

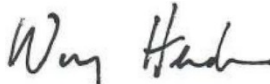


Division of Safety and Permanence

DSP Information Memo Series 2022-25i

October 10, 2022

To: DCF/DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson
Administrator 

Re: *Congregate Care Referral Clearinghouse*

PURPOSE

The purpose of this memo is to notify interested parties and the general public of a competitive procurement opportunity, Request for Proposal (RFP) #437003-M23-0002094 for a congregate care referral clearinghouse. This RFP has now been released and all responses must be received by DCF procurement no later than November 7, 2022, by 2:00 p.m.

BACKGROUND

The governor’s office allocated an estimated \$1 million in American Rescue Plan Act (ARPA) funds to be used between January 1, 2023, through December 31, 2024, to establish a congregate care referral clearinghouse. The clearinghouse will streamline the process of referring youth for placement in congregate care facilities in the state. The current system is not standardized and involves confidential information and referral packets being sent out statewide to agencies that may not work with a specific population nor have space available for a youth with those specific medical, emotional, or behavioral needs. This takes a significant amount of time for both child welfare professionals to prepare and for congregate care facilities to review.

INFORMATION SUMMARY

Interested parties will submit a proposal that increases efficiencies within the referral process, incorporates a process for collecting and disseminating referrals for congregate care placement to facilities who have reported that they have the space and capacity to meet the





needs of the child being referred for placement, and collects and reports data on trends and areas of need for capacity building.

The responsibilities of the congregate care referral clearinghouse are:

- Build relationships with county agencies, tribal staff and congregate care providers to understand and establish a mutually beneficial procedure and process to support streamlined processing and matching of congregate care placement referrals
- Collect and report data to reflect issues of capacity for children in need of congregate care placement
- Ensure all state and federal confidentiality and information storage requirements are met and followed

Intended outcomes for the congregate care referral clearinghouse are:

- Streamlined process for tribes and counties seeking referrals
- Shorter timeframes from referral to confirmed match with a congregate care provider
- Robust data collection to improve the rate of referrals being matched
- Tracking of failed referrals and reasons for denials

Interested parties can find more detailed information and RFP documents on the state's eSupplier website here: [Wisconsin eSupplier](https://www.wisconsin.gov/eSupplier). From the date of release of this RFP until contract execution, DCF Procurement Unit is the sole point of contact for the State of Wisconsin. The person responsible for managing this procurement process is Beth Blanchar, Purchasing Agent Senior. No phone calls, emails, or other correspondence to other state staff regarding this procurement are permitted during the procurement process unless otherwise noted in writing as required as part of the solicitation process. Violations of these conditions may be considered sufficient cause for automatic rejection of a proposal.

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MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>