the parties agree to, mediation, the cost of mediation shall be borne by the SUBCONTRACTOR. SUBCONTRACTOR shall not stop work during the pendency of mediation or dispute resolution. No litigation shall be initiated unless and until the procedures set forth herein are followed.

ARTICLE VIII
General Provisions

8.1 Recitals. The parties acknowledge that the statements contained in the recitals above are true and correct, and the recitals are incorporated herein by reference and made a part hereof.

8.2 Independent Contractor. This agreement is not intended to create, nor is it to be construed as creating, any relationship between the SUBCONTRACTOR and COUNTY other than that of independent parties contracting with each other solely for the purpose of effectuating the provisions of this agreement. Neither the SUBCONTRACTOR or COUNTY, nor any of their respective officers, directors, or employees, shall act as nor be construed to be the agent, employee or representative of the other. Furthermore, the SUBCONTRACTOR shall not represent to others that it has the authority to bind COUNTY or the department unless specifically authorized in writing to do so. All deductions for social security withholding taxes, income taxes, contributions to unemployment compensation funds, worker's compensation and all necessary insurance for the SUBCONTRACTOR's employees and permitted contractors shall be the sole responsibility of the SUBCONTRACTOR.

Attorney's Fees. In the event the parties hereto enter into litigation against each other, the prevailing party shall pay all attorneys fees associated with that action. In the event the SUBCONTRACTOR should be subjected to litigation by any outside party as a result of performance under this contract, SUBCONTRACTOR shall pay its own attorneys fees.

8.3 Assignment. This agreement may not be assigned or further subcontracted by the SUBCONTRACTOR without the prior written consent of COUNTY.

8.4 Notices. Any notice or other communication which may be required or permitted to be given shall be in writing, signed by a duly authorized officer, and hand delivered to the other party or sent by electronic mail, United States certified mail, return receipt requested, postage prepaid, addressed to the other party at the address set forth on the signature page of this agreement or at such other address of which a party shall so notify the other party. Any such notice or other communication shall be deemed given upon the date of mailing if mailed pursuant to the provisions of this section .

8.5 Captions; Partial Invalidity. The captions and section numbers appearing in this agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such provisions of the agreement not in any way affect this agreement. If any provision of this agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the invalidity or enforceability of such provision shall not affect the remaining provisions of this agreement.

8.6 Change in Law or Regulations. Should any federal or state statute, regulation, or rule now existing, or enacted or promulgated after the effective date of this agreement, be enacted or interpreted by any court, governmental body, or agency having jurisdiction over the SUBCONTRACTOR or COUNTY during the term of this agreement so as to materially affect the ability of a party to perform any provision of this agreement, then the parties shall forthwith and in good faith amend the provision of this agreement affected by such action as reasonably necessary to comply with such law, regulation, or rule. Any such amendment shall preserve the underlying economic and financial arrangements between the parties hereto.

8.7 Third-Party Beneficiaries. Nothing in this agreement is intended to be construed or to be deemed to create any right or remedy to the benefit of a third party, including, but not limited to, a consumer.

8.8 Pronouns. All pronouns shall be deemed to refer to the masculine, feminine or neuter, singular or plural, as the identity or number of the person, persons, entity or entities may require.

8.9 Amendment. This agreement may not be amended or modified except by a written instrument executed by the parties hereto.

8.10 Applicable Law, Venue, Binding Effect. This agreement shall be governed by and construed in accordance with the laws of the State of Florida, and venue for any legal action or proceeding arising out of or construing this agreement shall lie in the state courts for Nassau County, Florida. This agreement shall inure to the benefit of and be binding upon the parties hereto and their successors and permitted assigns.

8.11 Entire Agreement. This agreement, attachments and the department's contract with the lead agency incorporated herein by reference hereto embody the entire agreement among the parties hereto with respect to the subject matter hereof and supersede any and all prior or contemporaneous, oral or written, understandings, negotiations or communications on behalf of such parties.

8.12 Waiver. The waiver by either party of a breach or violation of any provision of this agreement shall not operate as or be construed to be a waiver of any subsequent breach thereof.

8.13 Construction. By the execution of this agreement, each party hereto acknowledges and agrees having had the opportunity to review, negotiate and approve all of the provisions of this agreement and the terms hereof, and each of the parties hereto waives the normal rule of construction that any ambiguities in this agreement shall be construed against the party that drafted or proposed such provision.

8.14 Non-Exclusivity. Nothing in this agreement shall be construed to confer upon the SUBCONTRACTOR the exclusive right to provide services to eligible consumers in any geographic area, and COUNTY explicitly reserves the right to contract with other organizations or agencies providing similar services in SUBCONTRACTOR's geographic area.

8.15 Survival. The provisions of Sections 2.4, 4.6, 4.7, 5.2, 6.2 and 7.1 shall survive the termination of this agreement.

8.16 Modification. No modifications of this Agreement shall be valid unless in writing and signed by each of the parties. All amendments and modifications shall be in the form of a supplemental agreement.

8.17 Official Payee and Representatives: The official payee to whom payment shall be made is:

Family Support Services of North Florida, Inc.
4057 Carmichael Avenue
Jacksonville, FL 32207
904-421-5800

The contact person and street address where financial and administrative records are maintained is:

Juanita Jones
4057 Carmichael Avenue
Jacksonville, FL 32207
904-421-5800

The Director of FMNC is:

Rachel Steele
86004 Christian Way
Yulee, FL 32097
(904) 548-4850

The representative of SUBCONTRACTOR, responsible for administration of the program under this subcontract is:

Jennifer Behnam, Program Services Director
Family Support Services of North Florida, Inc.
4057 Carmichael Avenue
Jacksonville, FL 32207
904-421-5800


[This space left blank intentionally]

IN WITNESS THEREOF, Family Support Services of North Florida, Inc., and the Board of County Commissioners have duly executed this agreement effective July 1, 2007.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA


JIM B. HIGGINBOTHAM
Its: Chairman

ATTEST TO CHAIRMAN'S
SIGNATURE:


JOHN A. CRAWFORD
Its: Ex-Officio Clerk


REVIEWED BY GENE KNAGA
DEPUTY COMPTROLLER

 DATE 7/23/07

Approved as to form by the
Nassau County Attorney


DAVID A. HALLMAN

Federal ID No.: 59-3759863
Family Support Services of North Florida, Inc.
4057 Carmichael Avenue
Jacksonville, FL 32207

By: 
Donnie Lafer, M.D., President of the Board
MICHAEL WIDMAN,


Date

ATTACHMENT 1 – SCOPE OF SERVICES

1. Develop and implement child abuse prevention services for Nassau County children and families

- 1.1 FSSNF will hire a full time Prevention Specialist to provide services in Nassau County. The prevention specialist will have an advanced degree in order to provide in home therapy for families. Other services provided will range from referrals to community resources to ongoing, in-home visitation depending on assessed risk level. The prevention specialist will be responsible for the maximum of 20 cases at any given time.
- 1.2 The Prevention Specialist will also be responsible for opening, assigning and closing the cases in FSS's data system. This position will report to FSS's Program Services Director. A random client survey will be conducted quarterly to assess the satisfaction of these services and the progress of the participants receiving them.
- 1.3 The Prevention Specialist will visit the referred families that express interest in receiving services. The specialist will then determine whether the family is in need of ongoing services or if specific interventions could be obtained through a referral to a community service agency. A needs assessment will be conducted during the initial home-visit to determine the risk level and/or subsequent maltreatment of the child.

2. Reduce the occurrence of child abuse and neglect through implementation of prevention services for Nassau County residents

- 2.1 FSSNF intends to support primary, secondary and tertiary prevention activities, through its service center network and contracted community providers. If gaps are identified for Nassau County, partnerships with additional community based agencies and service centers will be established using the existing Duval County program model. Guidelines for referrals, identification, assessments and services will all be coordinated to align with local and state requirements. Additionally, STEPS will ensure that efforts are not being duplicated in order to maximize service delivery to Nassau County residents. Lastly, by utilizing consistent assessment tools and reporting requirements with partner agencies we will provide cohesive human service models throughout Northeast Florida.

3. Develop services specifically to address the three major areas of prevention:

3.1 Primary Prevention:

Primary prevention is defined as actions aimed at preventing child abuse and neglect from occurring for the first time in a family. FSSNF provides community support to promote healthy families by providing services that are intended to prevent child abuse or neglect. Services may include but are not limited to referrals and information on community services and emergency assistance for the designated needs of the family. Primary prevention must be implemented on multiple levels in order for it to be successful. On the public level we must increase the "value" of

children to society. However on the family level we must increase individual's "quality of life" by specializing services to meet immediate needs. Family interventions include; violence prevention, coordinated social services, improved economic status, improved psychological detection and treatment, alcohol and drug abuse support, and unplanned pregnancy prevention. Successful strategies include; helping parents meet their basic needs, identifying problems of substance abuse and spouse abuse, and educating parents about child behavior, discipline, safety and development through awareness campaigns (Healthy Family Bags), kitchen magnets, brochures and information packets.

3.2 Secondary Prevention

Secondary prevention is voluntary services offered to families that have been determined to be 'at-risk' for child abuse and neglect. 'At-risk' families generally include those living in high poverty areas and/or areas with significant social and community problems. Services may include but not limited to the primary prevention services as well as in-home parenting, behavioral and money management modules and mental health referrals. FSSNF addresses secondary prevention through in home parenting services, flex funds for emergency, referrals for therapy and in home case management.

3.3 Tertiary Prevention

Tertiary prevention usually refers to families that are court involved. Services may include but not limited to the secondary prevention services as well as more intense crisis counseling and community services designed to prevent the family from re-entering the child welfare system. FSSNF addresses this level of intervention as family child welfare cases that are closed. If a referral is needed for continued service, for example foster care and In-home services, FSSNF and its community network would provide these services.

3.4 Within the general category of intervention services, subcontracted service centers are currently able to vary the precise intensity and duration of services based upon the family's individual needs. The Prevention Specialist will have access to flex funds, behavioral health funds and the full range of services provided through service centers to supplement their case management in meeting families' needs. This program will not only connect families to community resources but also assist families in utilizing their own means to resolve needs.

4. **Reduce the number of abused children entering out-of-home care through the provision of In-Home, Wrap-Around Services to families at risk.**

4.1 STEPS "Strengthening Ties and Empowering Parents" Program is a prevention program that will assist families with in-home services. The program design includes the following components; Case Management, In-Home Parenting, In-Home Behavior Modification, and In-Home Budgeting skills.

4.2 The STEPS Prevention Case Plan tracks the family member's name, their goal, and the action(s) plan to achieve the proposed goals. This plan also specifies two important participants, the lead partner who oversees the action and the support partner.

Information also includes the start and end date and the follow-up result status. In order to retain clients, FSSNF prepares the Prevention Specialist to engage families and teach them to be strength-based. Prevention specialists are trained to make families feel involved and to not feel defensive. By following strict follow up guidelines and multiple communication channels, the STEPS program is able to maximize the number of clients who follow the program to completion.

4.3 The STEPS Visitation Policy follows:

4.3.1 Initial Contact

Prevention Staff must contact the family within five (5) calendar days of receiving a referral from Family Support Services. All attempts to visit/contact the family must be documented in a chronological note.

4.3.2 Visitation/Contact Policy

Prevention Staff will complete an initial assessment with the family. The assessment will score the family's risk as High, Medium and Low. Depending on the risk assigned, the following contacts must be made each month with the family:

4.3.3 High Risk Cases

- Two (2) Face to Face in Home each month
- Two (2) Phone Contacts each month (If client does not have a phone, these contacts must be face to face)

4.3.4 Medium Risk Cases

- Two (2) Face to Face In Home each month
- One (1) Phone Contact each month (If client does not have a phone, this contact must be face to face)

4.3.5 Low Risk Cases

- One (1) Face to Face In Home each month
- One (1) Phone Contact each month (If client does not have a phone, this contact must be face to face)

4.4 In some instances it can be challenging to make contact with families in need. FSSNF has implemented strict guidelines to ensure that every attempt has been made to connect to participants and provide the needed services for empowerment. If the Prevention Staff is unable to contact the family, the following procedures will be followed:

4.4.1 New Cases

- At least three (3) Phone Contacts to the family will be attempted
- At least one (1) Home Visit will be made with a contact information card left for the family

- At least one (1) letter will be sent whereby the family will be given ten (10) days to respond

4.4.2 Existing Cases

- If client misses two (2) consecutive appointments without making contact with Prevention Staff, attempt to contact family will be made by phone
- If phone contact is unsuccessful, a letter will be sent whereby the family will be given ten (10) days to respond

5. **Increase community awareness of factors contributing to child abuse and sponsor workshops for community education.**

5.1 FSSNF seeks to provide broad-based and reliable data for identification of community needs and for the development of prevention and intervention strategies to diffuse potential crises; and develop and deliver training and technical assistance to community service agencies, to mental health agencies, and to families that will improve prevention, diagnosis, and treatment of child abuse.

5.2 FSSNF will facilitate community awareness of available prevention services by providing guidance and written materials to public and private community service agencies. Five referral sources will be utilized to target needy populations; police stations, DCF investigators, community agencies, self-referrals and schools. Following are samples of current relationships that will be replicated in Nassau County:

5.2.1 Child Protection Investigators

Families for whom reports of abuse and neglect are investigated, but for whom child protective cases are not opened may represent "at-risk" families, or may represent families in need of services. These families will include those where an investigation results points to "no indicators" or "some indicators" of abuse or neglect, but lacked legal sufficiency. The Family Risk Assessment will present varying levels of child safety risks and a wide range of needs. Based on assessment results, services will be determined and a plan of action will be initiated.

5.2.2 Sheriff's Office

The second referral source targeted by our prevention program is the Sheriff's Office. We will provide training and guidelines to deputies. This training will instruct deputies on how to make referrals to FSSNF for families in need and/or at risk of abuse and provide guidelines that detail issues that may be referred for services. For example, poor housing conditions, limited food and unkempt homes will be reasons to refer to FSSNF. With the assistance of the deputies, we will identify families in need and families 'at-risk' and target this population for social services. By formalizing the types of issues and needs that can be referred to FSSNF, we will offer the deputies an option for families that fall short of a child

protective report. In this way, we will be able to identify families who might have needs and/or some level of child risk, but who do not have safety issues that would clearly warrant a call to the Abuse Hotline.

5.2.3 Schools

The third referral source currently part of the program model is schools. These referrals are directed to FSSNF for screening and assigned to the partnering service center. Of particular concern will be children requiring additional educational support with little to no family involvement and/or children who are aggressive or have discipline problems. If needed, school guidance counselors and administrative staff will be trained by prevention specialist to identify families in need and/or at risk. This same program model will be replicated in Nassau County based on individual school needs.

5.2.4 Community Agencies

Referral source packets are provided to community agencies that includes a one page bullet list of the program along with referral protocols to utilize services. Via email or fax community agents send referrals to FSSNF that are then assigned based on special needs of the clients being referred. Once these referrals are directed to FSSNF, they are assigned to the partnering service center.

5.2.5 Self Referrals

Families who call FSSNF or are referred by another source are also referred to the STEPS program. Families call in FSSNF for a referral or call into another community agency and a staff at the agency sends the self-referral to FSSNF for assignment and are assigned to a partnering service center.

5.2.6 Records and Documentation

Florida Support Services of North Florida, Inc. has incorporated processes to manage records and documentation for each family that is served. For example, the *Flex Fund Request Form* provides an assessment of the family/children who are being served, gender and race, justification of services and the unit cost for those services. (See Attachment-A.1)

STEPS Assessment Form: To be used on each family to assess their risk level to determine visitation. (See Attachment A.1)

Referral Feedback Form: To be sent to DCF by each Prevention Specialist. These forms will be transmitted to the Principal Investigator within 10 days of services to let them know the status of the case and what services the family will be receiving. These forms are tracked, managed and monitored by the program coordinator at FSSNF. (See

6. Project Management Plan, Agency's interpretation of scope and method of approach

6.1 FSSNF's plan is to take implemented practices in Duval County and replicate proven strategies in Nassau County. FSSNF proposes to develop and implement child abuse prevention services for Nassau County children and families based on individual family needs. FSSNF's prevention service program is intended to identify families where risk factors and needs are high and intervene on behalf of the child in order to prevent abuse and neglect, and reduce the level of involvement with the child welfare system. If chosen, FSSNF will provide a prevention analysis of Nassau County so that all program services can be tailored to meet the needs of county residents. FSSNF will coordinate with other Nassau county entities such as the Nassau County Prevention Task Force.

6.2 STEPS "Strengthening Ties and Empowering Parents" Program's established performance standards are two-fold: Reduce the occurrences of child abuse and neglect through implementation of prevention services for Nassau County residents; and develop services specifically to address the three major areas of prevention: Primary, Secondary and Tertiary program models.

6.3 Structured assessment for STEPS will be completed monthly. Throughout the service delivery the assessments will determine the need for continued involvement and the impact of our efforts thereby guiding service delivery. Service data will be aggregated to determine effectiveness in reducing risk levels. Additionally, we will look at the success of our efforts to divert cases from the child welfare system and from placement by accessing HomeSafeNet, the State data system for child welfare in Florida and establishing the following goals, objectives and outcome measures.

7. GOAL: Increase the number of children who are free from abuse and neglect by providing coordinated Community Based Services to maximize resources.

7.1 *OBJECTIVE 1.0:* By the end of the one-year project period, 97% of children will be free from abuse and neglect while in the program. (Received 30 days or more of service)

7.2 *OBJECTIVE 1.1:* Of the families participating in the STEPS program, 97% will be free from abuse and neglect 6 months after program end. (Received 30 days or more of services)

8. Detailed description of services to be performed

8.1 Family Services

FSSNF will hire a full time Prevention Specialist to provide services in Nassau

County to at-risk families. The Prevention Specialist will be responsible for the maximum of 20 cases at any given time. Specific services include:

- Assessment to determine families' and children's needs
- Referrals for financial assistance, food, clothing, and transportation
- Intensive family case management
- In-home parenting instruction
- In-home money management skills training
- In-home behavior management strategies for parents to employ with unruly children.

- 8.2** FSSNF intends to support primary, secondary and tertiary prevention activities, through its service center network and contracted community providers. FSSNF will contract the service delivery portion to the Service Centers and/or other Community Based Agencies currently under contract. If gaps are identified for serving Nassau County, partnerships with additional community based agencies and service centers will be established using the existing Duval County program model. Guidelines for referrals, identification, assessments and services will all be coordinated to align with local and state requirements. Additionally, STEPS will ensure that efforts are not being duplicated in order to maximize service delivery to Nassau County residents. Lastly, by utilizing consistent assessment tools and reporting requirements with partner agencies we will provide cohesive human service models throughout Northeast Florida.
- 8.3** Regarding Primary Prevention, services may include, but are not limited to, referrals and information on community services and emergency assistance for the designated needs of the family. Family interventions may include; violence prevention, coordinated social services, improved economic status, improved psychological detection and treatment, alcohol and drug abuse support, and unplanned pregnancy prevention. Successful strategies include helping parents meet their basic needs, identifying problems of substance abuse and spouse abuse, and educating parents about child behavior, discipline, safety and development through awareness campaigns (Healthy Family Bags), kitchen magnets, brochures and information packets
- 8.4** Secondary Prevention strategies may include, but not limited to, the primary prevention services as well as in-home parenting, behavioral and money management modules and mental health referrals. FSSNF addresses secondary prevention through in home parenting services, flex funds for emergency, referrals for therapy and in home case management.
- 8.5** Tertiary Prevention programs normally involve court ordered family participation. Services may include, but not limited to, the secondary prevention services as well as more intense crisis counseling and community services designed to prevent the family from re-entering the child welfare system. FSSNF addresses this level of intervention as family child welfare cases that are closed. If a referral is needed for continued service, for example foster care and In-home services, FSSNF and its community network would provide these services.

8.6 Within the general category of intervention services, subcontracted service centers are currently able to vary the precise intensity and duration of services based upon the family's individual needs. The Prevention Specialist will have access to flex funds, behavioral health funds and the full range of services provided through service centers to supplement their case management in meeting families' needs. This program will not only connect families to community resources but also assist families in utilizing their own means to resolve needs.

8.7 Community Services

8.7.1 FSSNFNF seeks to provide broad-based and reliable data for identification of community needs and for the development of prevention and intervention strategies. Such data and technical assistance can help to diffuse potential crises; develop and deliver training and technical assistance to community service agencies, to mental health agencies, and to families that will improve prevention, diagnosis, and treatment of child abuse.

8.7.2 FSSNF will facilitate community awareness of available prevention services by providing guidance and written materials to public and private community service agencies. Five referral sources will be utilized to target needy populations; police stations, DCF investigators, community agencies, self-referrals and schools.

1) ATTACHMENTS A.1: Client Record Forms

FAMILY SUPPORT SERVICES of NORTH FLORIDA									
4057 Carmichael Avenue, Bldg 3000, Suite 101									
Jacksonville, Florida 32207									
Office (904) 421-5800 Fax (904) 421-5801									
Prevention / Flex Fund Request Form									
Flex Fund Request									
Prevention Request		Agency Requesting Funds:							
SECTION 1 - COST AVOIDANCE CALCULATION									
Estimated Length of Stay:		1 Year							
# of Children at Risk of Placement:		Use chart to calculate Unit Cost of Placement Age 0-11: \$15/day x 365 d = \$5,475 Age 12-Up: \$17/day x 365 days = \$6,205							
Unit Cost of Placement:									
Total Funds Requested:		Insert grand total from Section 3							
Total Projected Costs Avoided:		Unit Cost of Placement less Amount Requested							
SECTION 2 - CHILD(REN) INFORMATION									
Children's Name(s)				Social Security #		Date of Birth	Gender	Race	
Home Address:									
Street Address						Apt #			
City						State		Zip Code	
SECTION 3 - FUNDS REQUESTED									

Items to be Purchased		Purchase Amount		Check(s) Payable To					
		TOTAL \$ FUNDS REQUESTED:		Attach supporting documentation & justification for each individual request.					
SECTION 4 - AGENCY INFORMATION									
Case Worker:		Print Name						Telephone #:	
		Signature						Date Signed:	
Supervisor:		Signature						Date Signed:	
SECTION 5 - FSS APPROVAL									
Approved		Disapproved				Approved Amount:			
FSS Contract Accountant:		Signature						Date Signed:	

ATTACHMENTS A.1: Client Record Forms

Structured Assessment for STEPS*-Involved Families (SASIF)
(Ybarra, 2006)

ASSESSMENT FORM

Client Name: _____

Assessment Date: _____

Case Number: _____

**Assessment Category: Initial, Every 90 days,
Case Closure
(Circle One)**

Case Worker: _____

Assessment Number: _____

(Including

Initial)

CHILD(REN)	Ye s	No	Detailed Assessment	Current Services (if any)	Recommended Services/Follow- through
Child(ren) receives needed medical/dental treatment.	0	1			
Child(ren) receives needed mental health treatment.	0	1			
Child(ren) receives regular meals, ample nutrition.	0	1			
Child(ren) has adequate clothing.	0	1			
Child(ren) displays adequate personal hygiene.	0	1			
Child(ren) has been truant since last assessment, if child(ren) is of school age.	1	0			
Child(ren) functioning adequately at an appropriate grade level and maintaining passing grades.	0	1			

Child(ren) do not display developmental, physical, emotional, or medical condition that increases vulnerability.	0	1			
CHILDREN Total :					
PARENT(S)/CAREGIVER	Ye s	No	Detailed Assessment	Current Services (if any)	Recommended Services/Follow- through
Parent(s) free from active substance/alcohol abuse.	0	2			
Parent(s) free from medical and mental health problems that interfere with care of child.	0	2			
Parent(s) provide adequate, developmentally appropriate supervision and discipline for child.	0	1			
PARENT/CAREGIVER (continued)	Ye s	No	Detailed Assessment	Current Services (if any)	Recommended Services/Follow- through
Parent(s) display appropriate money management that considers child's needs first.	0	1			
Parent(s) display ability to be warm and supportive of child, including providing protection if necessary.	0	1			
PARENT(S)/CAREGIVER Total:					
HOUSEHOLD	Ye s	No	Detailed Assessment	Current Services (if any)	Recommended Services/Follow- through
There is an absence of	0	1			

hazardous conditions in home (e.g., broken windows, structural problems).					
There is an absence of violence/notable conflict in the household.	0	2			
Utilities maintained (water, electricity).	0	1			
Residence status is secure (e.g., rent paid).	0	1			
Number of prior verified or unverified abuse or neglect reports: 0 1 2 or more		0 1 2			
Family whereabouts have been consistently communicated to family services counselor.	0	1			
Only residents known to family services counselor reside in household.	0	1			
HOUSEHOLD Total "No's":					

Focus:

<u>Child Score</u>	<u>Parent Score</u>	<u>Household Score</u>
_____ 0-1	_____ 0-1	_____ 0-1
_____ 2-4	_____ 2-3	_____ 2-3
_____ 5-10	_____ 4-7	_____ 4-9

		Overall Risk: (Add totals)		<u>Risk Level</u> (circle one)
				Low 0- 5
				Moderate 6 – 10
				High 11+

Risk Category Guide:

Low risk: proceed toward case closure following 3 months of stability in low-risk status, assessing once a month; prepare written termination summary.

Moderate risk: Provide feedback to parent regarding problematic area(s) and schedule assessments twice a month, moving to low-risk category once issues have been adequately addressed and resolved

High risk: Provide feedback to parent regarding problematic area(s), assist with service/treatment provision if necessary (e.g., substance use, parent training), and schedule weekly assessments.

Plan for Recommended Services:
(summarize current and recommended services)

Caseworker's Signature

Date

Supervisor's Signature

Date

ATTACHMENTS A.1: Client Record Forms

Referral Feedback And Update Form

TO: (Referral Source)

RE: (Family/Client)

STATUS OF FAMILY

- _____ Referral received
- _____ Family assigned: Family Facilitator: _____
Date: _____
- _____ Case opened: Date: _____
- _____ Family not opened (see comments below)
- _____ Family placed on waiting list for services
- _____ Family successfully completed program: Date: _____
- _____ Services terminated (see comments below): Date: _____

Comments/Updates in relation to family and/or established goals:

Recommendation to referring agency:

Staff Signature

Date