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**SUBAWARD**

**BETWEEN THE**

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN AND FAMILY SERVICES  
AND**

**CEDARS YOUTH SERVICES**

**AMENDMENT ONE, OCTOBER 2015**

This agreement is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **CEDARS YOUTH SERVICES** (hereinafter "Subrecipient").

The agreement between the parties dated October 9, 2015 is hereby amended as follows:

The Service Attachment for Emergency Shelter Center Care is hereby amended to add the Established Rate Section and is herein attached. The Service Attachment for Agency Supported Foster Care remains the same.

All other terms and conditions remain in full force and effect.

**IN WITNESS THEREOF**, the parties have duly executed this subaward hereto, and each party acknowledges the receipt of a duly executed copy of this subaward with original signatures.

FOR DHHS:

Signature

Douglas J. Weinberg  
Director  
Division of Children and Family Services  
Department of Health and Human Services

DATE: 11/24/15

Courtney N. Phillips, MPA  
Chief Executive Officer  
Department of Health and Human Services

DATE: 11/26/15

FOR SUBRECIPIENT:

Signature

James R. Blue. President &  
CEO

DATE: 11/17/15

## Service Attachment – Emergency Shelter Center Care

Effective October 1, 2015

### Definition

Emergency Shelter Center Care Service is defined as a short-term, staff-secure residential service designed to meet the basic needs of youth which includes personal safety, food, and shelter. The Subrecipient will make every effort to maintain the youth in his or her home school, or provide age appropriate education activities in lieu of school, and will keep all scheduled appointments, including medical appointments.

The Emergency Shelter Center Care Service is provided by trained staff who are awake and providing supervision to youth 24 hours a day, 7 days a week, including all holidays and weekends.

Staff Secure means trained staff persons are physically near, readily accessible, aware and responsible for the movement and activity of each youth, and able to intervene when needed. The staff secure Emergency Shelter Center will establish reasonable rules restricting ingress to and egress from the Emergency Shelter Center facility.

The Subrecipient shall promote "normalcy" for youth in their care through the use of the reasonable and prudent parent standard when making decisions involving the participation of the youth in age or developmentally-appropriate activities that provide opportunities for youth to grow emotionally, socially, and developmentally; and, to have the most family-like experience possible. During all hours of operation, the Subrecipient shall have a staff person present and on-site who is authorized to apply the reasonable and prudent parent standard for youth in care. The Subrecipient shall provide the names and coverage hours of the authorized staff persons to the DHHS Contract Monitor within seven (7) calendar days following the execution of this Subaward. The Subrecipient shall provide the DHHS Contract Monitor with any updates or changes in the authorized staff persons within seven (7) calendar days following such updates or changes.

The Subrecipient will provide written input to support the planned transition of the youth to a permanent placement at the request of DHHS.

The Subrecipient will collaborate with DHHS to proactively plan for the discharge of youth from Emergency Shelter Center. The Subrecipient will use a trauma informed approach to prepare youth for transitions and will collaborate with DHHS to ensure that the most appropriate post discharge placement is available for the youth prior to discharge. When the youth's discharge is not planned, the Subrecipient will give DHHS a five (5) calendar day notice in writing. During the five (5) day period of time, the Subrecipient will use a trauma informed approach to prepare the youth for the impending discharge and will work collaboratively with DHHS to determine the most appropriate post discharge placement for the youth. A five (5) calendar day written notice is not required when the Subrecipient and DHHS mutually agree that it is in the best interests of the child to move sooner.

**Service Attachment – Emergency Shelter Center Care**  
Effective October 1, 2015

	<p>The Subrecipient shall be responsible for transporting youth in their care to the youth's home school, activities, and services that are located within a 25-mile radius from the Emergency Shelter Center facility. Activities and services are expected to include visits with the youth's family members, pre-placement visits, behavioral health appointments, medical appointments, and extra-curricular activities. Emergency Shelter Care discharge planning activities and recommendations shall be developed collaboratively with team members.</p>
<b>Target Population</b>	Youth 10 to 18 years old or as otherwise referred by DHHS.
<b>Direct Care Staff to Youth Ratio</b>	The Subrecipient will provide Direct Care Staff to Youth Ratio in compliance with licensing standards.
<b>Length of Service</b>	Emergency Shelter Center Care is a short-term service which should not exceed twenty consecutive days.
<b>Staff Credentials</b>	The Subrecipient shall adhere to staff qualifications as outlined in licensing standards
<b>Minimum Reporting Requirements</b>	The Subrecipient shall provide a weekly written report to the referring case manager. The weekly report shall include the youth's name, information regarding the youth's strengths and needs, and all discharge planning information and efforts.
<b>Established Rate</b>	<ol style="list-style-type: none"> <li>1. DHHS shall pay the Subrecipient <b>\$146.00 per day per youth</b> for Emergency Shelter Center Care services. The daily rate begins on the day of admission and will not be paid on day of discharge regardless of the time of day.</li> <li>2. The Subrecipient may agree to provide transportation services beyond a 25-mile radius of the Emergency Shelter Center facility. If so, prior approval by the referring DHHS Case Manager is necessary.</li> <li>3. DHHS shall pay the Subrecipient for non-medical transportation services provided to youth to community services beyond a 25-mile radius as authorized by the DHHS Case Manager. The rate of reimbursement shall be in accordance with the State of Nebraska's travel expense policies, which are in effect at the time the expense is incurred. Travel expense policies are found in the State Accounting Manual: <a href="http://das.nebraska.gov/accounting/nis/amcon.htm">http://das.nebraska.gov/accounting/nis/amcon.htm</a>.</li> <li>4. The Subrecipient will access the Medicaid Transportation Broker to arrange transportation for medical transportation. If a state ward youth is not Medicaid eligible (not legally in the US), the Subrecipient is responsible for providing medical transportation for the youth within the 25-mile radius at no additional charge to DHHS.</li> <li>5. DHHS shall pay the Subrecipient for medical transportation services provided to youth to medical services beyond a 25-mile radius as authorized by the DHHS Case Manager. The rate of reimbursement shall be in accordance with the State of Nebraska's travel expense policies, which are in effect at the time the expense is incurred.</li> </ol>

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Effective October 1, 2015

<b>Results Based Accountability Performance Measures</b>	<ol style="list-style-type: none"><li>1. Total number of children in emergency shelter center placement overnight within the previous calendar month.</li><li>2. Percentage of children who remained enrolled in their home school within the previous calendar month.</li><li>3. Percentage of children who attended the school requested by DHHS within the previous calendar month.</li><li>4. Total number of children who have been in emergency shelter center care for 14 days or less, within the previous calendar month.</li><li>5. Percentage of children who have been in emergency shelter center care for 14 days or less, within the previous calendar month.</li></ol>
<b>Performance Measure Reporting Period</b>	Data will be collected on a calendar month basis and reported in the Scorecard by the 15 <sup>th</sup> calendar day of the following month.