IAC Ch 184, p.1

441—184.24(225C) Contractor selection and duties. Whenever possible, the department shall contract with local agencies to implement the children at home program.

- **184.24(1)** *Selection.* Contractors shall be selected through competitive bidding and a demonstrated ability to provide disability-related services and supports.
- **184.24(2)** *Duties.* The local children at home contractor shall agree to perform the following activities:
- a. Provide a single entry point for applicants to learn about and connect with a variety of needed services and supports.
- b. Assist families in identifying and applying for services they believe will help meet the needs of their family.
 - c. Develop and disseminate a brochure describing the services available.
 - d. Provide services and support in a timely manner.
 - e. Inform families of emergency access to needed services and support, as needed.
- f. Survey parents annually to determine how the program is helping parents meet the needs of individuals with disabilities and include the survey results in the annual report to the department.
 - g. Submit quarterly and annual reports to the department. The reports shall contain:
 - (1) A summary of the number of applications and services provided;
 - (2) An unduplicated count of children and families served; and
 - (3) Any other items listed in the contract with the department.