

Vermont Department of Corrections

Question & Answers for RFP

Project Title: Community Based Therapists – Vermont Treatment Program for Sexual Abusers – STATE WIDE

Questions & Answers as of March 31, 2016:

1. The Contractor agrees to comply with the requirements of AHS rule No. 96-23 concerning access to information and confidentiality of client records. I do not know what this rule is. Could you please direct me to where I can find this out?

Answer: AHS Rule 96-23, Section 4.4, Client Access to Records, states (in pertinent part): [u]nless prohibited by federal or state law or regulation, clients shall be permitted to view and obtain copies of their records. . . . Employees shall take reasonable steps to present records in a form accessible to the client, including but not limited to large type format or verbal review. A fee not to exceed the actual cost of copying may be charged for records exceeding 10 pages. This fee shall be waived if it would prohibit access.

2. Group Treatment - the State will reimburse the contractor \$55.00 for each sixty (60) minute group session held. - the way this is written suggests that we can bill \$55 each group each week w/o regard to group numbers or reimbursement?

Answer: Your groups should not change – same folks and same number of groups. We are asking all groups be 60 minutes long and we will pay \$55/group. If you charge folks to attend, that is up to you.

3. The Contractor shall attend Supervision Team meetings with State staff as requested by the State and as the Contractor's schedule allows but not less than one time per month. Meetings will be held at mutually agreed upon locations. For people who must travel and spend a whole day going up to central office and return is there any reimbursement for travel, expenses, and time?

Answer: Supervision Team meetings are mainly the folks you meet with on a regular basis (The Sex Offender Supervision Team). We are hoping to utilize webinars for monthly “meetings” with the group here. We cannot reimburse for travel or expenses, just the meeting time. As you know, we rarely require folks to travel to Waterbury because we do know it’s not convenient. However, we will, on occasion, need to do so. We’ve held three meetings in five years that I know of for the entire group.

4. The contractor will become certified by the Vermont DOC to score risk assessment instruments used in the VTPSA within one year of hire for new contactors or within one year of the new contract date for current contractors. The contractor will periodically

update certifications as directed by the State. I have also run upon another issue that I believe should be addressed. Since the prison program was disbanded and reconstituted there are no treatment summaries or information that is sent to the treatment providers - at least not this treatment provider. This makes doing risk assessments guess work as I have very little access to relevant information that is necessary for doing accurate risk assessments. As a result I have been relying on using what the PO's RA's insofar as risk assessments go. There does not seem to be a provision that addresses this critical issue. Therefore, either a provision needs to be written about timely receipt of information from the prison program/DOC etc. or the use of already prepared risk assessments done either by the PO or prison SOT program.

Answer: In Attachment A, we will have a section that addresses the information that will be provided.

- A. The State shall provide the Contractor, at the time of referral, with available background information on all sex offenders referred to the Contractor. Background information shall include the following information:
1. Index offense affidavits
 2. Affidavits of prior sexually related and other relevant offenses
 3. Relevant victim statements
 4. Prior psychological evaluations
 5. Prior Vermont Treatment Program for Sexual Abusers (VTPSA) Treatment Summaries
 6. PSI if authorized by the Court.
5. The requirement and payment of CEU's - Does the \$50/month reimbursement cover only state sponsored trainings or can it be saved up to offset costs of say the annual ATSA conference?

Answer: No, we will not pay for ATSA conferences. We will attempt to provide trainings that will allow for the CEUs. We will only cover such trainings.

6. The Contractor shall submit a Monthly Client Attendance Sheet to the State on a monthly basis by submitting a roster to a designated Administrative staff person. In addition, the monthly client attendance sheet will be included with the monthly invoices submitted to the State of Vermont. - Can a form be created by central office that eases this process and makes it uniform so that all the information is collated and created such that everybody - contractors and DOC are satisfied by the dissemination of information please?

Answer: Yes, we are in the process of drafting a monthly form.

7. The Contractor shall notify Contract Manager by phone/email any time a group is cancelled within twenty-four (24) hours. - Who exactly is this and please provide names

and numbers. This has been handled locally since I have been a contractor is this not now the case?

***Answer:* This has always been in your contract and you should continue to notify the office as you have been. The cancellation should be noted on the invoice to show any monthly changes or discrepancies.**