



State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES
PO BOX 717
TRENTON, NEW JERSEY 08625-0717

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ALLISON BLAKE, PH.D., L.S.W.
Commissioner

May 27, 2020

Mr. Dean Pastras, Executive Director
Bergen's Promise, Inc.
3 University Plaza Drive, Suite 300
Hackensack, NJ 07601

Contract Type: CMO
Contract#: 20AIBR
Contract Term: 7/01/19-6/30/20

Dear Mr. Pastras:

Enclosed is your fully executed contract between Bergen's Promise, Inc. and the Department of Children and Families - Children's System of Care (DCF-CSOC). Your contract reimbursable ceiling is \$544,500.

Included in the enclosed package, you will find:

- ❖ Standard Language Document
- ❖ Annex A
- ❖ Annex B
- ❖ Schedule of Estimated Claims

Kindly note, a Report of Expenditure (ROE) is due within 15 days of the end of the sixth month. The final report is due within 120 days of the end of the contract term. Failure to submit required reports may result in the suspension of payments.

If you have any questions, please contact me at 609-888-7361 or by email at Elizabeth.Deen@dcf.state.nj.us. Thank you for your continued commitment to the children and families of New Jersey.

Sincerely,

Betsy Deen, Contract Administrator
Department of Children and Families

CC: File



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

PHILIP MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CHRISTINE NORBUT BEYER, MSW
Commissioner Designate

April 25, 2019

Bergen's Promise
Mr. Dean Pastras, Executive Director
218 Route 17 North, Suite 304
Rochelle park, NJ 07662

Re: Contract #20AIBR
Contract Term: 7/1/19-6/30/20

Dear Mr. Pastras:

I am pleased to inform you that the Department of Children and Families (DCF) is planning to renew the above referenced contract with your agency. Your current contract will expire on June 30, 2019. The total state payments for this contract are as follows:

State:	\$ 107,000
Flex:	<u>\$ 437,500</u>
Total:	\$ 544,500

Please note that this renewal package indicates Fiscal Year 2020 contract funding based on your Fiscal Year 2019 contract. *Amounts for your Fiscal Year 2020 contract are subject to change* according to the funding appropriated to the Department of Children and Families in the state budget for FY2020.

The above amount will be paid via a schedule of estimate claim (SEC payment) and the balance of funding necessary to appropriately staff and manage your CMO is to be generated through Medicaid reimbursement for claimable client services. **Please submit a complete Annex B budget including a Medicaid revenue figure based on your history and experience. List CRD, Flex and Clinical Consultant dollars in separate columns, totaling on Annex B, page 2.**

Community Resource Development Funds

\$25,000 for Community Resource Development is available for fiscal year 2019 by following the CMO Access to Community Resource Development Funding Protocol. Should you require a copy of the protocol, please let me know. Keep in mind that the initiatives funded either need to be one-time initiatives that can have a sustained impact or serve as seed money to initiate a new resource.

Enclosed with this letter is a Required Contract Document Checklist, which identifies specific documents that your agency must submit to renew this contract. A Standard Language Document and a Schedule of Estimated Claims form are also included for your signature.

Kindly submit all the required renewal documents electronically to the following email address: Elizabeth.Deen@dcf.state.nj.us

If you have any questions concerning the renewal process, please contact me at 609-888-7361. Thank you for your service to the children and families of New Jersey.

Sincerely,



Betsy Deen
Contract Administrator

Cc: Ann Marie Stahl, Community Service Line Manager, CMO
File

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CONTRACT SIGNATURES AND DATES

The terms of this Contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the Contract set forth on the preceding pages in Articles I through Article V, and any related Annexes.

This Contract contains 17 pages and is the entire agreement of the parties. Oral evidence tending to contradict, amend or supplement the Contract is inadmissible; the parties having made the Contract as the final and complete expression of their agreement.

BY: 
(Signature)

Dean Pastras
(Type) AKSW, LCSW

Executive Director

TITLE: _____
(Type)

PROVIDER AGENCY: Bergen's Promise

DATE: 1/30/2020

Contract Effective Date: 7/1/19

Contract Expiration Date: 6/30/20

Contract Number: 20AIBR

Contract Ceiling: \$ 544,500

Federal ID#: 

Provider Contact Individual: _____

BY: 
(Signature)

Anne Boyle
(Type)

Business Manager

TITLE: DCF Contracting
(Type)

DEPARTMENTAL COMPONENT: DCF

DATE: 5/22/20

**STATE OF NEW JERSEY
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**STANDARD LANGUAGE DOCUMENT
FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

This CONTRACT is effective as of the date recorded on the signature page between the Department and the Provider Agency identified on the signature page.

WHEREAS the New Jersey Department of Children and Families (the "Department") has been duly designated under the authority of N.J.S.A. 30:1A-1, 30:1-11, 30:1-12, and 30:1-20 to administer or supervise the administration of social service and training programs and has, in turn, designated the Departmental Component to be directly responsible for the funding, implementation and administration of certain social service and training programs, including the program(s) covered by this Contract; and

WHEREAS the Department desires that the Provider Agency provide services and the Provider Agency has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE, the Department and the Provider Agency agree as follows:

I. DEFINITIONS

For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:

Additional Named Insured means an endorsement to an insurance policy extending the coverage to the State of New Jersey against loss in accordance with the terms of the policy. Naming the State as an additional named insured permits the Department to pay the premium should the named insured fail to do so.

Annex(es) means the attachment(s) to this document containing programmatic and financial information.

Contract means one of the Department's social service or training Contracts with a Provider Agency. Terms and conditions of the Contract are included in the Standard Language Document, Annex(es), appendices, attachments and Contract Modifications (including any approved assignments and subcontracts) and supporting documents. The Contract constitutes the entire binding agreement between the Department and the Provider Agency.

Department means the New Jersey Department of Children and Families. It means, where appropriate from the context, the Division, Commission, Bureau, Office, Unit or other designated component of the Department of Children and Families responsible for the administration of particular Contract programs.

Departmental Component means the Office of Contract Administration (OCA) as the unit within the Department responsible for the negotiation, administration, approval, closeout and monitoring of certain Contracts.

Expiration means the cessation of the Contract because its term has ended.

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Notice means an official written communication between the Department and the Provider Agency. All Notices shall be delivered in person or by certified mail, return receipt requested, and shall be directed to the persons and addresses specified for such purpose in the Annex(es) or to such other persons as either party may designate in writing.

The Notice shall also be sent by regular mail and shall be presumed to have been received by the addressee five days after being sent to the last address known by the Department.

Provider Agency (also Provider) means all for-profit and non-profit private and public entities that have either a Cost Reimbursement or fee for service Contract with the Department, regardless of whether the Department is the State Cognizant Department.

Termination means an official cessation of this Contract, prior to the expiration of its term that results from action taken by the Department or the Provider Agency in accordance with provisions contained in this Contract.

II. BASIC OBLIGATIONS OF THE DEPARTMENT

Section 2.01 Payment. As established in the Annex(es), payment for Contract services delivered shall be based on allowable expenditures or the specified rate per unit of service delivered. Such payment(s) shall be authorized by the Department in accordance with the time frames specified in the Annex(es). Total payments shall not exceed the maximum Contract amount, if any, specified in the Annex(es). All payments authorized by the Department under this Contract shall be subject to revision on the basis of an audit or audits conducted under Section 3.13 Audit or on the basis of any Department monitoring or evaluation of the Contract.

Section 2.02 Referenced Materials. Upon written request of the Provider Agency, the Department shall make available to the Provider Agency copies of federal and State regulations and other material specifically referenced in this document.

III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

Section 3.01 Contract Services. The Provider Agency shall provide services to eligible persons in accordance with all specifications contained in this Contract.

Section 3.02 Reporting. The Provider Agency shall submit to the Department programmatic and financial reports on forms provided by the Department and within the stated time parameters. The reporting frequency and due date(s) are specified and sample forms to be used are included in the Annex(es), or otherwise made available by the Departmental Component.

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Section 3.03 Compliance with Laws. The Provider Agency agrees in the performance of this Contract to comply with all applicable federal, State and local laws, rules and regulations (collectively, "laws"), including but not limited to the following:

- a. State and local laws relating to licensure; federal and State laws relating to safeguarding of client information;
- b. The federal Civil Rights Act of 1964 (as amended);
- c. P.L. 1975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts;
- d. The New Jersey Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.)
- e. The federal Equal Employment Opportunity Act;
- f. Section 504 of the federal Rehabilitation Act of 1973 pertaining to non-discrimination on the basis of handicap, and regulations thereunder;
- g. The Americans With Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; and
- h. Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b)

Failure to comply with the laws, rules and regulations referenced above shall be grounds for Termination of this Contract for cause.

If any provision of this Contract shall conflict with any federal or State law(s) or shall have the effect of causing the State to be ineligible for federal financial participation in payment for Contract services, the specific Contract provision shall be considered amended or nullified to conform to such law(s). All other Contract provisions shall remain unchanged and shall continue in full force and effect.

Section 3.04 Business Associate Agreements and State Confidentiality Statutes. DCF is a covered entity pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider Agency obtains or is permitted to access, to create, maintain or store Protected Health Information (PHI) as part of its responsibility under this Contract, the Provider Agency shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider Agency, whose work under this Contract does not involve PHI is not required to execute a BAA. DCF shall have the sole discretion to determine when a Provider Agency's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

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Provider Agencies that enter any subcontract where the work for the subcontract involves an individual's PHI shall require its subcontractor to execute a BAA that meets all the requirements of HIPAA, including those in 45 CFR 164.504(e). A standard form of BAA is available for a Provider Agency's use from the Department. If the BAA is breached by the Provider Agency, or its subcontractor, the Provider Agency shall notify the Department within 24 hours of the breach. The Department may, in its sole discretion and at any time, request a BAA compliance audit or investigation of the Provider Agency or its subcontractor with which the Provider Agency has entered into a BAA. The Provider Agency shall cooperate with all Department requests for a BAA compliance audit and/or investigation and shall require that its subcontractor cooperate with all Departmental requests for BAA compliance audits and investigations.

In addition to the confidentiality requirements of HIPAA, if applicable, a Provider Agency shall maintain the confidentiality of all certificates, applications, records and reports ("Records") that directly or indirectly identify any individual and shall not disclose these Records except where disclosure is consistent with applicable Department statute and regulations and the BAA, if any.

Section 3.05 Business Registration.

NOTE: This section does not apply to governmental agencies or non-profit organizations.

The Provider Agency must have a valid Business Registration Certificate (BRC) issued by the Department of Treasury, Division of Revenue prior to the award of a contract in accordance with N.J.S.A. 52:32-44(b). No State Agency may Contract with a Provider Agency if the Provider has not filed for its incorporation papers or filed its annual business registration. Furthermore, no Provider Agency that Contracts with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated in the State of New Jersey and its annual business registration is current, and follows the provisions prescribed in this Standard Language Document. Failure to comply with this paragraph or the above-referenced citation will result in cause for the Department to Terminate this Contract.

Section 3.06 Set-Off for State Tax and Child Support. Pursuant to N.J.S.A. 54:49-19, if the Provider is entitled to payment under the Contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State) or child support, the State Treasurer may set off that payment by the amount of the indebtedness.

Section 3.07 Source Disclosure. N.J.S.A. 52:34-13.2, that codified Public Law 2005, c.92 and Executive Order 129, requires when submitting a Request for Proposals and/or Contract, the Provider Agency shall submit as part of their proposal and/or Contract Certification listing where their contracted services will be performed and if the contracted

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services, or any portion thereof, will be subcontracted and where any subcontracted services will be performed.

Any changes to the information submitted in the Source Disclosure Certification during the term of the Contract must be immediately reported to the Director of the Division of Purchase and Property and to the Departmental Component within the Department for whom the contracted services are being performed. A Provider that shifts its activities outside the United States and its constituent Commonwealths and territories without prior written affirmation by the Director attesting to the fact that extraordinary circumstances required the shift or that the failure to shift the services would result in the infliction of economic hardships to the State of New Jersey, shall be deemed to be in breach of Contract which would be subject to Termination by the Department.

Section 3.08 Provider Certification and Disclosure of Political Contributions.

NOTE: Non-profit organizations are exempted from the requirements of Section 3.08.

N.J.S.A. 19:44A-20.13 to 19:44A-20.25, that codified Public Law 2005, Chapter 51 and Executive Order 134, and Executive Order 117, requires that any for-profit agency that seeks or contracts to provide services in the amount of \$17,500 or more must submit to the Department the Certification and Disclosure of Political Contribution forms. This form includes a certification that the business entity has not, during certain specified time frames, solicited or made any contribution of money, pledge of reportable contributions, including in-kind contributions, to any candidate committee and/or election fund of the Governor or Lieutenant Governor, any legislative leadership committee or any State, county or municipal political party committee. The form also requires disclosure of any of the above-referenced reportable contributions made by the business entity, its principals, officers, partners, directors, spouses, civil union partners and resident children.

If awarded a Contract, the Provider will, on a continuing basis, continue to report any Contribution it makes during the term of the Contract, and any extension(s) thereof. Failure to do so will result in Termination of the Contract and could result in the debarment from public contracting of the Provider for a period of up to five years.

Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider Agency is advised of its responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c.271, section 3 if the Provider Agency receives Contracts in excess of \$50,000 from a public entity in a calendar year. It is the Provider Agency's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us/

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Section 3.10 Equal Employment Opportunity. Pursuant to N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, during the performance of this Contract, the Provider Agency agrees as follows:

- a. The Provider Agency and any subcontractor(s) will not discriminate against any client, employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- b. Except with respect to affectional or sexual orientation and gender identity or expression, the Provider will take affirmative action to ensure that such applicants are recruited and employed by DCF contracted agencies.
- c. The Provider Agency will ensure that equal opportunity is afforded to all employees in recruitment and employment, and that all employees are treated equally during employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, disability, nationality or sex. Such action shall include, but not be limited to the following:
 - Employment;
 - Upgrading;
 - Demotion, or transfer;
 - Recruitment or recruitment advertising;
 - Layoff or termination;
 - Rates of pay or other forms of compensation; and
 - Selection for training, including apprenticeship.
- d. The Provider Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- e. The Provider Agency and subcontractor(s), in all solicitations or advertisements for employees placed by or on behalf of the Provider shall state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- f. The Provider Agency and subcontractor(s) will send a notice to each labor union or representative with which it has a collective bargaining agreement, other contract, or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Provider's commitments under this act and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

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- g. The Provider Agency and subcontractor(s) agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.
- h. The Provider Agency or subcontractor agrees to make a good faith attempt to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- i. The Provider Agency or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- j. The Provider Agency or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable State and federal law and applicable State and federal court decisions.
- k. The Provider Agency and subcontractor agree to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
- l. The Provider Agency and its subcontractors shall furnish such reports or other documents to the Department from time to time in order to carry out the purposes of these regulations, and the Department shall furnish such information to the Department of Treasury, Division of Contract Compliance and EEO, as may be requested by the DCF for conducting a compliance investigation pursuant to Subchapter 10 of N.J.A.C.17:27.

Section 3.10.1 Anti-Discrimination Provisions. Pursuant to N.J.S.A. 10:2-1, during the performance of this Contract, the Provider Agency agrees as follows:

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- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Section 3.11 Department Policies and Procedures. In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the Department including, but not limited to, the policies and procedures contained in the Department's Contract Reimbursement Manual (as from time to time amended) and the Department's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to Terminate this Contract.

Section 3.12 Financial Management System. The Provider Agency's financial management system shall provide for the following:

- a. Accurate, current and complete disclosure of the financial results of this Contract and any other contract, grant, program or other activity administered by the Provider Agency;

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- b. Records adequately identifying the source and application of all Provider Agency funds and all funds administered by the Provider Agency. These records shall contain information pertaining to all contract and grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- c. Effective internal control structure over all funds, property, and other assets. The Provider Agency shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes;
- d. Comparison of actual outlays with budgeted amounts for this Contract and for any other contract, grant, program or other activity administered by the Provider Agency;
- e. Accounting records supported by source documentation;
- f. Procedures to minimize elapsed time between any advance payment issued and the disbursement of such advance funds by the Provider Agency; and
- g. Procedures consistent with the provisions of any applicable Departmental policies and procedures for determining the reasonableness, allowability, and allocability of costs under this Contract.

Section 3.13 Audit. The Department requires a Provider Agency that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of \$100,000 or greater, to submit an annual organization-wide audit.

Audits shall be conducted in accordance with the Federal Single Audit Act of 1984, generally accepted auditing standards as specified in the Statements on Auditing Standards issued by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.

The Department may require, in its sole discretion, a Provider Agency that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of less than \$100,000, or that expends within their fiscal year any amount of Federal or State financial assistance or Medicaid payments for providing services to Medicaid eligible individuals from fee for service contracts, to submit one of the following:

- a. An annual program specific audit performed in accordance with the Uniform Guidance Subpart F for each program providing services under a New Jersey contract; or
- b. A copy of an already prepared annual financial statement audit of the organization performed in accordance with Government Auditing Standards (Yellow Book); or

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- c. A compilation of certified financial statements that includes an income statement, cash flow statement or balance sheet, prepared in accordance with generally accepted accounting principles and reviewed by a public accountant attesting to their accuracy.

At any time during the Contract term, the Provider Agency's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider Agency under Section 5.02 Assignment and Subcontracts may be subject to audit or review by the Department, by any other appropriate unit or agency of State or Federal government, and/or by a private firm or firms retained or approved by the Department for such purpose.

Whether or not such audits are conducted during the Contract term, a final financial and compliance audit of Contract operations, including the relevant operations of any assignees or subcontractors, may be conducted after Contract Termination or Expiration. The Provider Agency is subject to audit up to four years after Termination or Expiration of the Contract. If any audit has been started but not completed or resolved before the end of the four-year period, the Provider Agency continues to be subject to such audit until it is completed and resolved.

The Provider Agency shall maintain all documentation related to products, transactions or services under this Contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Section 3.14 Federal Davis-Bacon Act and New Jersey Prevailing Wage Act. Any Department Contract containing federal funds in excess of \$2,000 utilized for the construction, alteration, renovation, repair, or modification of public works or public buildings to which the federal government is a party or any Contract for similar work on public works financed with federal funds must comply with the federal Davis-Bacon Act, 40 U.S.C. section 276a et seq. The Davis-Bacon Act requires that the Provider must pay the prevailing wages to each designated worker class engaged under the Contract at wage rates determined by the U.S. Secretary of Labor.

Any subsequent Provider Agency, Contract, or subcontract for any public work in excess of \$2,000 State funds of which the Department is a party shall comply with the N.J. Prevailing Wage Act, N.J.S.A. 34:11-56.27. Such Contracts or subcontracts shall contain a provision stating that the prevailing wage rate, as designated by the New Jersey Commissioner of Labor, must be paid to all designated classes of workers employed through said Contracts or subcontracts. The Provider Agency must determine if the New Jersey Prevailing Wage Act applies and follow all directives per N.J.S.A. 34:11-56 et seq.

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Section 3.15 Contract Closeout. The Provider Agency shall comply with all requirements of Department Policy: DCF.P7.01 Contract Closeout. This includes the prompt submittal of the final Report of Expenditures and any other financial or programmatic reports required by the Department. All required documentation is due within 120 days of Contract Expiration or Termination.

IV. TERMINATION

The Department may Terminate or suspend this Contract in accordance with the sections listed below.

Section 4.01 Termination for Convenience by the Department or Provider Agency. The Department or Provider Agency may Terminate this Contract upon 60 Days written advance Notice to the other party for any reason whatsoever.

The parties expressly recognize and agree that the Department's ability to honor the terms and conditions of this Contract is contingent upon receipt of federal funds and/or appropriations of the State legislature. If during the term of this Contract, therefore, the federal and/or the State government reduces its allocation to the Department, the Department reserves the right, upon Notice to the Provider Agency, to reduce or Terminate the Contract.

Section 4.02 Default and Termination for Cause. If the Provider Agency fails to fulfill or comply with any of the terms or conditions of the Contract, in whole or in part, the Department may by Notice place the Provider Agency in default status, and take any action(s) listed in accordance with Department Policy DCF.P9.05, Contract Default. Notice shall follow the procedures established in the policy.

The above notwithstanding, the Department may immediately upon Notice Terminate the Contract prior to its expiration, in whole or in part, whenever it is determined that the Provider Agency has jeopardized the safety and welfare of the Department's clients, materially failed to comply with the terms and conditions of the Contract, or whenever the fiscal or programmatic integrity of the Contract has been compromised. The Notice of Termination shall state the reason for the action(s); the Provider Agency's informal review options, time frames, and procedures; the effective date of the Termination; and the fact that a request for a review of the decision for action(s) does not preclude the determined action(s) from being implemented.

Section 4.03 Termination Settlement. When a Contract is terminated under any section of Section IV or policy DCF.P9.05, Contract Default, the Provider Agency shall be prohibited from incurring additional obligations of Contract funds. The Department may allow costs which the Provider Agency could not reasonably avoid during the Termination process to the extent that said costs are determined to be necessary and reasonable.

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The Provider Agency and Department shall settle or adjust all accounts in a manner specified by the Department and shall be subject to a final audit under Section 3.13 Audit.

V. ADDITIONAL PROVISIONS

Section 5.01 Application of New Jersey Law. This Contract shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.) and the Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.).

Section 5.02 Assignment and Subcontracts. This Contract, in whole or in part, may not be assigned by the Provider Agency or assumed by another entity for any reason including but not limited to changes in the corporate status of the Provider Agency, without the prior written consent of the Department. Upon prior written notice of a proposed assignment, the Department may:

- a. Approve the assignment and continue the Contract to term;
- b. Approve the assignment conditioned upon the willingness of the assignee to accept all contractual modifications deemed necessary by the Department; or
- c. Disapprove the assignment and either terminate the Contract or continue the Contract with the original Provider Agency.

The Provider Agency may not subcontract any of the services that it has committed to perform or provide pursuant to this Contract without the prior written approval of the Department. Such consent to subcontract shall not relieve the Provider Agency of its full responsibilities under this Contract. Consent to the subcontracting of any part of the services shall not be construed to be an approval of said subcontract or of any of its terms, but shall operate only as an approval of the Provider Agency's request for the making of a subcontract between the Provider Agency and its chosen subcontractor. The Provider Agency shall be responsible for all services performed by the subcontractor and all such services shall conform to the provisions of this Contract.

Section 5.03 Client Fees. Other than as provided for in the Annex(es) and/or Departmental Component specific policies, the Provider Agency shall impose no fees or any other types of charges of any kind upon recipients of Contract services.

Section 5.04 Indemnification. The Provider Agency shall assume all risk of and responsibility for, and agrees to indemnify, defend and hold harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the

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work, service or materials provided under this Contract; or (2) any failure to perform the Provider's obligations under this Contract or any improper or deficient performance of the Provider's obligations under this Contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Contract, nor shall they be construed to relieve the Provider from any liability nor preclude the State of New Jersey, its Agencies, and/or the Department of Children and Families from taking any other actions available to them under any other provisions of this Contract or otherwise in law.

Section 5.05 Insurance. The Provider Agency shall maintain adequate insurance coverage. The State shall be included as an Additional Named Insured on any insurance policy applicable to this Contract. Should the Provider Agency fail to pay any premium on any insurance policy when due, the Department may Terminate the Contract for Cause.

Section 5.06 Modifications and Amendments. If both parties to this Contract agree to amend or supplement this Contract, any and all such amendments or supplements shall be in writing and signed by both parties. The amendment or supplement shall incorporate the entire Contract by reference and will not serve to contradict, amend, or supplement the Contract except as specifically expressed in the amendment or supplement.

Section 5.07 Statement of Non-Influence. No person employed by the State of New Jersey has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider Agency or any representative thereof in order to influence the awarding or administration of this Contract.

Section 5.08 Exercise of Rights. A failure or a delay on the part of the Department or the Provider Agency in exercising any right, power, or privilege under this Contract shall not waive that right, power, or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

Section 5.09 Recognition of Cultural Sensitivity. The Provider Agency agrees in the performance of this Contract to be sensitive to the needs of the minority populations (as described in section 3.10a of this policy) of the State of New Jersey. This sensitivity includes the employment, if possible, of a culturally diverse staff that can communicate with, and be representative of the entire community it serves.

The Provider Agency shall make programs linguistically appropriate and culturally relevant to underserved minority groups within the community. Appropriate accommodations for services shall be developed and maintained for those minority individuals who are deprived of reasonable access to those services due to language barriers or ethnic, affectional, and cultural differences. In addition, Provider Agencies shall make certain that all programs and services are reflective of the demographic needs of the community, while providing all

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minorities (as described in section 3.10a of this policy) the opportunity to experience any and all available social services irrespective of their ethnic, affectional, or cultural heritage. Section 5.10 Copyrights. The Department of Children and Families reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use any work or materials developed under a Department or federally funded Contract or subcontract. The Department also reserves the sole right to authorize others to reproduce, publish, or otherwise use any work or materials developed under said Contract or subcontract.

Section 5.11 Successor Contracts. If an audit or Contract closeout reveals that the Provider Agency has failed to comply with the terms and/or conditions of this Contract, the Department reserves the right to make all financial and/or programmatic adjustments it deems appropriate to any other Contract entered into between the Department and the Provider Agency.

Section 5.12 Sufficiency of Funds. The Provider Agency recognizes and agrees that both the initial provision of funding and the continuation of such funding under the Contract is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department to make any payment under its Contract with the Provider Agency or to observe and adhere to its performance obligation under the Contract as a result of the failure of the Legislature to appropriate the funds necessary to do so shall not constitute a breach of the Contract by the Department or default thereunder and the Department shall not be held financially liable therefore. In addition, future funding shall not be anticipated from the Department beyond the duration of the Contract with the Provider Agency and in no event shall the Contract be construed as a commitment by the Department to expend funds beyond the Termination date set therein.

Section 5.13 Collective Bargaining. State and federal law allows employees to organize themselves into a collective bargaining unit.

Funds provided under this Contract shall not be utilized to abridge the rights of employees to organize themselves into a collective bargaining organization or preclude them from negotiating with Provider Agency management. Funds may be utilized for legitimate and reasonable management purposes at the direction of the Provider Agency during the process of collective bargaining organization.

Section 5.14 Independent Employer Status. Employees of Provider Agencies that Contract with the Department of Children and Families are employees of the Provider Agency, not the State.

In accordance with the National Labor Relations Act, 29 U.S.C.A. 152(2) and State law, N.J.S.A. 34:13A-1 *et seq.*, Provider Agencies are independent, private employers with all the rights and obligations of such, and are not political subdivisions of the Department of Children and Families.

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As such, the Provider Agency acknowledges that it is an independent Provider, providing services to the Department of Children and Families, typically through a contract-for-services agreement. As independent contractors, Provider Agencies are responsible for the organization's overall functions that include the overseeing and monitoring of its operations, establishing the salary and benefit levels of its employees, and handling all personnel matters as the employer of its workers. This is also inclusive of any travel allocations the Provider Employee pays to its employees.

The Provider Agency acknowledges its relationship with its employees as that of employer. While the Department has an adjunct role with Provider Agencies through regulatory oversight and ensuring contractual performance, the Provider understands that the Department is not the employer of a Provider Agency's employees.

The Provider Agency further acknowledges that while the Department reimburses Provider Agencies for all allowable costs under the Contract, this funding mechanism does not translate into the Department being responsible for any of the elements of any collective bargaining agreements into which Provider Agencies may enter. Moreover, each Provider Agency understands that it is responsible for funding its own programs and is not limited to the amount of funding provided by the Department, and, in fact, is encouraged to solicit non-State sources of funding, whenever possible.

Section 5.15 Executive Order No. 189. Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a Contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

In compliance with Paragraph 3 of Executive Order No. 189, no Provider Agency shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such Provider Agency transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity, or other thing of value by any State officer or employee or special State officer or employee from any Provider Agency shall be reported in writing forthwith by the Provider Agency to the Attorney General and the Executive Commission on Ethical Standards.

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No Provider Agency may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such Provider Agency to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

No Provider Agency shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No Provider Agency shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the Provider Agency or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Provider Agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

7. As the Covered Entity is a body corporate and politic of the State of New Jersey, the signature of its authorized representative is affixed below. The undersigned representative of Covered Entity certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Covered Entity to this document.

The undersigned representative of Business Associate certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Business Associate to this document.

Covered Entity:


Signature

Printed Name

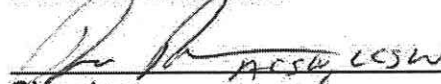
Title

**Anne Boyle, MBA
Business Manager
DCF Contracting**

Agency

Date: 5/22/20

Business Associate:


Signature

Dean Pastras
Printed Name

Executive Director
Title

Bergen's Promise, Inc.
Agency

January 30, 2020
Date:

State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

BUSINESS ASSOCIATE AGREEMENT between the New Jersey Department of Children and Families and **Bergen's Promise** (Agency/Vendor.) for Contract Number **20AIBR**.

This Business Associate Agreement sets forth the responsibilities of **Bergen's Promise (Business Associate)**, with an address of **3 University Plaza Drive, Suite 300, Hackensack, NJ 07601** and the New Jersey Department of Children and Families, as a **Covered Entity**, in relationship to Protected Health Information (PHI), as those terms are defined and regulated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations adopted there under by the Secretary of the United States Department of Health and Human Services, with the intent that the Covered Entity shall at all times be in compliance with HIPAA and the underlying regulations.

This Business Associate Agreement is entered into for the purpose of the Business Associate providing services on behalf of the Covered Entity.

In consideration for the respective benefits, rights and obligations described above, and for access to the PHI held by Covered Entity, the parties agree to be bound by the terms of this Agreement. There is no underlying contract associated with this Agreement, or the exchange of this PHI.

A. Definitions:

1. The terms specified below shall be defined as follows:

- a. "Business Associate" shall mean s a person or entity, other than a member of the workforce of a covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to protected health information. This definition is also applicable to a subcontractor that creates, receives, maintains, or transmits protected health information on behalf of another business associate.
- b. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall the New Jersey Department of Children and Families.
- c. "Agreement" shall mean this Business Associate Agreement.
- d. "Breach" shall mean the unauthorized acquisition, access, use or disclosure of Protected Health Information in a manner not permitted by the Privacy Rule or the Security Rule, which compromises the security of such Protected Health Information. Breach shall exclude such acquisition, access, use or disclosure described in 45 CFR Section 164.402.

- e. "Designated Record Set" shall mean a group of records maintained by or for the Covered Entity that is the medical records and billing records of individuals maintained by or for the Covered Entity; and the enrollment, payment, claims, adjudication, and case or medical management record systems maintained by or for the Covered Entity, or used, in whole or in part, by or for the Covered Entity to make decisions about individuals.
- f. "HIPAA" shall mean the Health Insurance Portability and Accountability Act.
- g. "HIPAA Regulations" shall mean the regulations promulgated under HIPAA by the U.S. Department of Health and Human Services, including but not limited to, the Privacy Rule and the Security Rule, and shall include the regulations codified at 45 CFR Parts 160, 162 and 164.
- h. "HITECH" shall mean the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A of the American Recovery and Reinvestment Act of 2009, P.L. 111-005.
- i. "Individual" shall mean the person who is the subject of the Protected Health Information and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- j. "Notice of Privacy Practices" shall mean the Notice of Privacy Practices required by 45 CFR 164.520, provided by Covered Entity to Individuals.
- k. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
- l. "Protected Health Information (PHI)" shall mean individually identifiable health information that is transmitted by electronic media or transmitted or maintained in any other form or medium.
- m. "Record" shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminate by or for a Covered Entity.
- n. "Required by Law" shall have the same meaning as in 45 CFR 164.501.
- o. "Secretary" shall mean the Secretary of the United States Department of Health & Human Services or his designee.
- p. "Security Rule" shall mean the Standards for Security for the Protection of Electronic Protected Health Information, codified at 45 CFR parts 160, 162 and 164.

2. All other terms used herein shall have the meaning specified in the Privacy Rule or in the absence of if no meaning is specified, shall have their plain meaning.

B. Obligations and Activities of Business Associate

1. Business Associate may use PHI for the following functions, activities, or services for or on behalf of Covered Entity provided that such use would not violate this Agreement, the HIPAA regulations the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity. In the event that this Agreement conflicts and any other written agreement made between the parties, relating to the exchange of PHI, this Agreement shall control. Business Associate's access to and use of the PHI is limited to the provision of services by the Business Associate on behalf the Covered Entity set forth in the contract between the Business Associate and the Covered Entity.
2. Business Associate may further disclose PHI to a subcontractor/person for the proper management and administration of Business Associate, provided that such disclosure is Required by Law, or would not violate this Agreement, the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity, and Business Associate executes an additional business associates agreement as Required by Law or for the purpose for which it was disclosed to the person, and the subcontractor/person notifies Business Associate of any instances of which it is aware in which PHI has been disclosed. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
3. Business Associate agrees to not use or disclose PHI other than as permitted or required by this Agreement or as Required by Law. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
4. Business Associate agrees to implement and use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Business Associate shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Business Associate's operations and the nature and scope of its activities.
5. Business Associate agrees to take prompt corrective action to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
6. Business Associate agrees to notify Covered Entity of any use or disclosure of PHI not provided for by this Agreement, or the Privacy Rule, or of any suspected or actual breach of security or intrusion whenever it becomes aware within twenty-four hours of Business Associate becoming aware of such use, disclosure or suspected or actual breach of security or intrusion. Business Associate further agrees to take prompt corrective action

to cure or mitigate any harmful effects of any such use, disclosure, or actual or suspected breach of security of intrusion.

7. Business Associate agrees to ensure that any officer, employee, contractor, subcontractor or agent to whom it provides PHI received from or maintained, created or received by Business Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such PHI.
8. Access. Business Associate agrees to provide access to PHI in a Designated Record Set to Covered Entity or to an Individual as directed by Covered Entity in order to meet the requirements of 45CFR 164.524, within 30 days of the date of any such request, unless the request is denied by Covered Entity pursuant to 45 CFR 164.524(a)(1), (a)(2) or (a)(3).
9. Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set as Covered Entity directs in order to meet the requirements of 45 CFR 164.526, within 30 days of such a request, unless the request has been denied pursuant to 45 CFR 164.526(d). Business Associate shall provide written confirmation of the amendment(s) to the Covered Entity.
10. Business Associate agrees to create and maintain an appeal process that meets the requirements of 45 CFR 164.524 and 164.526 that an Individual can utilize if the Individual's request for access to or amendment of PHI is denied.
11. Business Associate agrees to make its comprehensive written information privacy and security program, as well as its internal practices, books and records, including policies and procedures relating to the use and disclosure of PHI received from, or created, maintained, or received by Business Associate on behalf of Covered Entity available to Covered Entity within 30 days of the date of such request, or to the Secretary in a time and manner designated by the Secretary.
12. Business Associate agrees to document all disclosures of PHI which would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528. Business Associate agrees to provide to Covered Entity, within 30 days of the date of such request, all disclosures of PHI.
13. Notwithstanding the provisions of Section D of this Agreement, pursuant to 45 CFR 164.530(j), Business Associate agrees that it and its officers, employees, contractors, subcontractors and agents shall continue to maintain the information required under subsection B(9) of this Agreement for a period of six years from the date of its creation or the date when it was last in effect, whichever is later.
14. Business Associate agrees that from time to time, upon reasonable notice, it shall allow Covered Entity or its authorized agents or contractors, to inspect the facilities, systems,

books, records and procedures of Business Associate to monitor compliance with this Agreement. In the event the Covered Entity, in its sole discretion, determines that the Business Associate has violated any term of this Agreement or the Privacy Rule, it shall so notify the Business Associate in writing. Business Associate shall promptly remedy the violation of any term of this Agreement and shall certify same in writing to the Covered Entity. The fact that Covered Entity or its authorized agents or contractors inspect, fail to inspect or have the right to inspect Business Associate's facilities, systems, books, records, and procedures does not relieve Business Associate of its responsibility to comply with this Agreement. Covered Entity's (1) failure to detect, or (2) detection by failure to notify Business Associate, or (3) failure to require Business Associate to remediate any unsatisfactory practices, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Agreement. Nothing in this paragraph is deemed to waive Section E of this Agreement or the New Jersey Tort Claims Act, NJSA 59:1-1 et seq., as they apply to Covered Entity.

15. Business Associate shall implement administrative, physical and technical safeguards that protect the confidentiality, integrity, and availability of PHI in compliance with the Security Rule.
16. Business Associate shall report all security incidents, as defined by the Security Rule, within twenty-four hours of becoming aware of such actual or suspected security incident.
17. Sections 164.308, 164.312 and 164.316 of Title 45, Code of Federal Regulations, apply to Business Associate in the same manner as such sections apply to the Covered Entity. The HITECH requirements that relate to security, and that are applicable to the Covered Entity, shall also be applicable to the Business Associate and are incorporated into this Agreement by reference.
18. In the event of an actual or suspected breach, Business Associate shall provide Covered Entity with a written report, as soon as possible but not later than five ("5") days after the breach/suspected breach became known. The report shall include, to the extent available: a) the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach; b) a brief description of what happened, including the date of the breach and the date of the discovery, if known; c) a description of the types of unsecured PHI involved in the breach; d) any steps individuals affected by the breach should take to protect themselves from potential harm resulting from the breach; and e) a description of what Business Associate is doing to investigate the breach, mitigate harm to the individual(s), and protect against future breaches. In addition, the business Associate shall, at the request of the Covered Entity, provide breach notification required by HITECH.

C. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions.

1. Covered Entity shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Business Associate pursuant to this Agreement, in accordance with the requirements and standards in the Privacy Rule, until such PHI is received by Business Associate.
2. In accordance with 45 CFR 164.520, Covered Entity shall notify Business Associate of any limitations in Covered Entity's Notice of Privacy Practices to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
3. Covered Entity shall notify Business Associate of any changes in or revocation of permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
4. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity or under Covered Entity's Notice of Privacy Practices or other policies adopted by Covered Entity pursuant to the Privacy Rule.

D. Term of Business Associate Agreement

1. This Agreement shall be effective as of the date the Business Associate and the Covered Entity enter into a contract for the Business Associate's provision of services on behalf of the Covered Entity, and it shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created, maintained or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information in accordance with subsection 3, below.
2. Upon Covered Entity's knowledge of a material breach or violation(s) of any of the obligations under this Agreement by Business Associate, Covered Entity shall, at its discretion, either:
 - a. Provide an opportunity for the Business Associate to cure the breach or end the violation upon such terms and conditions as Covered Entity shall specify, and if

Business Associate does not cure the breach or end the violation, upon such terms and conditions as Covered Entity has specified, Covered Entity may terminate this Agreement and require that Business Associate fully comply with the procedures specified in subsection 3, below.

- b. Immediately terminate the Contract and require that Business Associate fully comply with the procedures specified in subsection 3, below, if Business Associate has breached a material term of this Agreement and Covered Entity has determined, in its sole discretion, that cure is not possible, or
- c. If neither termination nor cure is feasible, as determined by Covered Entity in its sole discretion, Covered Entity shall report the violation to the Secretary.

3. Effect of Breach of this Agreement.

- a. Except as provided in paragraph b of this section, upon termination of the Contract for any reason, Business Associate shall return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of PHI.
- b. Business Associate shall provide Covered Entity with a certification, within 30 days, that neither it nor its subcontractors or agents maintains any PHI in any form, whether paper, electronic or film, received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. Covered Entity shall acknowledge receipt of such certification and, as of the date of such acknowledgement, this Agreement shall terminate.
- c. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Covered Entity shall have the discretion to determine whether it is feasible for the Business Associate to return or destroy the PHI. If Covered Entity determines it is feasible, Covered Entity shall specify the terms and conditions for the return or destruction of PHI at the expense of Business Associate. Upon Covered Entity determining that Business Associate cannot return or destroy PHI, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

E. Indemnification and Release

- 1. Business Associate shall assume all risk and responsibility for, and agrees to indemnify, defend and save harmless Covered Entity, its officers, agents and employees and each and every one of them, from and against any and all claims, demands, suits, actions, recoveries, judgments, and costs (including attorneys fees and costs and court costs), expenses in connection therewith, on account of loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from

Business Associate's use or misuse of PHI or from any action or inaction of Business Associate or its officers, employees, agents or contractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provision of this indemnification clause shall in no way limit the obligations assumed by Business Associate under this Agreement, nor shall they be construed to relieve Business Associate from any liability nor preclude Covered Entity from taking any other actions available to it under any other provisions of this Agreement, the Privacy Rule or at law.

2. Notwithstanding the above, the obligations assumed by the Business Associate herein shall not extend to or encompass suits, costs, claims, expenses, liabilities and judgments incurred solely as a result of actions or inactions of Covered Entity.
3. Business Associate further acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 USC 1320d-6.
4. Business Associate shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatever kind or nature, arising out of or in connection with an act or omission of Business Associate, its employees, agencies, or contractors, in the performance of the obligations assumed by Business Associate pursuant to this Agreement. Business Associate hereby releases Covered Entity from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under state or federal laws, out of or in connection with Business Associate's performance of the obligations assumed by Business Associate pursuant to this Agreement.
5. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.

F. Miscellaneous

1. A reference in this Agreement to a section of the Privacy Rule means the section as in effect or, it may be amended or interpreted by a court of competent jurisdiction.
2. Business Associate and Covered Entity agree to take such action as is necessary to amend this Agreement from time to time in order that Covered Entity can continue to comply with the requirements of the Privacy Rule and HIPAA and case law that interprets the Privacy Rule or HIPAA. All such amendments shall be in writing and signed by both parties. Business Associate and Covered Entity agree that this Agreement may be superseded by a revised Business Associate Agreement executed between the parties after the effective date of this Agreement.
3. The respective rights and obligations of Business Associate and Covered Entity under Section D, "Term of Business Associate Agreement", above, shall survive the termination of the Contract. The respective rights and obligations of Business

Associate and Covered Entity under Section E, "Indemnification", and Section B(11), "Internal Practices", above, shall survive the termination of this Agreement.

4. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule and HIPAA, as it may be amended or interpreted by a court of competent jurisdiction.
5. Nothing expressed or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Business Associate and Covered Entity, and any successor state agency to Covered Entity, any rights, remedies, obligations or liabilities whatsoever.
6. Any notices to be given hereunder shall be made via Regular and Certified US Mail, Return Receipt Requested, and if possible, by facsimile to the addresses and facsimile members listed below:

Business Associate: _____

Facsimile # _____

Covered Entity: 1. Privacy Officer

Department of Children and Families
50 East State Street
P.O. Box 717
Trenton, NJ 08625-0717
ATTN: HIPAA Privacy Officer

Telephone # (609) 888-7730

Facsimile # (609) 292-7951

2. DCF Business Manager

Facsimile# _____

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Contract Number: 20AIBR
Contract Period: 7/1/2019-6/30/2020

ANNEX A

I. Please indicate which Division/Office the Contract is being awarded through:

- ☒ **DIVISION OF CHILDREN'S SYSTEM OF CARE (formerly DCBHS)**
- ☐ **DIVISION OF FAMILY AND COMMUNITY PARTNERSHIPS (formerly DPCP)**
- ☐ **DIVISION OF CHILD PROTECTION AND PERMANENCY (formerly DYFS)**
- ☐ **DIVISION ON WOMEN (DOW)**
- ☐ **TRAINING ACADEMY**
- ☐ **OFFICE OF COMMUNICATION AND PUBLIC AFFAIRS**
- ☐ **OFFICE OF EDUCATION**
- ☐ **OFFICE OF ADOLESCENT SERVICES**

II. Please list all programs that are funded through this contract (attach sheet if more than 20 programs):

- | | |
|---|-----------|
| 1. <u>Bergen's Promise, Inc. - Care Management</u>
<u>Organization</u> | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Note: Each program must have its own Section 2 which includes the following:

Section 2.1 Program Name and Service Delivery Information

(Please Note: Effective 9/2011 this section of the Annex A has been removed from the package to facilitate the DCF Resource Directory. Section 2.1 will be provided by DCF Contract Administrators)

Section 2.2 Program Description

Section 2.3 Service Outcomes & Performance Measures

Section 2.4 Personnel Information Sheet

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
Section 2.5 Level of Service Form

ANNEX A

GENERAL CONTRACT INFORMATION

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

CONTRACT SUMMARY SHEET

Provider Agency	<u>Bergen's Promise, Inc.</u>	Contract #	<u>20AIBR</u>
Mailing Address	<u>218 Route 17 North</u>	Federal ID	<u>22-3843132</u>
	<u>Suite 304</u>		
	<u>Rochelle Park, NJ 07662</u>		
Telephone	<u>201 - 712 -1170</u>		
Provider Agency Fiscal Year End	<u>6/30/2020</u>		

Contract Effective Date	<u>7/1/2019</u>	to	<u>6/30/2020</u>	Contract Ceiling	<u>\$544,500.00</u>
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Organization Type	County	☐	
	Municipal (i.e. School)	☐	
	Private, Non-Profit	☒	
	Private, For-Profit	☐	% Indicate % of profit charged towards contract
	Faith-Based	☐	
	Hospital-Based	☐	

Chief Executive	<u>Dean Pastras A.C.S.W., L.C.S.W.</u>
Title	<u>Chief Executive Officer</u>
Mailing Address	<u>218 Route 17 North</u>
	<u>Suite 304</u>
	<u>Rochelle Park, N.J. 07662</u>
Telephone Number	<u>201 - 712 - 1170</u>
Fax Number	<u>201 - 712 - 0425</u>
E-Mail Address	<u>dpastras@bergenspromise.org</u>

All notices relevant to this contract should be sent to:

Name & Title	<u>Dean Pastras A.C.S.W., L.C.S.W., Chief Executive Officer</u>
Mailing Address	<u>218 Route 17 North</u>
	<u>Suite 304</u>
	<u>Rochelle Park, N.J. 07662</u>
Telephone Number	<u>201 - 712 - 1170</u>
Fax Number	<u>201 - 712 - 0425</u>
E-Mail Address	<u>dpastras@bergenspromise.org</u>

**STATE OF NEW JERSEY
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INSTRUCTIONS FOR COMPLETING THE CONTRACT PACKAGE

The Annex A is an important part of your contract because it describes your program and emphasizes the impact you and your staff are trying to make on service recipients. It also serves as the basis for evaluation and planning.

It is in our mutual interest to have an Annex A that clearly and concisely communicates key information about your program.

The Annex A and Annex B / Annex B2 must be consistent in the information presented.

Do not include organizational tabs, dividers or separation sheets.

Refer to the renewal/award letter for any additional documents and information required to complete the Annex A.

Enter the contract identification number assigned to your contract in the Award or Renewal Letter where requested.

Contract Summary Sheet

Provider Agency: Enter the legal name of the Managing Agency. This is the name that will identify your contract on all correspondence and reporting documents.

Contract Number: Enter the Contract Number as stated in the contract Award or Renewal Letter.

Mailing Address: Enter the mailing address of the Managing Agency

Federal Identification Number: Enter the Federal Identification Number assigned to the Managing Agency.

Telephone Number: Enter the area code and telephone number of the Managing Agency.

Provider Agency Fiscal Year: Enter the provider agency's fiscal year.

Contract Effective Dates: Enter the contract start and end dates as indicated in the Renewal Letter.

Contract Ceiling: Enter the dollar amount of the contract ceiling as stated in the Renewal Letter.

Organization Type: Check the type of organization entering into the contract.

Chief Executive Officer: Enter the name of the person responsible for all contract operations as designated by a resolution of the governing body.

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Title: Enter the title of the Chief Executive Officer of the Managing Agency.

Enter the mailing address, telephone number, fax number, and e-mail address of the Chief Executive Officer of the Managing Agency.

All notices relevant to this contract should be sent to: Enter the name, title, mailing address, area code and telephone number, fax number and e-mail address of the person identified at the Managing Agency to receive contract materials

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List of Contracts/Grants

☒ Check here if this information already appears on the Annex B Contract Information Form. If so, do not duplicate information here.

Contracting Division/Office	Program Name	Type of Service	Contract Number	Contract Term	Amount	Division/Office Contact Person and Phone Number	Provider Agency Contact Person and Phone Number

ANNEX A

SECTION 1

AGENCY INFORMATION

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

SECTION 1

INSTRUCTIONS FOR COMPLETING AGENCY INFORMATION

Section 1.1: Authorized Signatures

Name and Position: Enter the name and position of the person(s) authorized to sign or be responsible for each transaction listed.

Number of Signatures Required: Enter the number of signatures required for each transaction. Those documents that require a specific number have already been entered.

Section 1.2: Agency/Organization Description

Answer and clearly label all questions as outlined.

Section 1.3: Agency Personnel Information

List core staff whose functions and responsibilities extend across the various contracted programs (i.e. Administrative Staff, CFO, CEO, Clinical Director). Staff listed in this section need not be included in Section 2.4 (each program will require listing of personnel dedicated to the identified program).

Example: If agency is contracted for 5 programs, and a social worker works in all of these programs, list this person on the core agency personnel sheet (Section 1.3). If the social worker works in only four out of the five programs, do not include this person on the core agency personnel sheet. This staff person will be listed on each of the four relevant program personnel sheets (Section 2.4) which is part of Section 2.

Column 1: List full-time and part-time positions funded. List the title of each full-time and part-time position in your agency. Do not include maintenance staff.

Columns 2 through 5: Complete the remainder of the form by listing for each position, in the appropriate column, the following information:

- Name of employee
- Work hours
- Qualifications, including any degrees, licenses, certificates, etc. that the employee possesses and which are pertinent to his/her position; and
- The functional job duties of the employee

Note: Staff listed on the personnel information forms (Section 1.3 and Section 2.4) must also be represented on the Annex B budget presentation, when applicable.

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Annex A
AUTHORIZED SIGNATURES
Section 1.1

List the names and positions of individuals who are authorized to sign the following documents and indicate the number of persons who are required to sign each transaction.

	Name	Position	# of Signatures Required
Contract	Dean Pastras, A.C.S.W., 1 L.C.S.W.	Chief Executive Officer	1
	2 Jeffrey Kahn	Interim President, Board Of Directors	
	3		
Quarterly and Final Financial Reports	Dean Pastras, A.C.S.W., 1 L.C.S.W.	Chief Executive Officer	1
	2 Michael B. Maliavsky, M.B.A., C.A.E., I.O.M.	Business Manager/C.F.O.	
	3		
Contract Modification	Dean Pastras, A.C.S.W., 1 L.C.S.W.	Chief Executive Officer	1
	2 Michael B. Maliavsky, M.B.A., C.A.E., I.O.M.	Business Manager/C.F.O.	
	3		
Checks	Dean Pastras, A.C.S.W., 1 L.C.S.W.	Chief Executive Officer	1
	2 Michael B. Maliavsky, M.B.A., C.A.E., I.O.M.	Business Manager/C.F.O.	
	3 Jeffrey Kahn	Interim President, Board Of Directors	
Other Contracts and Agreements	Dean Pastras, A.C.S.W., 1 L.C.S.W.	Chief Executive Officer	1
	2 Jeffrey Kahn	Interim President, Board Of Directors	
	3		

Submitted by:

Primary Signatory: Dean Pastras, A.C.S.W.,
L.C.S.W. Title: Chief Executive Officer

Original Signature: _____ Date: _____

**STATE OF NEW JERSEY
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Contract Number: 20AIBR

**Annex A
AGENCY/ORGANIZATION DESCRIPTION
Section 1.2**

Provide a brief summary of the organization and its history. Clearly label your answers as outlined below.

- 1. Summarize the agency's purpose and mission.**
 - **Indicate long and short term goals**
 - **Identify the agency's method for goal measurement**

Bergen's Promise, Inc., is a private, non-profit agency solely focused on providing wraparound care management services and community resource development to Bergen County youth and young adults with serious behavioral, emotional, substance use and developmental challenges who require a high or moderate level of care coordination. The Agency also provides health and wellness education and support for youth with qualifying co-occurring medical conditions and their families.

Our mission: Healthy Families, Safe at Home. Bergen's Promise provides a single point of entry for the organization, coordination and delivery of care; working directly with children and families in their communities. Our goal for each family is to provide appropriate, effective and sustainable supports to enable the family to become healthy and self-sustaining. Bergen's Promise utilizes the "Wraparound" model of care that builds on the identified strengths and assets already present within the young person's and his or her family's environment.

Our goals as an agency are set forth annually in a comprehensive Strategic Plan, developed by the management team and approved by the Board of Directors. We continually develop new measurement tools, including database applications and visual reports, to assess the quality of clinical outcomes. Department Directors and Managers meet quarterly to review our CQI Plan to ensure that all benchmarks are being met. In addition to continuously improving the quality of clinical operations (as described in Section 2.3), our goals include strengthening and enhancing agency operations and accountability.

- 2. Describe the agency's progress toward achieving administrative goals from the previous year. Elaborate upon any administrative, programmatic, or fiscal changes from the previous contract period.**

As the Care Management Organization (CMO) of Bergen County, Bergen's Promise has undertaken a comprehensive and ongoing strategic planning process to develop tools, policies and procedures for youth, families and staff to support expanded operations and the integration of youth with substance use, developmental and/or physical challenges along with those behavioral challenges that initially gave rise to care management services. This process has included revisions of family welcome and resource materials, staff on-boarding procedures, staff training, operational policies, subject matter expert consultations, and provider and community outreach strategies. As a result, Bergen's Promise has successfully integrated and expanded this more

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diverse service population, as well as the community services and partnerships designed to address their needs.

The Agency is led by a Quality Council, consisting of Executive Management and Department Directors. The Council is informed by subject matter Committees tasked with ensuring documentation, resolution, review, analysis and recommendations for improvement regarding all areas of Quality Concern throughout the Agency.

Bergen's Promise is implementing the use of the TOM 2.0. This tool, and its attendant database, WrapTrack, is designed to measure Wraparound fidelity. The Agency currently has 18 Certified Wraparound Coaches and 6 Certified Wraparound Facilitators. Our goal is to have all of our Care Managers certified as Wrap Facilitators.

Lastly, in January of FY 2020, Bergen's Promise will be re-certified by the Commission on Accreditation of Rehabilitation Facilities (CARF). This will be our first re-certification.

3. Describe the Agency's self-evaluation process.

- **Identify the tools used**
- **Explain their function in the quality improvement process**
- **Summarize the results of the evaluation from the previous contract period and the changes the agency implemented in response to the findings**

Bergen's Promise uses a wide range of self-evaluation tools - including Contracted Systems Administrator (CSA) reports, internal data collection and reports, TOM 2.0, weekly team meetings and supervision for all clinical staff, formal and informal feedback from families, staff and other stakeholders, CARF self-assessment tools and collaborative meetings with providers. Care Manager Supervisors review all Individual Service Plans (ISPs) and crisis incident reports to ensure comprehensive documentation and follow-up. Clinical Management uses CSA and internal reports to track items such as ISP completion and approval status, length of stay, DCP&P and JJS involvement, out-of-home placements, unusual incidents, Strengths and Needs Assessments and progress note documentation.

Self-evaluation results are explained fully in section 2.3. To further increase quality of operations, Bergen's Promise Quality Assurance Department continues to refine reporting mechanisms and develop new tools to track key measures of success. When service gaps are identified, Bergen's Promise management and Community Resource Department continue to work with its system partners to develop solutions.

As part of our Strategic Planning process, we conduct surveys and interviews to obtain feedback on our services from consumers, staff, management, providers, board members and members of our community. The Stakeholder Feedback Committee - as part of our Quality Council - is charged with collecting, processing and making recommendations based upon that feedback. The feedback received has a direct impact on the formation of our Strategic Planning Goals.

4. Provide a brief description of the agency's most significant accomplishment to date.

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During its seventeen year history, Bergen's Promise has worked with over 6,500 children and families, and our many successful "graduations" are the agency's most significant accomplishments. We have successfully graduated youth to less restrictive living environments, improved family functioning, improved school performance, behavior and attendance, and reduced risk behaviors among the youth we serve. In addition to the successes experienced by the youth and families we serve, the Agency has made significant achievements in building strong community partnerships across child-serving systems, as explained in item 5 below. These relationships are strengthened by the Agency's exceptional success in recruiting qualified and experienced staff, and the publication of community services and resources through ResourceNet.

5. Explain how the agency collaborates and/or networks with other public and private agencies to serve children and families in the community. Elaborate upon agency outreach efforts.

Fostering collaboration across the system of care is key to the mission of Bergen's Promise. Our administrative policies reflect youth and family choice and fair and open use of providers. We work in close collaboration with the Family Support Organization (FSO), Children's Inter-Agency Coordinating Council (CIACC), Mobile Response Stabilization Services (MRSS), Youth Services Commission (YSC) and the Division of Child Protection and Permanency (DCPP) in addressing the needs of our youth and families. Examples of our efforts to effectively integrate with local system partners include our hosting of quarterly "System Partner" meetings where representatives from DCPP, MRSS and FSO are invited to discuss shared concerns and solutions. To strengthen collaboration with DCPP, led by the Clinical Consultant, Bergen's Promise clinical management meets monthly with each of the two local DCPP offices.

New in 2018, is our collaboration with the Dumont School District which includes quarterly meetings where shared youth are discussed and training opportunities to ensure communication, collaboration, clear expectations, knowledge and youth and family empowerment.

Also new, is our collaboration with St. Joseph's Children's Hospital whereby pediatric residents in their second year of training spend two weeks shadowing Care Managers to family homes, treatment visits and more. Outcomes include increased knowledge of the Wraparound and CFT approaches to care, as well as increased understanding of the Children's System of Care.

Bergen's Promise providers are an integral part of the clinical team. All providers attend regularly scheduled Child and Family Team (CFT) Meetings with our youth, and Partner Collaboration meetings with the Bergen's Promise management team. Each provider also signs a Memorandum of Understanding, which describes the parties' relationship in collaboration.

Via ResourceNet, the NJ Children's System of Care supports families, and professionals working with families, to easily connect to healthy supports in their communities and home county. Each ResourceNet is administered by the respective Care Management Organization (CMO) in that County, and Bergen's Promise helped to lead the State in the creation of a robust ResourceNet, where families and community partners can find important resources throughout Bergen County.

We also pride ourselves in assuming leadership roles throughout the community. Bergen's Promise management team members sit on various boards and committees that support and enhance the Agency's mission, such as the Children's Interagency Coordinating Council (CIACC), Youth Services Commission, the Bergen County Healthy Families Advisory Board, Suspension Alternatives Advisory Board and Bergen County Special Services Advisory Board. Bergen's

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Promise is also an active participant in Bergen County Community Advisory Board (CAB) / County Council for Young Children (CCYC), the Juvenile Officers Association, Community Health Improvement Partnership, Human Services Advisory Council, Strengthening Families Advisory Board, Professional Advisory Committee, Professional Advisory Committee on Alcohol and Drug Abuse, Local Advisory Committee for Alcohol and Drug Abuse, School Nurses Association, Bergen County Prevention Coalition, CIACC's Education, Finance and Awareness Sub-committees, Partnering for a Healthy NJ, Shaping NJ, the New Jersey Association for Infant Mental Health, the NJ Council on Physical Fitness and Sports, Young Adult Homelessness Task Force for Bergen County, New Jersey Special Education Administrators Association and the Garfield Prevention Coalition.

New in 2018, is our collaboration with the Dumont School District which includes quarterly meetings where shared youth are discussed and training opportunities to ensure communication, collaboration, clear expectations, knowledge and youth and family empowerment.

Also new, is our collaboration with St. Joseph's Children's Hospital whereby pediatric residents in their second year of training spend two weeks shadowing Care Managers to family homes, treatment visits and more. Outcomes include increased knowledge of the Wraparound and CFT approaches to care, as well as increased understanding of the Children's System of Care.

6. Identify any inter-agency agreements regarding the acceptance of referrals and discharge planning, with respect to the continuum of care. Please include copies of any consultant agreements and/or copies of subcontracts.

All referrals to Bergen's Promise are made through the Contracted Systems Administrator (CSA). Discharge planning begins, in collaboration with the family, at the first Child and Family Team Meeting. Bergen's Promise connects families with sustainable community-based resources - such as outpatient counseling, community groups, and a wide range of informal supports - to enable a smooth transition upon "graduation" from the CMO. Care Managers also link aging-out youth needing continuing care with Integrated Case Management Services (ICMS) as well as supportive housing and employment services.

In 2014, we partnered with the Division of Developmental Disabilities (DDD) and other contracted coordination agencies to provide care management services to developmentally disabled youth. Shortly thereafter, we began providing services to youth with substance use issues. Also in 2014, we added a wellness component ("Behavioral Health Home") that integrates health and wellness education and support, and provides individualized health plans, for youth with co-occurring qualifying medical conditions so that effective and consistent health practices are sustainable once a youth leaves CMO services.

7. Cite any staffing patterns, environmental accommodations, and practices employed by the agency that reflect an appreciation and respect for the needs and diversity of the customers served.

Bergen's Promise demonstrates its commitment to cultural competence throughout every aspect of the organization. The Agency's Cultural Competency Committee is responsible for introducing new trainings, family-friendly facility modifications, as well as addressing incidents of concern. In the recruitment of all CMO staff, outreach is made to organizations and job-posting outlets

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representing the diverse communities found in Bergen County. Our staff includes multiple fluent speakers of Spanish, as well as speakers of Arabic, Vietnamese and French-Creole. All Care Management activities are conducted in the native language of the family, with interpreters being employed when necessary. We also provide materials to families with literacy or technology challenges. On-going cultural sensitivity trainings are conducted for all staff, and our Community Resource Department also ensures that providers are culturally competent and responsive to the needs of all of our families.

8. Describe the agency's approach to staff training and development.

Comprehensive staff training and on-going professional development are a high priority for Bergen's Promise. In FY 2019, the Agency Staff Development Committee ensured core skill development and provided professional development tracks for recruitment and retention purposes.

Training, which begins on an employee's first day of work and continues throughout their employment with Bergen's Promise, includes a comprehensive curriculum of required trainings - including mandatory Human Resources trainings in discrimination and harassment, child abuse and neglect indicators, corporate compliance and HIPAA requirements, employee rights, rights of persons served and cultural sensitivity - and a full program of additional requirements and "electives" for all staff.

All Bergen's Promise care management staff receive CSOC trainings in Wraparound values, CFT Process and IMDS tools, as well as on-site trainings in HIPAA compliance and utilization of the Information Management software from the Contracted Systems Administrator. The Agency's onboarding process, which is developed in collaboration with staff and is subject to continuous updating and improvement, includes an intensive weeks-long orientation program followed by a structured 90-day schedule of training, evaluation and knowledge testing. The employee training manual and the Care Management Reference Guide provide direct service staff with a constant reference tool. The Agency tracks required trainings and notifies staff and their supervisors when trainings are due and completed. In addition, all new care management staff are assigned to an experienced mentor who "shadows" them so that they may obtain first-hand, on-the-job training before fully assuming responsibility for their youth and families.

On-going training takes place both through attendance at formal trainings - such as CSOC training workshops - and through structured weekly team meetings, Best Practices meetings, in-house trainings and individual supervisions, at which care management staff share their challenges and collaboratively develop solutions. We also utilize e-Learning modules for on-going trainings. Our goal in these continuous development activities is to ensure that staff always possess the knowledge and support they need to most effectively serve the youth and families of Bergen County.

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**Annex A
CORE AGENCY PERSONNEL INFORMATION**

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO		
☒ FT ☐ PT	Chief Executive Officer	Dean Pastras			ACSW, LCSW	Reports to the Board of Directors; assists the Board of Directors in accomplishing the organization's operating and strategic objectives, including the identification, coordination and provision of services and community resources to families who reside in Bergen County and present with multiple needs. Effectively communicates the mission of the organization internally and to families, providers and community stakeholders; provides supervision, direction and management in the planning, development and implementation of the Agency mission and goals.
☒ FT ☐ PT	Chief Operations Officer	Shelisa Foster			MA, LPC, NCC	Reports to Chief Executive Officer; oversees Agency operations, provides supervision and guidance to the HS Director, QA Director, CR Director and Directors of Care Management on a regular basis; ensures that Agency operations are functioning within the guidelines of DCF/DCSOC and the Agency Strategic Plan.
☒ FT ☐ PT	Business Manager/C.F.O.	Michael Maliavsky			MBA, CAE, IOM	Reports to Chief Executive Officer; plans, directs and manages all business/fiscal functions and activities of the Agency; administers the Payroll and Human Resources functions, including employee benefits programs; oversees the Finance Coordinator.
☒ FT ☐ PT	Director Of Quality Assurance, CCO	Diane E. Ristaino			JD	Reports to Chief Executive Officer and the Director of Operations; assists Executive Management with research and program development; project manages quality improvement processes; Chairs the Quality Council; defines and utilizes data to identify quality improvement activities; serves as the Agency's Compliance and Privacy and Security Officer; provides on-site HIPAA and Compliance training; oversees Support Staff and Medicaid billing.

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☒ FT ☐ PT	Director Of Community Resources	Kathryn Wertheim			MA, MPA	Reports to Chief Executive Officer and Director of Operations; oversees operations of the Community Resources Department; oversees Provider QA meetings; develops and maintains Community Provider Directory; ensures MOUs are executed and fulfilled by providers; researches new resources to address service gaps and assists in expanding current resources; collaborates with FSO in developing Bergen County Youth Partnership; oversees Support Staff.
☒ FT ☐ PT	Office Manager/Executive Assistant	Kimberly Theiler			BS	Reports to Chief Executive Officer; provides scheduling and administrative support to the Executive Management Team; performs all Office Manager related functions, including facilities and technology administration, coordination of various Agency meetings, coordination of vehicle maintenance, etc.; responsible for coordinating procedures between Agency departments; oversees Support Staff.
☒ FT ☐ PT	Director Of Care Management	Crystal Wylenus			LPC, LCADC, NCC	Reports to Director of Operations and assists with all Clinical Operations as required; provides supervision and guidance to the Care Manager Supervisors, Clinical Coordinator and Care Management Team on a regular basis; ensures that clinical operations of the Agency are functioning within the guidelines of DCF/DCSOC; oversees on-call 24/7.
☒ FT ☐ PT	Director Of Care Management	Christa Ten Cate			MA, LAC, CSW	Reports to Director of Operations and assists with all Clinical Operations as required; provides supervision and guidance to the Care Manager Supervisors, and Care Management Team on a regular basis; ensures that clinical operations of the Agency are functioning within the guidelines of DCF/DCSOC; oversees on-call 24/7.
☒ FT ☐ PT	Director of Health Services	Jan Schlaier			Edc.D, FNP-BC	Reports to the Chief Executive Officer and Director of Operations; performs all duties associated with the implementation and oversight of the Behavioral Health Home; supervises Nursing staff and Wellness Educators.
☒ FT ☐ PT	Human Resources Manager	Judy Nelson			AAS, SHRM-CP	Reports to Business Manager/CFO; provides administrative assistance in the maintaining of the Agency's personnel records; assists in the administrative portion of the employee benefit and

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Section 1.3

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**Annex A
CORE AGENCY PERSONNEL INFORMATION**

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO		
☒ FT ☐ PT	Administrative Specialist	Oilicec Robbio			BS	Reports to Office Manager/Exec. Asst.; provides support to the Office Management, Human Resources and Finance departments as well as the Executive Management Leadership Team. Manages projects related to technology and facilities.
☒ FT ☐ PT	Receptionist	Jamie Sylvester				Reports to Office Manager/Executive Assistant; provides administrative assistance for special projects and in the coordinating of scheduled events and meetings; answers and directs all incoming telephone calls, including child/family crisis calls, in a professional, business-like manner as well as greeting and directing daily visitors.
☒ FT ☐ PT	Coordinator	Deja Cordova			BS	Reports to appropriate Department Director; performs all aspects of P.E. Coordination and Medicaid billing; assists youth in obtaining appropriate coverage; assists with Agency administrative and operational functions as necessary.
☒ FT ☐ PT	Coordinator	Casey Williamson			AA	Reports to appropriate Department Director; provides administrative assistance for designated Agency departments; performs daily child/family record maintenance; performs all aspects of QA department support; assists with Agency administrative and operational functions as necessary.
☒ FT ☐ PT	Coordinator	Ryan O'keefe			BA	Reports to appropriate Department Director; provides administrative assistance for designated Agency departments; performs daily resource and community partner record maintenance; performs all aspects of CR department support; assists with Agency administrative and operational functions as necessary.
☒ FT ☐ PT	Administrative Assistant	Diana Quiles				Reports to Office Manager/Executive Assistant, or appropriate Department Director; provides administrative assistance for designated Agency

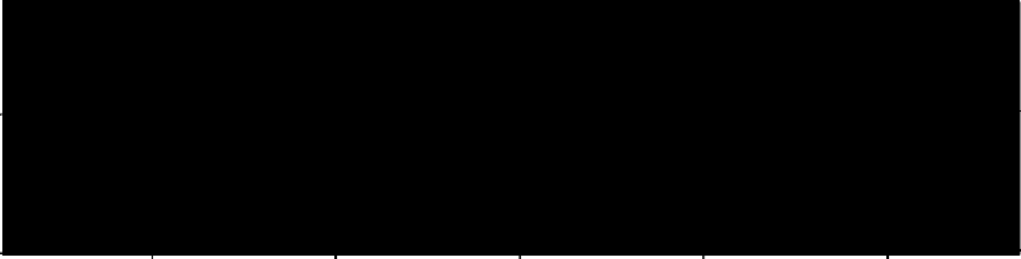
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							departments; performs daily child/family record maintenance; maintenance and scheduling of service for company vehicles; provides coverage for Reception area as needed.
☒ FT ☐ PT	Operations Assistant	Bernardo Gonzalez				BS	Reports to Office Manager/Executive Assistant, or appropriate Department Director; provides administrative assistance for designated Agency departments; performs daily child/family record maintenance; maintenance and scheduling of service for company vehicles; provides coverage for Reception area as needed.
☒ FT ☐ PT	Operations Assistant	Elizabeth Mcclane				MA	Reports to Office Manager/Executive Assistant, or appropriate Department Director; provides administrative assistance for designated Agency departments; performs daily child/family record maintenance; maintenance and scheduling of service for company vehicles; provides coverage for Reception area as needed.
☒ FT ☐ PT	Finance Coordinator	Liza Baugh					Reports to Business Manager/CFO; provides administrative assistance, recording, recordkeeping, etc. for all Agency expenses; provides coverage for Medicaid billing and Reception as needed.
☒ FT ☐ PT	Coordinator	Cristina Garcia				BS	Reports to appropriate Department Director; performs all aspects of P.E. Coordination and Medicaid billing; assists youth in obtaining appropriate coverage; assists with Agency administrative and operational functions as necessary.
☐ FT ☐ PT							
☐ FT ☐ PT							

Section 1.3

**STATE OF NEW JERSEY
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**Annex A
CORE AGENCY PERSONNEL INFORMATION**

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO		
☒ FT ☐ PT	Clinical Consultant	Jose M. Rodriguez-Negron			MA, LPC, LCADC	Reports to Directors of Care Management; acts as the clinical liaison to both DCPD offices in Bergen County; reviews DCPD clinical assessments and makes recommendations accordingly; attends family meetings as needed; assists DCPD caseworkers in assessing youth and families.
☒ FT ☐ PT	Care Manager Supervisor	Gittel Danzig			MSW, LSW, LMSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	John Dixon			MSW, LCSW, DRCC	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Mitzi Day			PsyD, LSW, LICSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Whitney Chiriboga-Espinales			LMSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Desiree Hanna			MA, NCC, LAC	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.

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	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO		
☒ FT ☐ PT	Care Manager Supervisor	Krystal Martinez			MSW, LMSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Devin Dafeo			MSW, LSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Errol Knight			MSW, LMSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
☒ FT ☐ PT	Care Manager Supervisor	Ashley Sloan			MSW, LSW	Reports to Director of Care Management; oversees caseload of 100+ children and families and supervises Care Managers in all aspects of service delivery; ensures documentation within CSA MIS is timely, accurate and complete; provides on-call crisis coverage on a rotating basis.
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Section 1.3

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A
PROGRAM DESCRIPTION
Section 2.2**

Program Name: Bergen's Promise, Inc. - Care Management Organization

Please note that additional information/addenda may be required in order to complete the contract package. Any specific requirements/stipulations pertaining to the program will be forwarded as applicable.

Label all answers clearly as outlined below:

1. **Provide a brief description of the program/component and its purpose. The description should reflect the goals and services set forth in the initial RFP and any changes that may have resulted from negotiations.**

CMO programs serve youth and young adults and their families/caregivers with high and moderate levels of care coordination needs. The focus of the program is to ensure the best and most appropriate services for youth served by the New Jersey Children's System of Care (CSOC). CMOs provide, initiate and/or coordinate an array of care management services and are responsible for advocacy, brokerage, linkage, and monitoring of services and supports identified in the youth's plan of care. Care Management Organization program responsibilities include:

1. Providing comprehensive care management services through the local system of care;
2. Providing care management to youth with high and moderate levels of need;
3. Assuring that the assessment, referral and care management process is transparent;
4. Implementing and monitoring the services and supports identified in each youth's Individualized Service Plan (ISP);
5. Managing a flexible fund to provide resources and sustainable services identified in the youth's ISP that are not available through other funding, community resources or the CMO's contract with DCF.

2. **Identify the target population served by this program/component (i.e. individuals who have been unemployed for the past 6-12 months).**
 - **Provide a brief outline or snapshot of the characteristics, needs, and current circumstances of the population the program intends to serve.**
 - **Explain how these customers are distinct in any way from the general population. It is generally viewed as a sign of strength when a program is able to identify the population that will benefit the most from the services provided.**

CMO services are available to eligible youth and young adults who have been determined by DCF/CSOC, or its designated CSA, to require care management services due to one or any combination of the following:

1. The youth has serious emotional, behavioral, substance abuse and/or developmental challenges, with or without co-occurring chronic medical conditions, that adversely affect his or her capacity to function in the community;

Program Description cont.

2. The youth's CSOC assessment indicates a need for the level of care management services provided by a CMO; and/or,

3. The youth and/or the youth's family require face-to-face assistance in obtaining and coordinating treatment, rehabilitation, financial and/or social services without which the youth could reasonably be expected to require more intensive and/or out of home services.

As an agency, Bergen's Promise has been serving the needs of this population since 2002. All Care Managers possess at least a Bachelor's Degree in Social Work, Psychology, or related field. All Care Manager Supervisors are licensed (possessing either an LSW, LAC, LCSW, or LPC) and have a Master's degree in at least one mental-health discipline. Over the course of its fifteen year history, Bergen's Promise has assisted over 5,000 children and their families in addressing their individual behavioral/mental health challenges. From 7/1/2018 to 5/31/2019, 1,939 unduplicated youth and families received services.

As of 6/6/2019, we were serving 1,241 active youth and their families. The demographic profile of our youth by age is: 156 youth (12%) aged 18-21, 431 youth (35%) aged 14-17, 306 youth (24%) aged 11-13, 337 youth (27%) aged 5-10 years, and 20 youth under the age of 5 (2%). The gender distribution for this population is 484 (39%) females, and 766 (61%) males. The racial/ethnic make-up consists of 439 (36%) Hispanic, 411 (33%) Caucasian, 114 (9%) African American, 78 (6%) Asian, 43 (3%) Two or More Races, 26 (2%) Some Other Race, 14 (1%) Declined to Answer, and 125 (10%) Unknown.

Stability of youth in least restrictive living situations is a major performance outcome. At present, 1,120 (90%) of our 1,241 enrolled youth are in either "least restrictive" or "less restrictive" (e.g., home, foster/resource homes, family care homes, with relatives, independent housing) living environments. Over the course of the year, the average percentage of youth in least restrictive living situations is maintained at well over 88%.

In the spring of 2018, a family satisfaction survey was conducted. Survey questionnaires were delivered to 817 Bergen's Promise parents/caregivers and youth aged 14 and over. Based upon poor response rates in 2017, we modified the process from an electronic to a paper format. As a result, 366 parent/caregivers and 141 youth responded to the survey, representing a 485% increase in the response rate as compared to 2017 (only 87 of 503 surveys returned).

The surveys continue to reflect overall satisfaction among families served by Bergen's Promise. Families reported that the care management services provided and coordinated by Bergen's Promise were valued and important; 67% of caregivers and 69% of youth indicated that the strategies that their CFT put in place were helpful or very helpful to them and their families. Similarly, when families were asked if they felt more confident in their ability to manage their child's or their own healthcare and wellness needs, 62% of caregivers and 66% of youth indicated that they felt very or completely confident in managing these needs. Responses to other questions in the survey were similarly reflective of a high level of customer satisfaction.

3. **Detail what the program intends to address through service delivery. State the results the program intends to achieve.**

Using the Wraparound model of care, Bergen's Promise forms a network of formal and informal services, supports and community resources around the child and family to keep children in their homes, schools and communities, and out of trouble. The Agency links youth with services and supports such as psychiatric treatment, structured activities in supervised environments, family therapy designed to increase positive family dialogue, behavioral assistants who can increase both functional and life skills, mentors who can support positive self-image, nurses to assess and refer for medical interventions, wellness educators to increase health literacy and healthy behaviors, and enrollment in partial care settings to provide after-school therapeutic treatments. The intended results of CMO enrollment include: improved health, reduction of aggressive behaviors, elimination of substance use, improved school attendance, performance and behavior, increased family involvement and family sustainability. Key goals include:

1. Stabilizing the family system and minimizing the movement of youth from one living situation to another;
2. Preventing inappropriate hospitalization or re-hospitalization;
3. Improving the functioning of youth in all life domains, including but not limited to, social, behavioral, emotional, physical and educational.

4. Describe the program approach and method of service delivery.

Bergen's Promise delivers service to its families in their communities. Child and Family Team meetings take place in the family home whenever possible, however meetings also take place outside of the home - at Bergen's Promise offices, at school, in court, in the hospital or in an out of home setting - as the situation may require. Bergen's Promise focuses on linking youth with services and supports, including natural and informal supports in their community.

5. Detail how customers access services.

- **Cite any physical limitations that might preclude program admission or referral acceptance**
- **Indicate specific documents needed for referrals, when applicable**
- **Discuss referral procedures and discharge planning with respect to the continuum of care**
- **Cite negative and planned discharge procedures**

All referrals are made through the CSA. Bergen's Promise services are available to Bergen County youth, aged 5-18, and may be extended to youth from 3 to age 21 if necessary. There are no physical barriers to admission. Our Accessibility Plan provides information about requesting reasonable accommodations, if needed.

Discharge planning begins when a child is first enrolled in Bergen's Promise: the Child and Family Team defines treatment goals and outcome measures, and reviews progress at each meeting. As the anticipated discharge date approaches, the Care Manager reviews the plan to ensure that sustainable strategies - including crisis planning - are in place, and that the family is connected with supports that will be sustainable after discharge from the CMO. Discharges that are unexpected or that do not include graduation from services, occur only if a family moves out of Bergen County, the youth is sentenced to long-term adult incarceration or the youth/family declines CMO services. In

all instances, the Care Manager will work to ensure that sustainable supports are in place prior to discharge.

- 6. Describe the neighborhood(s) and the building(s) where each program site(s) is located. Detail accessibility to mass transportation. Identify the program catchment area.**

One of the guiding principles of CSOC is to meet with children and families in a natural and comfortable environment of their choice. Thus, the majority of our families' interactions with care management staff take place outside the CMO office. Care management staff use agency vehicles to attend meetings in the families' homes and communities.

For families needing the use of our facilities, the Bergen's Promise offices are centrally located in Bergen County, with easy access via taxi cab or New Jersey Transit bus service. They are wheelchair accessible, externally and internally, with adequate parking for visitors. There are multiple meeting rooms available at both locations for one-to-one counseling or Child and Family Team meetings, with comfortable reception and waiting areas. Privacy is protected via a secure sign-in process, and white noise machines outside of every meeting room ensure that conversations are not overheard. The buildings are secure, and access to Bergen's Promise office suites are controlled through magnetic keycards. All record storage areas are secured with locks.

- 7. Detail the program's emergency procedures. Provide any after-hours telephone numbers, emergency contacts, and special instructions.**

Bergen's Promise offers a 24/7 emergency on-call phone service. This system is designed to help our families in crisis outside of administrative hours (8:30 a.m.-5:00 p.m., Monday-Friday). Any Bergen's Promise family can call our office number (201-712-1170) before 8:30 and after 5:00 for support and de-escalation of crisis situations. Each on-call Care Manager is trained to handle crisis situations and will refer calls to a clinically licensed on-call Care Manager Supervisor or Director of Care Management if necessary. If additional assistance is needed on scene, 262-HELP or Mobile Response Stabilization Services (MRSS) will be contacted. For all other emergencies, 911 is called. All crisis responses are thoroughly documented by the Care Manager, and are subject to an extensive in-house review process as part of the agency's continuous quality improvement initiative.

- 8. Provide the total number of unduplicated customers served in the previous contract period for each of the contracted programs. Unduplicated customers refers to the practice of counting a customer receiving services only once within a service cycle.**

- **Indicate the number of unduplicated customers achieving results.**
- **Indicate how the information was captured and measured.**

1,939 unduplicated youth and their families were served by Bergen's Promise in the past fiscal year (7/1/2018 – 5/31/2019.) This data was derived from internal tracking reports, and cross-checked against the records of the Contracted System Administrator.

Program Description cont.

The number of unduplicated participants was calculated by adding the number of youth/families being served at the start of business on 7/1/2018, adding all new youth/families enrolled between 7/1/2018 and 5/31/2019 (the date upon which these calculations were performed), and subtracting any youth/families enrolled more than once.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Annex A
SERVICE OUTCOMES
Section 2.3

Program Name:

Bergen's Promise, Inc. - Care Management
Organization

For each program component please identify goals, objectives, activities, outcomes, supporting documentation and reporting timeframes using the following definitions and template:

GOALS:

Goals articulate the desired results or end point that DCF expects will be achieved through the provision of contracted services. Goal statements speak to the overarching impact that services will have on recipients over a period of time that may reach beyond the contract term.

OBJECTIVES:

Objectives define services in qualitative terms. They detail the purpose of program activities and impart a clear understanding of contracted services. Objectives are short term milestones to be achieved during the contract period; they are easy to understand, specific, attainable and they reflect the overarching goals of the program component.

SERVICE ACTIVITIES:

Service Activities specify the tasks performed to achieve the identified goals and objectives. They reflect program operations and functionally define contracted services. All service activities are tangible, observable and measurable.

OUTCOMES:

Outcomes quantify the program's impact on the target population. They are tied directly to program goals rather than to each objective or service activity. Benchmarks are established to indicate successful program performance in achieving the specified goals. Outcomes may be attainable during the contract period or it may be necessary to track impact data at intervals that extend beyond the contract term (i.e. follow-up data obtained 1 year post discharge).

REPORTING:

This section is still under development and should remain blank

SUPPORTING DOCUMENTATION:

Supporting documentation refers to any source documents, records or data that reasonably prove or verify outcome reporting. Supporting documentation is retained on file and available for inspection as part of contract monitoring and auditing procedures.

Program Name: Bergen's Promise, Inc. - Care Management Organization

Annex A
SERVICE OUTCOMES
Section 2.3

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
1. For the contract year 75% of families participating in the CMO will demonstrate their ability to manage their family plan.	75% of families will report that they are able to maintain or increase caregiver strengths. 75% of families use informal/natural supports.	Families will complete periodic surveys to report on their confidence in their skills as caregivers. Clinical Management will review all ISPs prior to submission to the Contracted System Administrator to ensure that appropriate natural and informal supports are in place.	In the second quarter of FY '19 an anonymous family satisfaction survey was conducted by Bergen's Promise to solicit feedback from families on a range of issues. In that survey, families were asked, "Do you feel that you have increased your strengths as a parent/caregiver because of the services and supports provided through your service plan?" 67% of respondents (N=462) reported increase in caregiver strengths. An audit was conducted of 50 youth enrolled in Bergen's Promise as of June 2019, to determine the extent to which they utilized informal/natural supports. This question was answered by reviewing the Child and Family Team composition. Of the 50 teams reviewed, 11 (22%) included informal/natural supports.	NA	On file and available for inspection.

			excluding the youth and caregivers.		
2. For the contract year 75% of children participating in the CMO will live in the least-restrictive setting that is most appropriate for their clinical need.	75% of children who enrolled with a living situation of "least restrictive" will remain in that setting. 75% of children who were enrolled with a living situation other than "least restrictive" will either remain in that setting or move to a less restrictive setting based upon their clinical needs.	Clinical Management will review monthly reports on youth in out-of-home placements, and ensure that clear plans are in place for transitioning each youth to the least restrictive setting appropriate for their clinical need. Care Managers will ensure that each family has the formal and informal supports necessary for their children to live safely in the home environment.	At present, 1,135 (90%) of our currently 1,255 enrolled youth are in either "least restrictive" or "less restrictive" (e.g., home, foster/resource homes, family care homes, with relatives, independent housing) living environments. Over the course of the year, the average percentage of youth in least restrictive living situations is maintained at well over 88%.	NA	NA

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
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3. For the contract year 75% of children participating in the CMO will improve or remain stable in their educational setting.	75% of children will improve or remain stable in their school attendance. 75% of children will show improvement or remain stable with their grades. 75% of children will exhibit school behavior that either remains stable or improves.	Care Managers will work with families and schools to ensure that youth are in educational placements appropriate to their needs. Care Managers will discuss truant youth during weekly supervision meetings, and work with Clinical Management to develop strategies for improving school performance. School personnel - including teachers, child study team members, and administrators - will be encouraged to take part in the Child & Family Team process. Families will complete periodic surveys to report on the educational outcomes their youth have experienced.	In FY '19, 93% of respondents (N=462) to the question in the annual satisfaction survey indicated that they felt that they/their child(ren) have improved their school attendance since enrolling with Bergen's Promise, or that school attendance was not an area of need. 86% of respondents indicated that they felt that they/their child(ren) achieved better grades since their involvement with Bergen's Promise, or that school achievement was not an area of need. 84% of respondents indicated that they felt that they/their child(ren)'s behavior in school has improved since receiving care management services from Bergen's Promise, or that school behavior was not an area of need.	NA	On file and available for inspection.
4. For the contract year 75% of children participating in the CMO will have a reduced length of stay in detention post-disposition.	75% of children in detention will not exceed 30 days in detention post disposition.	Clinical Management will compile and review weekly reports on youth in detention, and work with Care Managers to move youth to more appropriate placements as soon as possible. Care Managers will work with the Case Expeditor at the County Courthouse to facilitate movement of youth to appropriate placements.	In FY '19, 25 instances were tracked in which youth were detained in either JDC or adult settings. Of these, 5 (16%) were post-disposition. 4 (80%) of detentions post-disposition were detained for 30 or more days. 1 of these was pending out of home treatment.	NA	On file and available for inspection.

GOALS	OBJECTIVES	SERVICE ACTIVITIES	OUTCOMES	REPORTING	SUPPORTING DOCUMENTATION
For the contract year 65% of children participating in the CMO will have a decrease in emotional/behavioral needs or a reduction in risk behaviors.	65% of Children will demonstrate a decrease in Emotional/Behavioral Needs or Risk Behaviors.	Each child/youth will receive a Strengths and Needs Assessment every 90 days. Care Managers will develop a Crisis Plan with each family within 7 days of CMO involvement; Care Management staff will be available 24 hours a day via the on-call system. CFT meetings will be held every 60 days, and ISPs will be updated every 90 days, to review effectiveness of strategies, services, and supports. Families will complete periodic surveys to report on the behavioral outcomes their youth have experienced.	In FY '19, the Bergen's Promise family survey asked families about the impact Bergen's Promise has had on their children's risky behaviors and the emotional states that lead to risk behavior. 70% of respondents (N=462) indicated that since enrollment with Bergen's Promise, they feel that they/their child(ren) have more confidence in dealing with their behavioral/emotional needs, or that this was not an area of need. 70% of respondents (N=462) indicated that they/their children have engaged in fewer risky behaviors since receiving care management services from Bergen's Promise, or that this was not an area of need.	NA	On file and available for inspection.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
Annex A
PROGRAM PERSONNEL INFORMATION
Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
 Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Nurse	Berko, Jacqueline	12:00 AM	12:00 AM	100%	BSN RN	Reports to Director of Health Services; conducts Nursing Assessments and works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families.
☐ FT ☒ PT	Wellness Educator	Amy Faus	12:00 AM	12:00 AM	100%	MPH, CPH, CHES	Reports to Director of Health Services, works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families; leads wellness education efforts and Bergen's Promise.
☒ FT ☐ PT	Wellness Educator	Angeline Irizarri	12:00 AM	12:00 AM	100%	BS, CHES	Reports to Director of Health Services, works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families; leads wellness education efforts and Bergen's Promise.
☒ FT ☐ PT	Nurse	Wilson, Antoinette	12:00 AM	12:00 AM	100%	BSN, RN	Reports to Director of Health Services; conducts Nursing Assessments and works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families.

☒ FT ☐ PT	Wellness Educator	Samaniego, Harry	12:00 AM	12:00 AM	100%	BS	Reports to Director of Health Services, works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families; leads wellness education efforts and Bergen's Promise.
☒ FT ☐ PT	Wellness Educator	Kelly Kopec	12:00 AM	12:00 AM	100%	MS, CHES	Reports to Director of Health Services, works with the Care Management staff and Child and Family Teams to coordinate medical health services and health education for youth and families; leads wellness education efforts and Bergen's Promise.
☐ FT ☐ PT					%		
☐ FT ☐ PT					%		
☐ FT ☐ PT					%		
☐ FT ☐ PT					%		

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
Annex A
PROGRAM PERSONNEL INFORMATION
Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
 Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Certified Wrap Coach	Robin Sanabria	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wrap Coach	Cole Campbell	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

☒ FT ☐ PT	Certified Wrap Coach	Nicole Fahnstock	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wraparound Coach	Maria Decandia-Godefoy	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wraparound Coach	Shekinah Williams	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wraparound Coach	Mary Perez	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

									practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wraparound Coach	Katrele Willard	12:00 AM	12:00 AM	100%	BA			Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Certified Wraparound Coach	Nathalie Mora	12:00 AM	12:00 AM	100%	BA			Reports to a Care Manager Supervisor; assumes leadership role in ensuring that Wraparound Model values and principles are infused throughout care management practice and engages and supports families by implementing the Child Family Team (CFT) process; adheres to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☐ FT ☐ PT					%				
☐ FT ☐ PT					%				

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Annex A

PROGRAM PERSONNEL INFORMATION

Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Magda Ade	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Na'shema Addison	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Grace Agresta	12:00 AM	12:00 AM	100%	MSW, LSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Stephanie Dejesus	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Genesis Acosta	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Nafisah Ali	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Carelys Andino	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

☒ FT ☐ PT	Care Manager	Keith Brouca	12:00 AM	12:00 AM	100%	LAC, MA, Ed.S	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Shari Spates	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Delrose Brown	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Annex A

PROGRAM PERSONNEL INFORMATION

Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
Organization 20a1br

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		%OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Erica Caba	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Arlette Cuevas	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	March Cunningham	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

								community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Javier Baires	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Helen Diaz	12:00 AM	12:00 AM	100%	MSW, LSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Janel Dabal	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Natalee Dixon	12:00 AM	12:00 AM	100%	B.Ed.	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	

☒ FT ☐ PT	Care Manager	Denise Ffriend	12:00 AM	12:00AM	100%	BS	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Nicole Henriquez	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Melisha Higgins	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

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PROGRAM PERSONNEL INFORMATION

Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Chyna-Lynn Glover	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Mendoza Lauture-Maximilien	12:00 AM	12:00 AM	100%	M.Ed	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Brittney Garino	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Christina Lewis	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	A'hijaah Halloway	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Jessenia Gomez	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Erica Lillis	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

								on-call rotation.
☒ FT ☐ PT	Care Manager	Ashley Jaeger	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Coby Johnson	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Zeinab Khalif	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	

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Program Name:

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Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Eitaneliya George	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Alexandra Siegel	12:00 AM	12:00 AM	100%	BS, MEP	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Joshua Solomon	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Matilde Santiago	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Sarah-Jane Jeannite	12:00 AM	12:00 AM	100%	MS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Victoria Jeudy	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Luis Ledesma	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

☒ FT ☐ PT	Care Manager	Dinesha Simon	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Rick Taylor	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Daria Tabbacchino	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

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	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Charlotte Moore	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Meghan Monroe	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Johana Paguay	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Keyona Rogers	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Melissa Ramirez	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Brittany Larkin	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Mirica Lynnay Patterson-Dillon	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

							on-call rotation.
☒ FT ☐ PT	Care Manager	Matthew Russo	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Sherika Sanders	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Taneisha Williams	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

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Program Name: Bergen's Promise, Inc. - Care Management
 Organization 20ailbr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		%OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Sheanny Vazquez	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Kimberly Estrella	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Sang Luong	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Diego Demichelli	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Alyssa Marchand	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Lori Sorvino	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Caitlin Morgan	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

								on-call rotation.
☒ FT ☐ PT	Care Manager	Jennifer Nivar-De Castillo	12:00 AM	12:00 AM	100%	MSW		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Christopher Parfett	12:00 AM	12:00 AM	100%	MSW		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Elizabeth Nocera	12:00 AM	12:00 AM	100%	BS		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

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Program Name: Bergen's Promise, Inc. - Care Management
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	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		%OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Madison Palza	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Samantha Salmon	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Jonathan Peralta	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Jennifer Pineda	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Kai Rainey	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Gabriella Ralda	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Vacant	12:00 AM	12:00 AM	100%		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

							on-call rotation.
☒ FT ☐ PT	Care Manager	Maisha Tucker	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Preeti Rana	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Vacant	12:00 AM	12:00 AM	100%		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

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Organization 20aibr

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			FROM	TO			
☒ FT ☐ PT	Care Manager	Bresca Rodriguez	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Laura Scholdra-Hannon	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Vacant	12:00 AM	12:00 AM	100%		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

							community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager		Vacant	12:00 AM	12:00 AM	100%	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager		Catarina Sousa	12:00 AM	12:00 AM	100%	MSW Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager		Vacant	12:00 AM	12:00 AM	100%	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager		Shelda Thelisma	12:00 AM	12:00 AM	100%	MSW Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

								on-call rotation.
☒ FT ☐ PT	Care Manager	Martha Topper	12:00 AM	12:00 AM	100%	MA		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Fernanda Ullauri	12:00 AM	12:00 AM	100%	BA		Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Vacant	12:00 AM	12:00 AM	100%			Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Annex A

PROGRAM PERSONNEL INFORMATION

Section 2.4

Program Name:

Bergen's Promise, Inc. - Care Management
Organization 20aibr

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
☒ FT ☐ PT	Care Manager	Laurel Whalen	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Rahsona Elder	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Jessica Ford	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to

								community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.
☒ FT ☐ PT	Care Manager	Ashley Gonzalez	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Tanayah Harley	12:00 AM	12:00 AM	100%	BSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Ricky Heeraman	12:00 AM	12:00 AM	100%	BS	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Nicole Herbig	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	

								on-call rotation.
☒ FT ☐ PT	Care Manager	Lisa Hlavaty	12:00 AM	12:00 AM	100%	MSW	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Tishawna Jones	12:00 AM	12:00 AM	100%	BA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	
☒ FT ☐ PT	Care Manager	Christina Lango	12:00 AM	12:00 AM	100%	MA	Reports to a Care Manager Supervisor; assists in training Care Managers; develops and facilitates Child Family Teams for all assigned youths, adhering to Wraparound philosophy, including the use of "family friendly language"; links families to community resources; prepares crisis plans and ISPs in a timely manner; ensures documentation is complete; participates in on-call rotation.	

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A
LEVEL OF SERVICE
Section 2.5**

Program/Component Name:	Bergen's Promise, Inc. - Care Management Organization
Service Type:	Care Management Organization
Description of Unit Measurement:	Individual Youth Served
Number of Contracted Slots/Units:	Column 2 = projected monthly LOS for FY '20
Number of Annualized Units:	Column 3 = projected monthly BILLABLE LOS for FY '20

Numbers should reflect unduplicated service counts

	1	2	3
	MONTH	MONTHLY SERVICE DAYS OR UNITS	MONTHLY CONTRACT LOS
1	July	1,260	1,184
2	August	1,260	1,184
3	September	1,240	1,165
4	October	1,245	1,170
5	November	1,245	1,170
6	December	1,265	1,189
7	January	1,295	1,218
8	February	1,195	1,218
9	March	1,320	1,241
10	April	1,320	1,241
11	May	1,345	1,265
12	June	1,345	1,265
	ANNUAL TOTALS	15,435	14,510

Agency: Benjamin's Promise, Inc.
Address: 218 Route 17 North, Suite 304
Bedford Park, NJ 07002
Phone: (201) 713-1170
Chief Executive Officer: Dean Patrick, ACSW, LCSW

Date: 12/01/2020

Agency Federal EIN: 22-3441322
 Contract Registration #: 03/21/1102
 Non-Profit Agency: Public Agency
 Fiscal Year End: 6/30/17
 Budget Period: 7/1/2015 to 6/30/17
 Spending Committee: 1 2 3 4 5 6
 Cash Base: ☐ Accrual Base: ☐

[illegible]

Agency Authorized Signature

Physical Officer

2018-05-28 10:27:17

[illegible]

PAGE 1 OF 20

Prepared By: Michael B. Malivsky

Date: 7/30/2020

☐ Cash Basis **☐ Accrual Basis**

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

Expenditure Report: I certify that the expenditures reported herein are current, accurate, and in accordance with the contract budget and the governing principles for determining costs.

Agency Authorized Signatory

Fiscal Officer

PROJECT CATEGORY: PERSONNEL					PERIOD COVERED: JANUARY 2025-2026									
PROJECT NAME & EMPLOYEE	POSITION NUMBER	DATE	HOURS	TOTAL	ONE AGREEMENT	BEFORE/BEHIND	PERIOD EXPENSE	CHECKED/CONFIRMED	GENERAL & ADMINISTRATIVE	GENERAL & ADMINISTRATIVE	GENERAL & ADMINISTRATIVE			
Executive Time/Hours of Employees	1	1/4/2025	40	\$										
Executive Director/Office	2	3/17/2025	40	\$										
Executive Director/Office	3	2/13/2025	40	\$										
Executive Director/Office	4	4/15/2015	40	\$										
Executive Director/Office	5	10/4/2008	40	\$										
Executive Director/Office	6	6/7/2006	40	\$										
Executive Director/Office	7	16/1/2010	40	\$										
Executive Director/Office	8	5/22/2015	40	\$										
Executive Director/Office	9	1/6/2025	40	\$										
Executive Director/Office	10	8/7/2018	40	\$										
Executive Director/Office	11	6/16/2017	40	\$										
Executive Director/Office	12	2/26/2018	40	\$										
Executive Director/Office	13	3/6/1917	40	\$										
Executive Director/Office	14	11/5/2021	40	\$										
Executive Director/Office	15	1/12/2018	40	\$										
Executive Director/Office	16	10/15/2018	40	\$										
Executive Director/Office	17	10/15/2018	40	\$										
Executive Director/Office	18	2/15/2019	40	\$										
Executive Director/Office	19	3/15/2019	40	\$										
Executive Director/Office	20	8/4/2016	40	\$										
Executive Director/Office	21	11/20/19	40	\$										
Executive Director/Office	22	8/24/2012	40	\$										
Executive Director/Office	23	8/18/2016	40	\$										
Executive Director/Office	24	8/4/2016	40	\$										
Executive Director/Office	25	2/7/2018	40	\$										
Executive Director/Office	26	4/16/2017	40	\$										
Executive Director/Office	27	1/21/2018	40	\$										
Executive Director/Office	28	8/24/19	40	\$										
Executive Director/Office	29	9/16/2018	40	\$										
Executive Director/Office	30	7/16/2016	40	\$										
Executive Director/Office	31	8/4/2016	40	\$										
Executive Director/Office	32	2/18/2019	40	\$										
Executive Director/Office	33	12/25/2018	40	\$										
Executive Director/Office	34	2/16/2017	40	\$										
Executive Director/Office	35	3/5/2016	40	\$										
Executive Director/Office	36	4/30/2018	40	\$										
Executive Director/Office	37	7/16/2019	40	\$										
Executive Director/Office	38	6/22/2015	40	\$										
Executive Director/Office	39	4/9/2016	40	\$										
Executive Director/Office	40	5/6/2016	40	\$										
Executive Director/Office	41	12/12/2017	40	\$										
Executive Director/Office	42	5/21/2010	40	\$										
Executive Director/Office	43	7/15/2019	40	\$										
Executive Director/Office	44	5/9/192016	40	\$										
Executive Director/Office	45	5/24/2016	40	\$										
Executive Director/Office	46	4/6/2016	40	\$										
Executive Director/Office	47	7/20/2016	40	\$										
Executive Director/Office	48	5/11/2014	40	\$										
Executive Director/Office	49	2/4/2016	40	\$										
Executive Director/Office	50	8/18/2017	40	\$										
Executive Director/Office	51	5/15/2019	40	\$										
Executive Director/Office	52	7/16/2019	40	\$										
Executive Director/Office	53	7/16/2018	40	\$										
Executive Director/Office	54	4/20/2019	40	\$										
Executive Director/Office	55	7/15/2019	40	\$										

[illegible]

Agency: Egan's
Contract#: 20418

EXPENDITURE REPORT
PERIOD COVERED 7/1/00-6/30/01[illegible]

A. PERSONNEL (FRINGE)

Contract#: 20A1B1R

PERIOD COVERED 7/1/2019-6/30/2020

BUDGET CATEGORY - A. PERSONNEL--FRINGE										GENERAL & ADMINISTRATIVE COSTS									
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	1	2	3	4	5	6	7	8	9	10							
			Care Management Organization	Behavioral Health Home Program	Flex Funds Expenses	Clinical Consultant					UNALLOWABLE COSTS	ADMINISTRATIVE COSTS							
Major Medical Healthcare Insurance Premiums	Estimated cost, \$94,500/month	\$ 1,134,000	\$ 1,053,909	\$ 65,091		\$ 15,000													
Dental Insurance Premiums	Estimated cost based on \$8,250/mo.	\$ 90,000	\$ 82,334	\$ 5,166		\$ 2,500													
Vision Insurance Premiums	Estimated cost based on \$587/mo.	\$ 9,600	\$ 6,549	\$ 531		\$ 520													
Long Term Care (LTC) Premium Coverages	Estimated cost based on \$1,550/mo.	\$ 20,400	\$ 19,073	\$ 827		\$ 500													
Life Insurance Premiums	Estimated cost based on \$750/mo.	\$ 9,000	\$ 7,983	\$ 517		\$ 500													
NJ State Disability Costs	Estimated cost based on historical data: \$1,687/mo.	\$ 20,000	\$ 18,360	\$ 1,140		\$ 500													
FICA Employee Costs	Estimated cost based on gross salary.	\$ 365,000	\$ 337,445	\$ 20,805		\$ 6,750													
Medicare Employee Costs	Estimated cost based on gross salary: \$7,056/month.	\$ 85,000	\$ 79,205	\$ 4,845		\$ 950													
NJ State Unemployment Costs	Estimated cost based on gross salary: @ \$5,000/month.	\$ 60,000	\$ 55,630	\$ 3,420		\$ 950													
Workers Compensation Premium Costs	Estimated cost based on historical data.	\$ 19,500	\$ 17,881	\$ 1,119		\$ 500													
Pension/Retirement and Flexible Spending Premium Costs	Estimated cost based on historical data/employee costs.	\$ 179,500	\$ 166,730	\$ 9,242		\$ 3,528													
FRINGE SUBTOTAL		\$ 1,982,000	\$ 1,847,099	\$ 112,703	\$ -	\$ 32,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
BUDGET CATEGORY A. PERSONNEL TOTAL		\$ 8,702,050	\$ 8,081,147	\$ 513,903	\$ -	\$ 107,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
B. CONSULTANTS AND PROFESSIONAL FEES
PAGE 8 OF 20

PERIOD COVERED 7/1/2019-6/30/2020[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
C. MATERIALS AND SUPPLIES
PAGE 9 OF 20

20190707

[illegible]

[illegible]

[illegible]

12 OF 20

Contract#: 20A1BF

EXPENDITURE RE

PERIOD COVERED

BUDGET CATEGORY / OTHER	LINE ITEM	1	2	3	4	5	6	7	8	9	10
		TOTAL	Cost Management Organization	Behavioral Health Home Program	Plea Funds Expenses	Clinical Consultant	0	0	0	UNALLOCABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
Automobile Fuel Costs	Estimated costs based on \$11,500/mo.	\$ 21,600	\$ 20,360	\$ 1,240							
Automobile Maintenance Costs	Estimated costs based on \$2,200/mo.	\$ 30,000	\$ 28,278	\$ 1,722							
Automobile Mileage Reimbursement Costs	Estimated costs based on \$3,000/mo.	\$ 21,600	\$ 20,360	\$ 1,240							
Staff Training	Estimated costs based on \$2,200/mo.	\$ 30,000	\$ 28,278	\$ 1,722							
Conferences/Community Resource Events	Estimated costs based on \$2,200/mo.	\$ 4,800	\$ 4,800								
New Employee Advertisements	Estimated costs based on \$3,000/mo.	\$ 60,000	\$ 56,556	\$ 3,444							
Background Checks	Estimated costs based on \$70/mo.	\$ 8,400	\$ 7,918	\$ 482							
Membership Dues	Estimated costs based on \$1,000/mo.	\$ 12,000	\$ 11,311	\$ 689							
Books, Newspapers, Magazine Costs	Estimated costs based on \$100/mo.	\$ 1,200	\$ 1,131	\$ 69							
Agency Meetings		\$ -									
Board of Trustees Meetings	Estimated costs based on \$100/mo.	\$ 1,200	\$ 1,131	\$ 69							
Printing Costs	Estimated costs based on \$600/mo.	\$ 8,000	\$ 5,656	\$ 344							
Automobile Insurance Costs	Estimated costs based on \$1,000/mo.	\$ 40,000	\$ 37,704	\$ 2,296							
Automobile Parking and Tolls	Estimated costs based on \$2,200/mo.	\$ 12,000	\$ 11,311	\$ 689							
Medical Treatment Expense	Estimated costs based on \$500/mo.	\$ 7,200	\$ 6,787	\$ 413							
Bar/Meal/Travel Expense	Estimated costs based on \$1,050/mo.	\$ 2,000	\$ 2,000								
Cell Phone Expense	Estimated employee costs @ \$325/month.	\$ 54,000	\$ 50,900	\$ 3,100							
Landline/Phone/Printing Expenses	Estimated employee costs @ \$133/month.	\$ 42,000	\$ 39,589	\$ 2,411							
Corporate Insurance-General Liability	Estimated costs based on historical data.	\$ 10,000	\$ 10,000								
Corporate Insurance-Commercial Property	Estimated costs based on historical data.	\$ 2,500	\$ 2,500								
Corporate Insurance-Employee Dismemberment	Estimated costs based on historical data.	\$ 1,000	\$ 1,000								
Corporate Insurance-Workers Compensation	Estimated costs based on historical data.	\$ 17,500	\$ 17,500								
Corporate Insurance-Directors and Officers	Estimated costs based on historical data.	\$ 4,000	\$ 4,000								
Corporate Insurance-Pension Plan Bond	Estimated costs based on historical data.	\$ 500	\$ 500								
Corporate Insurance-Professional Liability	Estimated costs based on historical data.	\$ 6,500	\$ 6,500								
SUBTOTAL (pg 11)		\$ 396,000	\$ 376,070	\$ 19,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]

[illegible]

[illegible]

Supporting documentation is required to substantiate the allocations.

DHS (REV 7/89) 1

Agency: Bergen's Promise, Inc.
Contract#: 20AIBR

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 3-APPLICABLE CREDITS
PAGE 17 OF 20

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED

7/1/2019-6/30/2020

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
COURT RULE 4 RELATED ORGANIZATION

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED

7/1/2019-6/30/2020

[illegible]

PURPOSE	PERIOD COVERED
BUDGET PREPARATION	7/1/2019-6/30/2020
MODIFICATION BUDGET	
EXPENDITURE REPORT	

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 20 OF 20

7/1/2019, 6:30/2020

[illegible]

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider **Bergen's Promise**
 Division **CSOC**
 Contract **20AIBR**
 Dates **7/1/2019** to **6/30/2020**

Contract Characteristics

Reporting Requirements

- ☐ None
☐ Monthly
☐ Quarterly
☒ Other

Advance Payments

- ☐ None
☐ Monthly

Type of Contract

- ☐ Cost Related
☐ Non-Cost Related

Reimbursement Type

- ☒ Periodic Reported Expenditures
☐ Installments
☐ Provisional
☐ Fixed Rate

Account and CFDA Information	Amt
1620-006 (Non-CFDA Acct)	\$544,500.00
Grand Total	\$544,500.00

Authorized Provider Signature

Date

5/21/20

Michael B. Maliauskas

Contract Supervisor Signature

Date

5/22/20

[Signature]

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider **Bergen's Promise**
 Division **CSOC**
 Contract **20AIBR**
 Dates **7/1/2019** to **6/30/2020**

Original Contract Ceiling	
\$544,500.00	

Contract Modifications	
Mod 1	\$0.00
Mod 2	\$0.00
Mod 3	\$0.00
Mod 4	\$0.00
Mod 5	\$0.00
Mod 6	\$0.00
Mod 7	\$0.00
Mod 8	\$0.00
	\$0.00

Total Contract Ceiling	
\$544,500.00	

Payments by Month	
2019 July	\$272,250.00
2020 January	\$272,250.00
Grand Total	\$544,500.00

Payments by State Fiscal Year		
2020	1620-006	\$544,500.00
Grand Total		\$544,500.00



Component
1
Schedule of Estimated Claims
Third Party Contracts

Provider Name Bergen's Promise
Component Name Care Management

Contract Administrator Betsy Deen

Division	CSOC	Contract No	20AIBR	Contract Start	7/1/2019	Contract End	6/30/2020
----------	------	-------------	--------	----------------	----------	--------------	-----------

1620-006 (Non-CFDA Acct)			
CHILDRENS INITIATIVE			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank	July	2019	\$53,500.00
	August	2019	
	September	2019	
	October	2019	
	November	2019	
	December	2019	
	January	2020	\$53,500.00
	February	2020	
	March	2020	
	April	2020	
	May	2020	
	June	2020	
Total			\$107,000.00

1620-006 (Non-CFDA Acct)			
CHILDRENS INITIATIVE			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank	July	2019	\$218,750.00
	August	2019	
	September	2019	
	October	2019	
	November	2019	
	December	2019	
	January	2020	\$218,750.00
	February	2020	
	March	2020	
	April	2020	
	May	2020	
	June	2020	
Total			\$437,500.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

(enter Account with CFDA from drop-down)			
(enter Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 8 above. If new or renewal leave blank			
Total			\$0.00

Original Component Ceiling \$544,500.00
Modifications to Component Ceiling \$0.00
Total Component Ceiling \$544,500.00

Mod 1	\$0.00	Mod 5	\$0.00
Mod 2	\$0.00	Mod 6	\$0.00
Mod 3	\$0.00	Mod 7	\$0.00
Mod 4	\$0.00	Mod 8	\$0.00

NOTES:

SEC rpt last modified 3/07/16