STARS Co-Training Contract

Co-Trainer Information

July 2014

**1. INTRODUCTION AND GENERAL INFORMATION**

**1.2 Available Documentation:**

1.2.1 The following information which is referenced herein is available for review on the internet at the following websites.

a. Overview of the STARS and In-service Training Curriculum. Hard copy of attachment can be found at the following electronic link in the child welfare manual at: <http://dss.mo.gov/cd/info/cwmanual/section6/ch2/sec6ch2sub3.htm>

**1.3** **Background Information:**

1.3.1 The STARS Co-trainer is a qualified licensed or approved resource parent who performs co-training of potential foster/adoptive parents in competency based skills who will be then be able to provide a safe environment where the children will be able to grow and develop to their full potential.

1.3.2 The Specialized Training Assessment Resources and Support, STARS, program is designed to facilitate the development of relationships between prospective foster parents and adoptive parents and co-trainers which promote the communication necessary for team building.  This is accomplished through the content of the curriculum and the methods used to present the material.

1.3.3 The Foster/Adopt STARS process is based on Foster Parent Resources for Information, Development, and Education (PRIDE)/Adopt PRIDE program for the pre-service training, assessment, and selection of prospective foster parents and adoptive parents.  Foster PRIDE/Adopt PRIDE was developed by the Illinois Department of Children and Family Services and the Child Welfare League of America (CWLA) in collaboration with over 35 other states including Missouri and internationally.

1.3.4 The STARS Training Objectives and Competencies can be found at <http://dss.mo.gov/cd/info/cwmanual/section6/ch2/sec6ch2sub3.htm>

1.3.5 The Children’s Division Circuit Manager, or private agency’s resource development program manager, shall submit the name and email address of a qualified foster or adoptive resource provider to Department of Social Services Division of Finance and Administrative Services, DFAS, for award of the co-training contract.

1.3.6 It is the responsibility of the Circuit Manager or private agency resource development program manager to ensure that the licensed foster or approved adoptive resource parent meets all the qualifications as a co-trainer.

**2. REQUIREMENTS TO BE AWARDED THE STARS CO-TRAINING**

**CONTRACT**

**2.1 General Requirements:**

2.1.1 The contractor shall provide Foster/Adoptive Parents Co-Training Services per requirements stated herein, on behalf of and at the sole written request of the Department of Social Services, Children’s Division (hereinafter referred to as the state agency) or its private contractors for resource development.

2.1.2 The co-trainer shall provide one or all of the services identified herein on an as needed, if needed, basis as authorized in writing by the agency office.

2.1.3 The co-trainer shall collaborate with each applicable state agency office or private contractor to provide services to the awarded judicial circuit(s). The co-trainer and the agency shall work cooperatively to produce foster/adoptive parents who are truly eligible and competent to provide safe, nurturing homes for children that are in the care and legal custody of the state agency with a focus towards adolescents, member of sibling groups, are of African-American heritage, have serious emotional disturbances, medically fragile, or any other children or youth with other special needs as indicated by the regional state agency office, hereinafter referred to as the “target population”.

2.1.4 The co-trainer’s foster care/adoption resource services shall include, but not be limited to, the following services:

a. Pre-service Co-Training; and/or

c. In-Service Co-Training.

2.1.5 The co-trainer must be available to perform co-training services on evenings and weekends to be available and accessible to the foster/adoptive applicants and their respective schedules.

2.1.6 Sections of this document reference timeframes and forms which the co-trainer must comply with. In the event the timeframes or forms change, the co-trainer must comply with the most recent version of the state agency’s policy. In the event of a discrepancy between state agency policy and Missouri Statutes, the co-trainer shall comply with Missouri Statutes.

2.1.7 For the purposes of this document, “foster/adoptive family unit” is defined as one household consisting of a married couple or a single parent. The term “foster/adoptive parent” shall be referred to as one individual.

**2.2 Co-trainer Qualifications:**

2.2.1 The resource provider must meet the minimum qualifications below to provide pre-service and in-service co-training.

a. The resource parent shall complete the STARS Train-the-Trainer prior to conducting co-training.

b. The resource provider must have experience in providing services for social service agencies/programs such as foster care services.

c. The resource provider shall demonstrate the competencies necessary to effectively co-train foster/adoptive parent applicants in the STARS Curriculum.

d. The resource provider must be culturally and ethnically competent.

e. The resource provider must have a minimum of two years of paid experience working with children and families in the direct delivery of social services in a public or private agency preferably in the fields of foster care or adoption.

f. The co-trainer must be a currently licensed foster parent or approved adoptive parent for the State of Missouri.

* The current licensure or approval may be waived upon approval of the Regional Director or designee if such non-licensed contractor has maintained a current knowledge of child welfare issues and Children’s Division policies.

2.2.2 Background Investigations –

If the co-trainer is not a currently licensed foster parent, the following background investigations must be competed:

1. Family Care Safety Registry - the co-trainer shall register with the Family Care Safety Registry (FCSR).

##### Information related to the FCSR can be found <http://health.mo.gov/safety/fcsr/>

##### If the co-trainer has relocated to the state of Missouri within the last five (5) years they shall provide documentation of background screening check(s) from their state of origin to include, but not limited to, child abuse/neglect and criminal background screening check(s), prior to such personnel providing service.

1. State and national criminal record checks will be completed for by the submission of fingerprints by the contractor.

d. The co-trainer shall be responsible for any costs associated with the background investigation.

#### If required by the state agency, the co-trainer must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the co-trainer to sign such documents shall be considered a breach of contract and subject to cancellation.

**2.3 Pre-Service Co-Training:**

Prior to conducting pre-service Co-training, the resource provider must receive prior written authorization from the state agency.

2.3.1. The resource provider shall co-train eligible foster/adoptive parent applicants with a Children’s Division or a contracted provider trainer. These eligible foster/adoptive parent applicants will provide care to the target population of children and will subsequently become licensed foster parents and/or approved adoptive parents for children in the legal custody of the state agency, as referred/authorized in writing by the local state agency office.

a. This contracted co-trainer upon request shall provide STARS Pre-service Co-Training for eligible foster/adoptive parent applicants and Spaulding Adoption Pre-service Co-Training for eligible adoptive parent applicants utilizing the Spaulding Curriculum: “Making the Commitment to Adoption”. (The STARS Pre-service Training and the Spaulding Adoption Pre-service Training shall hereinafter be referred to as “Pre-service Training”, unless references are made specifically to one type of training).

b. The co-trainer shall assure that the Pre-service Training is viewed as an integrative process and as critical to the well being of the foster care/adoption process and the foster/adoptive parent applicants.

c. The co-trainer must use the “Foster STARS/Adopt STARS” Pre-Service Training Guide for all foster/adoptive parent applicants training or any other curriculum as directed by the state agency.

d. The co-trainer may be requested to conduct an initial home visit with the applicant and prepare a written summary of the visit as directed to be submitted to the state agency as directed by the state agency.

**2.4 In-service Co-Training:**

2.4.1 Prior to conducting In-service Co-training and Reassessment services, the resource provider must receive prior written authorization from the state agency.

2.4.2 **In-service Co-Training –**

a. The resource provider shall provide STARS In-service Co-Training and/or Localized In-service Co-Training to licensed foster parents and approved adoptive parents (hereinafter referred to as foster/adoptive parents). The STARS In-service Co-Training and Localized In-service Co-Training shall hereinafter be referred to as In-service Co-Training, unless references are made specifically to one type of training.

b. The resource provider shall complete the STARS In-service “Train-the-Trainer” training of the “Foster STARS/Adopt STARS” In-service modules and/or the prerequisite training, as required by the local state agency office, prior to providing In-service Co-Training. The resource provider must contact the regional state agency office to schedule the training.

c. The resource provider must meet qualifications of co-trainer as defined in 2.2 to co-train an in-service training.

**2.5 Goals and Outcomes**

2.5.1 The contractor shall understand and agree that the goal of the contracted co-training service is to produce foster parents who will be competent in caring for children in the custody of the State of Missouri.

**2.6 Additional Requirements:**

2.6.1 The resource provider co-trainer shall report to the Child Abuse/Neglect Hotline (1-800-392-3738) any suspected instances of child abuse or neglect pursuant to state law (Section 210.115 RSMo). Failure to comply with this paragraph may be cause for immediate cancellation of the contract.

2.6.2 The co-trainer shall understand and agree that use and disclosure of information on foster/adoptive parent applicants or recipients of services is prohibited except as permitted under Section 210.150 RSMo.

**2.7 Invoicing and Payment Requirements:**

2.7.1 Immediately upon award of the contract, the contractor needs to submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.

a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at: <http://mmac.mo.gov/files/vendor_input_ach_eftd.pdf>

2.7.2 **Invoicing** –

a. On a monthly basis, the contractor shall submit an itemized invoice (Attachment #1) to the local state agency office.

1. The contractor shall certify, in writing, that the services for which the invoice is being submitted have been completed.

2. The contractor shall submit all invoices for payment no later than thirty (30) days after completion of the services invoiced.

3. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri’s EFT addendum record to enable the contractor to properly apply the state agency’s payment to the invoice submitted.

b. The state agency anticipates that the Office of Administration, Division of Accounting, will impose a deadline for final fiscal year end invoices submitted by the contractor for each contract period. If a deadline is imposed by the Office of Administration, Division of Accounting, the state agency will provide the contractor with written notification of the deadline for invoices due for the state’s fiscal year end. The state agency anticipates the deadline will most likely occur during the month of June and prior to end of each contract period (June 30).

1. The contractor shall submit a final fiscal year end invoice for all services actually provided up until the state agency deadline indicated in the written notification. The invoice shall specify the actual dates of service.

2. For any services provided after the deadline in the written notification, the contractor shall invoice for such services the following month. The invoice shall specify the actual dates of service.

2.7.3 **Payments** – For services authorized by the state agency, the contractor shall be paid in accordance with the applicable firm fixed prices stated on the Pricing Chart, to include all costs associated with the contractor’s delivery of said service, including but not limited to travel and preparation time.

a. Pre-service Co-Training - The contractor shall be paid the applicable firm fixed price for each hour of Pre-service Co-Training provided.

b. In-service Co-Training - The contractor shall be paid the applicable firm fixed price for each hour of In-service Co-Training provided.

c. The contractor understands and agrees that the local state agency office shall not be required to make payments to the contractor until the contractor has demonstrated compliance with the requirements of all services invoiced.

d. If requested and directed by the local state agency office, the contractor shall provide additional information prior to approval of payment of the invoice.

2.7.4 Other than the payments and reimbursements specified herein, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

**2.8 Contract Information**

The contract is issued by the Department of Social Services Division of Finance and Administrative Services. Questions about the contract should be submitted to that division. Questions about the qualifications and scope of work should be directed to the local agency office.

2.8.1 **Contract Period** - The contract period is set by the Department of Social Services Division of Finance and Administrative Services.

2.8.2 **Termination** - The Children’s Division reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Children’s Division, become the property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

2.8.3 **Coordination** - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency.

2.8.4 **Property of State** - The contractor shall agree and understand that all programs, reports, materials, documentation, etc., which are developed or acquired by the contractor as a requirement of the contract shall become the property of the State of Missouri, which shall include all rights and interests for present and future use or sale as deemed appropriate by the state agency.

a. The State of Missouri understands and agrees that any ancillary software tools or pre-printed materials (e.g., project management software tools or training software tools, etc.) developed or acquired by the contractor that maybe necessary to perform a particular service required hereunder but not required as a specific deliverable of the contract, shall remain the property of the contractor; however, the contractor shall be responsible for ensuring such tools and materials are being used in accordance with applicable intellectual property rights and copyrights.

b. The contractor shall further agree that no reports, documentation, or material prepared, including the program(s) developed as required by the contract, shall be used or marketed by the contractor or released to the public without the prior written consent of the state agency.

c. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor’s performance under the contract shall be confidential.

**PRICING CHART**

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| PRICING CHART | | |
| Service |  | PRICE |
| CO-TRAINER |  | $20.00 per hour |

Attachment # 1

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|  | MISSOURI DEPARTMENT OF SOCIAL SERVICES  CHILDREN'S DIVISION  **STARS CO-TRAINER TRAINING INVOICE** | | | | | | | |
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07/14