

**ATTACHMENT TWELVE
IN-HOME SAFETY SERVICE
Service Attachment**

DEFINITION

In-Home Safety Service is a rapid response, home-based intervention service delivered by trained professionals to manage identified safety threats in order to safely maintain the child in the family home. Trained professionals shall intervene if safety of the child(ren) is compromised. Trained professionals shall provide training, modeling, and coaching to the parent or caretaker when necessary to facilitate the child remaining safely placed in the family home. Trained staff will also work with the family to identify both informal and formal supports who the family can rely on to support continued safety. The In-Home Safety Staff will also assist the family in organizing a Family Team Meeting within 24 hours of being in the home to develop an appropriate safety plan that does not include continuation of In-Home Safety Services.

In-Home Safety Service is provided by trained staff who are awake and providing supervision 24 hours a day, 7 days a week.

TARGET POPULATION

In-Home Safety is for families at risk of having their child(ren) removed from the family home due to safety concerns.

RESPONSE TIME

The Contractor shall have face-to-face contact with the family as soon as possible and no later than 2 hours after the receipt of the DHHS referral. This referral shall initially be a phone call referral.

LENGTH OF SERVICE

In-Home Safety Service shall be provided as described in the written DHHS Service Referral and in accordance with the written Service Authorization.

In-Home Safety Service shall not exceed 5 calendar days.

STAFF CREDENTIALS

All new Contractor staff hired to provide In-Home Safety Service 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 In-Home Safety Service staff 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.

The Contractor may also consider individuals who have an Associate's degree plus two years of experience in human services or a related field; and, individuals who are obtaining internship hours in a human services field while obtaining a bachelor's degree to be comparable to a bachelor's degree.

Upon the Contractor's request, the DHHS Contract Manager, or Designee may consider a potential employee's High School diploma or GED and at least two years of job-related or life experience to be comparable to a Bachelor's Degree for the performance of the In-Home Safety Service duties.

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.

If an 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.

MINIMUM REPORTING REQUIREMENTS

Written daily reports shall be submitted to the referring DHHS Case Manager, as identified in the service referral; and be made available to DHHS upon request.

Daily reports shall include:

- Name of Provider Agency
- Name of Direct Care Provider
- Family Name
- Master Case Number
- All family members that participated in service in accordance with service referral
- Dates of Service (From XX/XX/XXX to XX/XX/XXXX)
 - Dates services were scheduled
 - Dates that services were rendered
- Outcomes:
 - Progress toward each goal identified in service referral
 - Barriers to progress that have been identified and addressed.

PERFORMANCE OUTCOME MEASURES

- 100% of In-Home Safety services will close with no maltreatment during the course of service.
- Face to Face contact will occur within 2 hours of service assignment or within 2 hours of designated time (measured as average of all families served during contract period).

ESTABLISHED RATE

1. DHHS shall pay the Contractor **\$47.94 per hour** for direct, (face to face) contact time with the family while in the family home.
2. DHHS shall pay the contract in 15 minute increments in those situations where the In-Home Safety worker has face-to-face contact time with the family. DHHS shall pay the Contractor per the following pay schedule for face-to-face time in excess of a full hour:
 - 1 – 15 minutes = \$11.99
 - 16 – 30 minutes = \$23.97;
 - 31 – 45 minutes = \$35.96;
 - 46 – 60 minutes = \$47.94.
3. 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 In-Home Safety 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.
4. The Contractor shall use MapQuest or Google Maps to record the number of miles travelled to deliver In-Home Safety. The Contractor shall notify the 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.
5. DHHS shall pay the Contractor \$18.36 per hour for time travelled to and from the location where the In-Home Safety services are provided. The travel time shall be consistent with the length of time required to

travel to deliver In-Home Safety 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.

6. 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.

7. 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.
8. 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 In-Home Safety rate.
9. 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 actual cost of the interpreter's services.