 **Texas Department of Family and Protective Services**

**ADDENDA**

#### To

**Open Enrollment**

**HHS0007894**

**For**

**Hospital Sitting Services**

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Notice is hereby given to prospective applicants to the above referenced open enrollment that changes have been made to requirements or information in the open enrollment, as noted in the addenda below.

**(Note**: In the column with the heading "Open Enrollment Reference", the references to "Package" refer to the link, as listed on the HHSC Open Enrollment Opportunities webpage and Electronic State Business Daily (ESBD) posting of this open enrollment.)

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| **Addendum #9****June 6, 2025** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

 |
| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.4.2 is being revised: * + 1. Contractor will provide services to people of various cultures, races, ethnic backgrounds, and religions in a manner that recognizes and affirms their worth, protects and preserves their dignity, and ensures equity of service delivery.

  | The revised language is as follows:2.4.2 Contractor will provide services to people of various cultures, races, ethnic backgrounds, and religions.   |
| **2.**  | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 1.3 is being revised:* 1. **Open Enrollment HHS and ESBD Enrollment Posting, Amendments and Announcements.** HHSC Procurement and Contracting Services (PCS) will post all official communication on behalf of DFPS for this Open Enrollment on the HHS Enrollment and Electronic State Business Daily (ESBD) site at the following locations.

[HHS Enrollment](https://apps.hhs.texas.gov/pcs/openenrollment.cfm) (<https://apps.hhs.texas.gov/pcs/openenrollment.cfm>)[ESBD](http://www.txsmartbuy.com/sp) (<http://www.txsmartbuy.com/sp>) * + 1. DFPS reserves the right to revise this Open Enrollment at any time, including the closing date of this Open Enrollment. Applicants must comply with any changes, amendments, or clarifications posted to the HHS Enrollment and ESBD site by HHSC PCS.
		2. It is the responsibility of the potential Applicant to check the HHS Enrollment and ESBD site periodically for any updates to this Open Enrollment and to comply with these requirements. The Applicant’s failure to periodically check the HHS Enrollment and ESBD site will in no way release them from any responsibility or additional costs to meet the requirements of complying with the Open Enrollment and resulting Contract.
 | The revised language is as follows: * 1. **Open Enrollment HHS Posting, Amendments and Announcements.** HHSC Procurement and Contracting Services (PCS) will post all official communication on behalf of DFPS for this Open Enrollment on the HHS Enrollment site at the following locations.

[HHS Enrollment](https://apps.hhs.texas.gov/pcs/openenrollment.cfm) (<https://apps.hhs.texas.gov/pcs/openenrollment.cfm>)* + 1. DFPS reserves the right to revise this Open Enrollment at any time, including the closing date of this Open Enrollment. Applicants must comply with any changes, amendments, or clarifications posted to the HHS Enrollment site by HHSC PCS.
		2. It is the responsibility of the potential Applicant to check the HHS Enrollment site periodically for any updates to this Open Enrollment and to comply with these requirements. The Applicant’s failure to periodically check the HHS Enrollment site will in no way release them from any responsibility or additional costs to meet the requirements of complying with the Open Enrollment and resulting Contract.
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| **Addendum #8****December 19, 2024** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

 |
| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.2.2 is being revised: 2.2.2. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 1, 2, 3, 4 and 5 because the CBC providers in these Regions will be providing these services.  | The revised language is as follows:2.2.2. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 2, 3, 4 and 5.  |
| **2.** | Package 2(Application and Service Area Forms) | The following Section 3. Service Delivery Area is being revised:All counties open with the exception of Regions: * 1, 2, 3, 4, 5 and 6 which are closed and applications are not being accepted.
 | The revised language is as follows: All conties open with the exception of Regions: * 2, 3, 4, 5 and 6 which are closed and applications are not being accepted.
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| **Addendum #7****June 17, 2024** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

 |
| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.2.2 is being revised: 2.2.2. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 2, and 3b because the CBC providers in these Regions will be providing these services.A. Region 3b Catchment Area includes the following counties: Palo Pinto, Parker, Tarrant, Erath, Hood, Somervell, and Johnson counties.B. Region 4 Catchment Area 2 includes children placed in hospitals, rehabilitative or nursing home facilities located in Arkansas or Louisiana. | The revised language is as follows:2.2.2. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 1, 2, 3, 4 and 5 because the CBC providers in these Regions will be providing these services.  |
| **2.** | Package 2(Application and Service Area Forms) | The following Section 3. Service Delivery Area is being revised:All counties open with the exception of Region 1. | The revised language is as follows: All conties open with the exception of Regions: * 1, 2, 3, 4, 5 and 6 which are closed and applications are not being accepted.
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| **Addendum #6****July 11, 2023** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

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| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 1.2 is being revised:1.2 **Point of Contact.** The sole point of contact for questions and communications for this Open Enrollment is Delayne Williams at delayne.williams@dfps.state.tx.us  | The revised language is as follows: 1.2 **Point of Contact.** The sole point of contact for questions and communications for this Open Enrollment is Delayne Williams at delayne.williams@dfps.texas.gov. |

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| **Addendum #5****July 31, 2020** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

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| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 1.6.4 is being revised:* + 1. Comply with Insurance requirements in Section 2.17.
 | The revised language is as follows: * + 1. Comply with Insurance requirements in Section 2.15.
 |
| **2.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.15.1 (C) is being revised:**C. Crime Policy (3rd Party Endorsement)** – $25,000. | The following Section 2.15.1 (C) is being revised:1. **Crime Policy (3rd Party Endorsement)** – $25,000. **Note: Sole proprietorships consisting of a single, self-employed individual are exempt from this requirement.**
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| **Addendum #4****July 7, 2020** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

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| **1.** | Package 2 (Application and Service Area forms) | The following Section is being revised to add required forms and associated instructions.**APPENDIX B - Required Forms**File Folder 2:  | The forms added include: File folder 2: Required Forms* 2970C Disclosure and Consent to Release of Information
* 2917C Request for Criminal History and DFPS History Check

**NOTE: ADDED TO ENTIRE FILE FOLDER 2** **SECTION** NOTE: Contractor must submit documentation of organizational qualifications (financial and service management) and direct service staff qualifications for each person listed on Form PCS-102 who will provide the services identified in this open enrollment. Refer to contract sections 2.12 and 2.13 for a list of qualifications. |
| **Addendum #3****June 16, 2020** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

 |
| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.2.2 language has been revised:* + 1. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, which are DFPS Regions 1, 2, 3b, and 8a because CBC provider in these Regions will be providing these services.
			- 1. Region 3b Catchment Area includes the following counties: Palo Pinto, Parker, Tarrant, Erath, Hood, Somervell, and Johnson counties.
				2. Region 4 Catchment Area 1 includes all counties in Region 4.
				3. Region 4 Catchment Area 2 includes children placed in hospitals, rehabilitative or nursing home facilities located in Arkansas or Louisiana.
 | The revised language is as follows: * + 1. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 2, and 3b because the CBC providers in these Regions will be providing these services.
	1. Region 3b Catchment Area includes the following counties: Palo Pinto, Parker, Tarrant, Erath, Hood, Somervell, and Johnson counties.
	2. Region 4 Catchment Area 2 includes children placed in hospitals, rehabilitative or nursing home facilities located in Arkansas or Louisiana.
 |
| **2.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 4.3 language has been revised:* 1. Applications Not Accepted. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, which are DFPS Regions 1, 2 3b, and 8a because CBC provider in these Regions will be providing these services.
 | The revised language is as follows:* 1. Applications Not Accepted. DFPS is not accepting Applications for Hospital Sitting Services in DFPS Community Based Care (CBC) Catchment Areas, for DFPS Regions 2, and 3b because CBC provider in these Regions will be providing these services.
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| **3.** | Package 2 (Application and Service Area forms) | The following Section 3. Service Delivery Area has been revised: DFPS is not accepting Applications in Regions 1, 2, 3b and 8a because these Regions are being served by a Community Based Care provider. * **Region 1** –Not Accepting Applications.
* **Region 8b** – All Counties in Region 8 except 8a, which is Bexar county,
 | The revised language is as follows:DFPS is not accepting Applications in Regions 2 and 3b because these Regions are being served by a Community Based Care provider. * **Region 1** –All Counties in Region 1.
* **Region 8b** – All Counties in Region 8.
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| **Addendum #2****June 11, 2020** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

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| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section is being revised:**B. Financial Management Experience**1. Contractor must have two years relevant financial management experience at the time of Application is submitted, which includes managing and accounting of funds in the amount that the Applicant is submitting an Application for a DPFS Region (see Section 3.1.1); and
 | The revised language is as follows:**2.12.1****B. Financial Management Experience**1. Contractor must have two years relevant financial management experience at the time of Application is submitted; and |
| **2.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section is being revised:* 1. **Minimum Direct Service Staff Qualifications.** Contractor must have at least one staff member who will deliver direct Hospital Sitter services at the time that they submit the Application. Prior to participating in the delivery of any services under this Contract, any of the Contractor’s Hospital Sitters must meet the following minimum qualifications. Hospital Sitter can also be a volunteer or intern; however, they also must meet these requirements:
 | The revised language is as follows:* 1. **Minimum Direct Service Staff Qualifications.** Contractor must have at least **two** staff members who will deliver direct Hospital Sitter services at the time that they submit the Application. Prior to participating in the delivery of any services under this Contract, any of the Contractor’s Hospital Sitters must meet the following minimum qualifications. Hospital Sitter can also be a volunteer or intern; however, they also must meet these requirements:
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| **3.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section is being revised:2.13.6 Medical Testing - Be screened for tuberculosis and show a negative result on the screening prior to having Contact with children; | The revised language is as follows:2.13.6 Medical Testing - Be screened for tuberculosis and show a negative result on the screening **prior to contract execution (for initial direct service providers at application) and before having contact with children (for any additional direct service providers that may be added to the contract ongoing)**; |
| **Addendum #1****May 19, 2020** |
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| **Item** | **Open Enrollment****Reference**  | **Previous**  | **Revised Language**  |

 |
| **1.** | Package 1 (ProviderEnrollment for: Hospital Sitter Services) | The following Section 2.1 language has been revised:* 1. **Need for Services.** DFPS is purchasing these Hospital Sitting Services for children in DFPS Conservatorship that are hospitalized because of illness or injury, and these services may also be provided at a rehabilitative or nursing home facility.

The Hospital Sitter stays with a child and provides appropriate supervision and basic child care services when the child is hospitalized and a DFPS staff person or a Foster Parent is available to stay with the child.The Contractor and/or their staff may be required to provide Court and/or Case Consultation services for DFPS as it relates to the services they provide under their contract with DFPS.  | The revised language is as follows: * 1. **Need for Services.** DFPS is purchasing these Hospital Sitting Services for children in DFPS Conservatorship that are hospitalized because of illness or injury, and these services may also be provided at a rehabilitative or nursing home facility.

The Hospital Sitter stays with a child and provides appropriate supervision and basic child care services when the child is hospitalized and a DFPS staff person **not** or a Foster Parent is available to stay with the child.The Contractor and/or their staff may be required to provide Court and/or Case Consultation services for DFPS as it relates to the services they provide under their contract with DFPS.  |
|  | Package 2 (Application Service Area Forms) | The following Section 5.1.1 is being revised to correct the reference below:Application must be completed and signed in Section 3 (Certification) for it to be accepted by DFPS.  | The revised language is as follows:5.1.1 Application must be completed and signed in Section **4** (Certification) for it to be accepted by DFPS.  |