

**ATTACHMENT FIVE
PARENTING TIME/SUPERVISED VISITATION
Service Attachment**

DEFINITION

Parenting Time/Supervised Visitation Service is defined as supervised and monitored visits between parents and their children that are long enough in length to promote parent-child attachment. The safety and best interests of the children involved are the primary considerations. Parenting Time/Supervised Visitation Workers engage, teach, and role model nurturing parenting practices during the supervision of Parenting Time.

Parenting Time/Supervised Visitation Service is provided in the family home whenever possible; or in the least restrictive, most home-like community based setting that meets the needs for safety and that improves the stability of family members and the family unit.

Parenting Time/Supervised Visitation Service shall be initiated within the first 24 hours of receipt of the written DHHS Service Authorization, unless otherwise directed by the DHHS Case Manager.

The Parenting Time/Supervised Visitation Worker shall follow the Parenting Time plan developed by the DHHS Case Manager in accordance with the court order, and as described in the DHHS Service Referral. Whenever possible and appropriate, the Parenting Time Plan shall be developed together with the parent(s), non-custodial parent, family members, and other adults with whom the child (ren) has a significant attachment, the Parenting Time/Supervised Visitation Worker, and other formal and informal supports.

Parenting Time Plans shall be based on the circumstances and needs of each family and on the reason for the removal of the child(ren) from the home. The Parenting Time/Supervised Visitation Worker shall assist parents with developing the necessary skills and parenting practices that improve and promote a positive and healthy relationship between themselves and their child(ren); that help meet the physical and emotional needs of the child(ren); and, that assist with the reunification of the family.

Face-to-face contact time between the Parenting Time/Supervised Visitation Worker and the child(ren) or family member(s) while being transported shall be defined as travel time and shall not be billed as Parenting Time/Supervised Visitation Service.

TARGET POPULATION

The target population is any adult, child, or juvenile involved with and referred by DHHS.

LENGTH OF SERVICE

Parenting Time/Supervised Visitation Service shall be provided as described in the written DHHS Service Referral and in accordance with the written DHHS Service Authorization.

STAFF CREDENTIALS

The Parenting Time/Supervised Visitation Worker must have a Bachelor's Degree in human services, such as, but not limited to, a degree in Social Work, Psychology, Sociology, and Early Childhood Development, or a related field. The Parenting Time/Supervised Visitation Worker may also be enrolled in college and be within two semesters of completing a Bachelor's Degree in human services or a related field. A person who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, shall be considered to be enrolled in college.

If a potential employee does not meet the standards outlined above, the Contractor shall notify the DHHS Contract Manager, or Designee, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards.

The Contractor may consider the following to be comparable to a Bachelor's Degree for the performance of the Parenting Time/Supervised Visitation Worker:

- A potential employee who has a high school diploma or GED and at least two years of job-related or lived experience;
- A potential employee who has an Associate's Degree plus one year of experience in human services or a related field, and;
- A potential employee who is obtaining Bachelor's Level internship hours in a human services field while obtaining a Bachelor's Degree to be comparable to a Bachelor's Degree.

Upon the request by DHHS the Contractor shall provide to the Contract Manager, or Designee a written plan that outlines additional training and supervision that will be provided to staff who do not have a Bachelor's Degree or are not working on a Bachelor's Degree.

MINIMUM REPORTING REQUIREMENTS

The Contractor shall provide monthly written progress reports to the referring DHHS Case Manager in a format approved by DHHS. The monthly report shall include the following information regarding the family's progress with achieving goals identified by the DHHS Case Manager:

- Name of Provider Agency
- Name of Provider Direct Care Worker
- Name of Family served
- Name of all family members that participated in the service in accordance with the Service Referral
- Master Case Number
- Dates Services were Provided (From XX/XX/XXX to XX/XX/XXXX)
 - Note Visits that were Missed by Family (No-Show)
 - Note Visits that were cancelled while en route
 - Note Visits that were re-scheduled
 - Note Visits that were interrupted or ended early
- Outcomes
 - Progress toward each goal identified in Service Referral
 - Barriers to progress that have been identified and addressed
- Number of months service has been provided
- Each instance that the family is not present at a scheduled appointment or cancels an appointment for Parenting Time/Supervised Visitation service or (as defined below in Established Rate section).

The Contractor shall notify the DHHS Case Manager by either phone, email, or text message by the end of the next business day every time the Parenting Time/Supervised Visitation Worker travels to meet the family, and the family is not present for the session at the scheduled designated time and location, or the session is cancelled while en-route to the location.

PERFORMANCE OUTCOME MEASURES

- 80% of families will maintain the same Parenting Time/Visitation worker during the month.
- 100% of children will experience no maltreatment during service delivery.

ESTABLISHED RATE

1. For the service of Parenting Time/Supervised Visitation service, DHHS shall pay the Contractor **\$47.94 per each full hour** of direct, face-to-face contact time assisting the child(ren) and/or family.
2. DHHS shall pay the Contractor in 15 minute increments in those situations where the Parenting Time/Supervised Visitation Worker has face-to-face contact time with the child(ren) and/or family. DHHS shall pay the Contractor per the following pay schedule for direct face-to-face contact time for a partial hour.

1 - 15 minutes = \$11.99;

16 - 30 minutes = \$23.97;

31 - 45 minutes = \$35.96;

46 - 60 minutes = \$47.94

3. Payment for Service Preparation – The Contractor shall be paid **\$23.97** for service preparation time for each occurrence that the family is not present of the scheduled session at the designated time and location, or if the family cancels the session while en route to the designated location. The Contractor shall provide clear written documentation that service preparation was completed prior to the scheduled session. For the purposes of this payment, “location” shall mean a place where the Contractor meets the family that does not include the Contractor’s office or place of business.
 - a. Service Preparation will be defined as any preparatory work or communication (phone, email, text, or in-person conversation) that is completed by the Contractor prior to the scheduled session in which the family is not present or cancels the session while en route.
 - b. DHHS shall pay the Contractor for travel time and distance for those instances when a Contractor travels to meet the family, and the family is not present for the scheduled session at the designated time and location, or; the family cancels the appointment while the Contractor is en-route to the location of the scheduled session.
 - c. The Contractor shall not be paid for Service Preparation if the scheduled session with the family occurs.
4. Parenting Time/Supervised Visitation between a child and his/her parent shall only be cancelled if there is a safety concern. Safety concern shall be defined as imminent physical or emotional harm to the child. This does not include testing positive for a drug screen.
5. The DHHS Case Manager must pre-approve any Contractor requests to utilize more than one staff person to work with a family simultaneously.
6. DHHS shall pay the Contractor the per-mile rate established in the State of Nebraska’s travel expense policies that are in effect at the time the expense is incurred for distance travelled to and from the location where the Parenting Time/Supervised Visitation Services are provided. Travel expense policies are found in the State Accounting Manual at the following website address: <http://das.nebraska.gov/accounting/nis/amcon.htm>. DHHS will notify the Contractor of any per-mile rate change in the State of Nebraska’s travel expense policies within three business days of receiving the rate change announcement.
7. The Contractor shall use MapQuest or Google Maps to record the number of miles travelled to deliver Parenting Time/Supervised Visitation Services. The Contractor shall notify DHHS in writing by the end of the third business day following the execution of this contract, which one of the two websites will be used by the Contractor for this purpose. If the Contractor bills for more than five (5) miles over the mileage measured by MapQuest or Google Maps, the Contractor

shall note the reasons why on the travel log. If no reason is recorded on the travel log, DHHS will pay the Contractor for the number of miles measured by MapQuest or Google Maps.

8. DHHS shall pay the Contractor \$18.36 per hour for time travelled to and from the location where the Parenting Time/Supervised Visitation Services are provided. The travel time shall be consistent with the length of time required to travel to deliver Parenting Time/Supervised Visitation Services in accordance with the DHHS Service Referral. Consistent shall be defined as being within fifteen (15) minutes of the time recorded by MapQuest or Google Maps. This 15 minutes will be considered a margin of error. If the length of time is more than fifteen minutes (15) over what is recorded on MapQuest or Google Maps, the Contractor shall note the reasons why on the travel log. If no explanation is provided on the travel log, DHHS will pay the Contractor for the length of time measured by MapQuest or Google Maps after rounding up to the nearest fifteen (15) minute increment as indicate increment table below. The Contractor shall notify DHHS in writing by the end of the third business day following the execution of this contract, which one of the two websites will be used by the Contractor for the purpose of measuring travel time.
9. The mileage and travel time shall be submitted for payment on a travel log developed and provided by DHHS. The travel logs shall be submitted at the end of each month for services provided during the previous month. Travel time shall be rounded up to the nearest fifteen (15) minute increment for each one-way trip rate recorded on the travel log. DHHS shall pay the Contractor per the following incremental pay schedule for travel time:
 - 1 - 15 minutes = \$4.59;
 - 16 - 30 minutes = \$9.18;
 - 31 - 45 minutes = \$13.77;
 - 46 - 60 minutes = \$18.36.

Example 1: Google Maps travel time is 8 minutes. Provider travel time is 14 minutes. Paid time is \$4.59 after rounding up to 15 minutes. (No explanation on the travel Log is needed).

Example 2: Google Maps travel time is 8 minutes. Provider travel time is 28 minutes. Paid time is \$9.18 after rounding up to 30 minutes. (Explanation on the travel log is needed because Provider travel time is more than 15 minutes over Google Maps travel time). If no written explanation is provided on the travel log at the time of billing, paid time is \$4.59 after rounding up from 8 minutes to 15 minutes.

10. The mileage and travel time shall be recorded on a travel log developed and provided by DHHS. The completed travel log shall be submitted for payment by no later than the thirtieth (30th) calendar day following the end of the month that services were provided, unless otherwise directed by DHHS.
11. All other related service costs are included in the established rate. No additional costs for report writing, phone calls, or meetings when family members are not present will be paid by DHHS. If attendance at family team meetings is requested by DHHS the Contractor can bill for services at the established hourly Parenting Time/Supervised Visitation Service rate.
12. If an interpreter is requested by DHHS, the Contractor may request reimbursement, at a reasonable rate, for the actual cost of the interpreter service. At the time of the billing, the Contractor must provide documentation from the interpreter indicating the cost of the interpreter's services.