

Contractor Expectations for Provision of Supervised Apartment Living (SAL)

This contract addresses clustered site and scattered site supervised apartment living. The living arrangement in SAL must allow the youth to experience living in the community with less supervision than they would have in a foster family or foster group care setting. Youth will be provided with services and supports aimed at preparing them to be self-sufficient.

Clustered Site SAL

Youth must be at least 16 ½ years old to be eligible for clustered site SAL.

- A maximum of six youth can live within a building or wing.
- The contractor will have staff on-site and available when more than one youth is present.
- This setting will serve both males and females.
- The contractor will respond to referrals within one hour and have youth placed within 48 hours.
- The No Eject/No Reject protocol applies.

Scattered Site SAL

To qualify for scattered site SAL, youth must be at least 17 years old and have successfully lived in clustered site SAL. The youth's JCS or HHS referral worker will determine if the youth is ready to live in the more independent, scattered site setting.

- The contractor will assist the youth to locate a living arrangement that meets the requirements of SAL program. This can be their own apartment or living with another non-parent adult.
- A SAL contractor staff member must be available to youth in care 24 hours a day, 7 days a week.
- This setting will serve both males and females.
- The youth will have visits with contractor staff twice a week beginning at move-in and initial months, then transition to once per week.
- Scattered sites shall be in the same service area or within two contiguous counties of the contracted clustered site.

Both programs

SAL utilizes evidence-informed practices including a framework of positive youth development. A number of clustered site and scattered site SAL beds at each agency will be identified on CareMatch. SAL will work under a one caseworker model where the caseworker is the single point of contact for youth and their families.

Referrals

SAL programs will accept referrals from the Iowa Department of Health and Human Services (HHS) and Juvenile Court Services (JCS).

Referring staff can expect:

- A service plan within 15 business days of admission.
- A service planning conference within 5 business days of admission.
- Updates to the service plan every 30 days.
- Monthly service planning follow-up conferences.
- Quarterly progress report beginning 90 days after the date of admission.
- A discharge summary within 10 business days of discharge.
- Youth's Budget (HHS template) upon request

Program Structure

- The contractor shall reassess the youth using the Casey Life Skills Assessment (CLSA) within thirty (30) days of the youth's 14th, 16th, and 18th birthdays and prior to a planned discharge or hand-off to another contractor.
- The results of the CLSA shall be shared with the referral worker within 10 business days of completion.
- The contractor will facilitate a Youth Transition Decision Making (YTDM) meeting or Youth Centered Planning Meeting (YCPM) if needed. The meeting intervals will be determined by the individual's needs, but not limited to once on or after the youth's 16th birthday and a follow up meeting 90 days prior to the youth's 18th birthday.
- The contractor will use a life skills training curriculum for each youth and successfully implement the youth's plan. HHS shall reserve the right to approve the contractor's curriculum.
- The contractor will support individualized family contact and will document in the service plan/reports, who the youth will maintain contact with, the methods used to facilitate the contact, and the frequency of contacts.
- The contractor will help the youth with identify other positive informal supports and document using the Discovering Connections Tool.

- The contractor will assist with transition planning including service referrals, addressing transportation needs, and helping youth secure records.

Education

The contractor will provide an education specialist who will collaborate with referral worker to support education activities such as high school and secondary education. They will ensure school-aged youth attend an education or vocational program or will confirm the youth is employed if youth is no longer attending school.

Medical Needs

The contractor will work with the youth's referring worker to determine what medical interventions may be required while the youth is in care. They will arrange for the youth to receive medical, dental, and vision appointments as needed.

The contractor will coordinate or provide mental, behavioral, and clinical supports. They will arrange for required mental and behavioral health appointments, including coordinating for any necessary consent with the agency or JCS as needed.

Training

Staff working directly with SAL youth shall be trained and certified in Motivational Interviewing or working towards training and certification.

Reporting

The contractor shall report critical incidents such as death, law enforcement calls or contact, mandatory report of abuse, and emergency treatment by medical personnel within 24 hours of occurrence. The contractor shall follow their own operating procedures regarding reporting of elopements.

Post-Discharge Services

The contractor shall connect youth and their families with resources and referral information to assist in meeting the needs of individuals. This includes securing all necessary records and planning with clinical staff and other support staff to ensure continuity of care after the youth is discharged.