

## Frequently Asked Questions (FAQs)

### CONTRACT RENEWALS

- 1. Is there any chance for increasing funds?**  
Not at this time.
- 2. What is procedure for increasing funds?**  
At any time (outside of the contract renewal period), prepare a written letter requesting the increase in funds and justification on the needs for additional funding.
- 3. Will the renewal remain the same as the current contract?**  
We need more specific information to answer this question. If the intent of the question was to see if there will be level funding for the FY 19-20 amendment; yes, there will be level funding for the DVSS contract component.

### DPH CONTRACT SOLICITATIONS

- 4. Explain the difference between the two contracts?**  
DVSBP refers to the DV Shelter-Based Services, which includes providing 24-hour shelter-based program services to domestic violence survivors.  
DVSS refers to the DV Supportive Services funds, which can include case management and/or legal services. Some agencies may have both contracts, others may only have one.
- 5. If any organization is interested in the solicitation (for FY 20-23), can they apply?**  
Yes, if they meet the minimum mandatory requirements, which will be noted in the solicitation document.
- 6. Will there be a Q&A session or opportunity to provide input before the solicitation is released?**  
Although we will not be having a formal Q&A session prior to solicitation release, we have been collecting your input throughout this process. You will have an opportunity to ask any questions after the solicitation is released.
- 7. What is the timeline for solicitation?**  
It is anticipated that the DVSBP solicitation release will be around June 2019, while DVSS solicitation release will be around September 2019.
- 8. Will the DPSS contract be cost-reimbursement vs. fee for service?**  
It is undetermined at this time.
- 9. On future solicitations, can an agency apply/seek funding for legal services?**  
Yes, if they qualify for such services as noted in the minimum mandatory requirements.

## DVSS AUGMENTATION OF SUBSTANCE USE DISORDER (SUD) FUNDS

### *Client Eligibility*

**10. Will being on CalWORKs (non-DVSS) make a client ineligible? What are the eligibility criteria?**

These services are for clients that are not receiving CalWORKs DVSS services through the contract. If the client is a CalWORKs recipient and not being billed to the DVSS contract, they are indeed eligible for SUD DV services. The client being billed must have documentation in their client file of their DV status (a need for services) and not billable to another funding source.

**11. How do we demonstrate a client has substance abuse disorder?**

The purpose of these funds is not to diagnose and provide SUD treatment services to clients. It is to identify clients who may potentially have a SUD, raise awareness, and provide information/education and referral linkages as necessary.

**12. Are clients with DV and comorbidities eligible?**

Yes

**13. Are services only for DV survivors?**

Yes

**14. Are youth eligible?**

Youth over the age of 12 may be eligible to be billed to receive services.

### *SUD Fund Administration*

**15. Is the funding only until June 2019?**

Yes. There is a strong chance that additional funding may be available after June 2019.

**16. Will the funding amount increase in the future?**

If funds are available.

**17. Is the augmentation optional?**

Yes

**18. Will there be a possibility to obtain funds in the future if we don't accept the funds now?**

Yes

**19. Will organizations be penalized for not spending all of the funds?**

No.

**20. Will there be additional SUD funding in the future? Or will funding be augmented? Do these funds expire? Or do agencies have to apply for new funds?**

Please see our responses for questions #15-19.

## Domestic Violence Housing & Support Services

**21. Are you looking for a separate cost center?**

Yes

**22. Are the funds federal?**

Yes

**23. Should we anticipate roll over of funding?**

No, these funds are for FY 2018-2019 only. As available, additional funds for FY 19-20 would be considered a new funding amount.

**24. Will we need to do a different/separate close out report?**

Yes

**25. How do you screen and bill non-Cal WORKS clients?**

There will be a separate invoice for SUD funds and screening will be conducted via the SUD Screener we provide.

**26. Can we obtain the CFDA number?**

We will provide you with the CFDA number when we receive it.

**27. Can we use a "subcontractor" for these services?**

If your agency has someone that you consider to be a "contractor" who is working at your agency, receiving a 1099, this person would be considered a consultant and you can continue to use them to conduct services.

**28. If non-CalWORKs clients receive Legal Services, can the agency bill?**

Yes, as long as that client is not billed to any other funding streams.

**29. Can we use funds to train staff on SUD screening or to work with other agencies?**

No, not at this time. DPH has a robust training plan scheduled.

**30. When we create budget, will a narrative be required? Will instructions be provided?**

A narrative is not required for this augmentation.

**31. Why was "Life skills and Education" not on the pricing schedule that was sent out?**

That was an oversight. It will be noted on the pricing schedule.

**32. Under the legal services descriptions, please define paralegal/paraprofessionals.**

This definition has not changed and is the same as in the current DVSS contract.

**33. Regarding questions about the Service Descriptions and SUD Pricing Schedules:**

*Please refer to your DVSS Amendment that was sent to your agency.*

The revised Service Descriptions are outlined in Exhibit A-1, and revised Pricing Schedule in Exhibit C-1. The latest version of these documents will be finalized in your *executed* contract amendment. Please direct your specific questions to [OWHContract@ph.lacounty.gov](mailto:OWHContract@ph.lacounty.gov)

## *Service Provision & Monitoring*

**34. What type of monitoring will be done for the SUD augmentation?**

It will be through the same monitoring process that is currently in place.

**35. When we are monitored for this SUD component, what eligibility documents are going to be requested?**

Our team will be looking for evidence of the client's need for DV services (i.e. documented in client record). For legal services, we do not need to see legal case notes, but we will need to see other notes not related to a client's legal case that indicate that they are in need of DV services. Evidence of the SUD Screener will also need to be present in the form of case notes and completed form.

**36. Are you looking for certified staff to complete the screener?**

No

**37. Are we able to be paid the \$75 per screener for individuals who score 0 on the screener?**

Yes, we are reimbursing your team to conduct the screener. The results are what they are, but your team will spend the time conducting the screener and will be compensated for that time.

**38. The screeners are anonymous, so how are we going to verify that the service was provided to an eligible participant?**

There would need to be notation in the client file that the SUD screener was administered to that client on the date it was conducted.

**39. For agencies that have both components and have contract with DMH, can the agency refer DMH client to receive services for substance use disorder?**

Agencies can refer to any agency. Agencies cannot double bill for client services from different funding streams.

**40. Will instructions about SUD support groups be provided?**

Yes

**41. Will we be able to get referral resources to link clients?**

Yes, the Office of Women's Health will provide your agency with the needed resources to refer out.

## **OTHER GENERAL QUESTIONS**

**42. What should we do if a DV client is timed out and isn't on the regular eligibility listing provided by DPSS?**

Please let us know of the situation, and we will work with DPSS on this.

**43. Do we need to submit a program approval letter? Who would we receive the letter from?**

We will need to confer with DPSS. We will get back with you on this.