

QUESTIONS AND ANSWERS

RESIDENTIAL TREATMENT SERVICES (RTC) INTENSITY OF SERVICES (IOS) FOR YOUTH WITH CO-OCCURRING MENTAL HEALTH AND INTELLECTUAL / DEVELOPMENTAL DIAGNOSES 2016

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

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Important Clarification: Exhibit C attached to the RFP is incorrect. A corrected version is posted on our website and available at the Bidders conference.

1. Can an agency submit for more than one cluster?

Yes. An agency may submit more than one proposal for more than one cluster in different areas of the state. Only one cluster will be awarded.

2. On page 30 Re: Accreditation: It is a preference of CSOC that applicants to this RFP are Joint Commission, COA, or CARF accredited. Do you want the entire report?

No, DCF only requires a copy of the letter from the accrediting body regarding the agency's accreditation status.

- 3. On page 4 of the RFP, section D, under “Background”, can you provide more information about ‘Rate Methodology’?**

An interdisciplinary team was assembled and worked for two years to develop a rate methodology. They used data that was gathered from the administration of the CANS on over 1400 youth in out of home treatment settings. By using several domains such as behavioral health, substance use, security, age etc., the team developed 150 clinical packages of varying intensity. These packages delineated the level of staffing in terms of credentialing and time provided for youth for distinct interventions. The team referred to the salaries of each of these professions in New Jersey to cost out the interventions and then used the FDA costs for room and board. In addition G&A was folded into the overall cost. Rates were then compiled based on the credentialing, frequency and intensity of the interventions. This statement is a very brief overview.

- 4. On page 6 of the RFP, section C, under “Services to be Funded”, what would happen if the provider has different concerns regarding length of stay than the Joint Review Team. Is there a dispute resolution process?**

The provider convenes the Joint Care Review (JCR) team along with the Child Family Team. The JCR is a care plan that is submitted to the CSA for a clinical review. Length of stay is determined by clinical necessity. For additional information regarding the JCR process please see pages 18-19 of the RFP.

- 5. On page 15/16 of the RFP, under “Course and Structure of Treatment”, can you discuss the collaboration between the CMO and agency?**

CSOC requires a child-centered approach in which both the CMO and the out of home provider must collaborate. Responsibilities of the treatment team and collaboration among agencies are outlined on pages 15-19 of the RFP.

- 6. How is the eligibility decision made? Does CSOC decide eligibility before-hand?**

CSOC will determine eligibility and the agency must collaborate with the CMO and family to complete the out of home request which is submitted to the CSA for clinical review.

7. As far as staffing, there are references to trainings and ideal models throughout the RFP. What trainings will be provided by DCF? How much should the agency budget for those trainings not provided by DCF?

These are simply suggested trainings that would ensure that the program approach is delivered successfully to the youth. Some of the trainings are offered through CSOC and can be accessed at <http://nj.gov/dcf/providers/csc/training/>

8. On page 18 of the RFP, it discusses 6 hours of structured Allied Therapy. Does this include group?

Allied therapies may be delivered in a group, but should not be confused with clinical group therapy.

9. What are the requirements for the behavior technician?

The requirements for the behavioral assistant are outlined on page 20 and within Exhibit C – Minimum Staffing Requirements.

10. On page 30 of the RFP, under “Funding Information” it says in the RFP that start-up costs of up to 5% are permitted, provided applicants get 3 bids for work to be done. Does the agency need to secure the bids for the proposal?

No, we are not asking for start-up cost bids at the time of submission of the RFP; however, details about any work that needs to be completed is required to be included in the agency’s proposal and is subject to review and approval. As indicated in the RFP, on pages 46-47, capital improvement projects will not be approved but minor renovations will be considered.

11. When is the award date?

The award announcement will be made after all eligible proposals have been evaluated and scored and a funding recommendation is approved by the Commissioner of the Department of Children and Families.

12. Does the agency need to install a fire system?

This program must conform to the requirements of N.J.A.C. 10:128, "Manual of Requirements for Children's Group Homes." Each house must conform to the requirements of the building code in the county in which it is located. Although the requirements of the building code are state-wide, they are subject to interpretation by each individual county. It is recommended that you inquire to the county or counties where you intend to open the houses.

13. If the per diem rate is \$385.00 per day, what does Fee For Service mean?

This is an all-inclusive reimbursement rate. Payment is issued to the provider, if the youth is in the house and being provided the requisite services.

14. If the agency plans to sub-contract services, is it correct that it must be executed within 45 days?

Awarded agencies must execute sub-contracts with partnering entities within 45 days of contract execution. Letters of commitment and/or memorandum of agreement from critical partners are to be submitted with the proposal in the Appendices.

15. In this RFP, there is an emphasis on DD youth, why isn't there a requirement for ABA or Evidence Based Strategies?

We are leaving this open to the agency to outline their expertise on working with the target population. We are looking for agencies to tell us why and how their agency is best suited to provide these services. We are being flexible in our expectation of methods, but there is no flexibility in our expectation of performance outcomes. It is important to note that we track the progress and performance of all of our youth.

16. Does the agency need to submit a resume for all staff or just the professional-level staff?

We require only the resumes of the professional staff, and the proposed experience of the direct-care staff.

17. Is this an experimental program or are there existing homes of this type?

No, this is not a pilot program. This RFP represents another model of our existing houses for a specific population.

18. Is there a specific location in New Jersey where the homes should be located?

No, but youth will be referred to this program from all over the state.

19. What are your concerns about the proximity of each home?

The houses are required to be within a 10 mile radius or within 30 minutes travel time of each other. See "Services to be Funded" on page 5 of the RFP.

20. Are you aware of the vacancy rate of similar programs?

The overall occupancy rate of our RTCs is between 88% and 90%.

21. Does 'no eject, no reject' apply to this program?

'No eject, no reject' does not apply for this program. We are aware that the evaluative and descriptive material the agency receives initially may present with certain information regarding the youth and that after he/she is in the program, other manifestation of behavior may arise. If the agency finds that they cannot continue to provide care for the youth, they may submit a transitional joint care review developed by the treatment team to request that the youth go to another setting. However, a youth also may not be discharged from the program without a safe place to go, consistent with meeting the needs of the youth (a shelter or the streets are not considered 'places to go'). Additionally, a youth's admission into the hospital is not considered an appropriate reason to discharge them from the program.

22. If our agency has two very attractive clusters, should we submit a separate proposal for each cluster? Can we decide which location to go with after the award is made?

In this situation, the agency must submit a proposal for each cluster. Each proposal will be reviewed and a recommendation for funding will be made. For each proposal submitted, we would prefer that the agency have the location and perhaps a letter of commitment to submit with their proposal.

23. On page 7 of the RFP, could you clarify the distinctions between homes 1, 2, and 3?

All 3 homes will have populations of youth with mental health and intellectual/developmental disability diagnoses; however, the 3rd house will focus on more cognitive diagnoses and youths with lower IQs. There will be some flexibility with these distinctions if we find that there is a greater need for one type of house over the other. We ask that the agency also be flexible.

24. Is there an expectation for the provider to keep the young people in their home school districts?

We prefer for the youth to stay in their home-district whenever possible, and that the agency submit a plan with their proposal for what will happen if this is not possible.

25. Is it your intention to have the youth in school during the day?

Yes, unless it is determined by local education authority this is not possible.

26. Is the “Proposed Implementation Schedule” provided here today, the model that we are to use in our proposal?

The “Proposed Implementation Schedule” provided here today is an example of what is expected. If your agency wishes to make changes, please highlight those changes in your RFP.

27. What about zoning laws and restrictions?

The agency should check with the local municipality. Additionally, please refer to the response to question #12.

28. Can the youth choose to stay or not stay in their home school district?

Yes, depending on feasibility. The youth voice is very important in this program and this choice should depend on what is best for the youth.