

## ATTACHMENT 3

### MANAGEMENT SECTION – FAMILY CAREGIVER SUPPORT PROGRAM & KINSHIP CAREGIVER SUPPORT PROGRAM

The Management Section of the proposal describes how the program will be managed and by whom. If proposing for KCSP, please complete a separate Management Section.

Please provide the following information. Be specific and concise in your responses.

#### A. Governance (3 points)

Name and address of principle officer(s)/Board of Directors indicating number of minority officers/members.

#### B. Organizational Structure (3 points)

Provide an Agency organizational chart as an attachment. Please name it “**Attachment #3-1**” and highlight the position(s) responsible for the development, implementation, supervision and oversight of the FCSP or KCSP (if proposing for KCSP).

#### C. Qualified Personnel (6 points)

Provide personnel and staffing information, including a job description for each position which includes a list of duties and minimum qualifications for filling the position, for all employees who will be involved in delivering services under the proposed contract(s). Include in this list, staff trained as TCARE screeners and assessors.

#### D. Data Collection (6 points)

Describe your plan for recording client demographic data, service units, and progress notes in the Community Living Connections (CLC) GetCare Information System in a timely manner and in accordance with the state’s minimum data set.

#### E. Experience (6 points)

Describe your experience or plans for providing the FCSP or KCSP (if proposing for KCSP) to unpaid caregivers. Your response should include experience and the specific services provided, and experience providing services to minority group(s) and limited or non-English speaking individuals.

**F. Program Capacity (6 points)**

Describe your organization's plan to provide FCSP or KCSP (if proposing for KCSP) services. Your response should include the projections of level of staffing needed to create capacity to provide services.