



Office on Mental Health

Core Service Agency of Harford County, Inc.

REQUEST FOR PROPOSAL (RFP)

**Reducing Structural Deficits for Inpatient/Community
Care: A State Psychiatric Hospital Discharge Initiative
Residential Rehabilitation Program (RRP) Deployed Staff**

**Issued by the Office on Mental Health/Core Service Agency of Harford
County, Inc. (OMH/CSA) 12/12/2022**

Project Title: Reducing Structural Deficits for Inpatient/Community Care: A State Psychiatric Hospital Discharge Initiative – Residential Rehabilitation Program (RRP) Deployed Staff

RFP Original Issue Date: Monday, December 12, 2022

Period of Performance: The contract will be awarded through June 30, 2023, with the possibility of additional one-year extensions based on satisfactory performance by the provider and continued availability of funds.

Proposal Due Date: Friday, January 13, 2023

Point of Contact for this RFP:

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Bel Air, MD 21015
410-803-8726
jkraus@harfordmentalhealth.org

Please submit an electronic version of the proposal via email to:

Jessica Kraus jkraus@harfordmentalhealth.org

Anticipated Notification Date: On or before Friday, February 10, 2023

INTRODUCTION:

This award was developed to facilitate timely discharge and placement of individuals from the five Maryland State Psychiatric Hospitals who are clinically and legally ready for discharge.

QUALIFICATIONS:

The selected provider must be licensed by the Behavioral Health Administration (BHA) Office of Licensing and Accreditation as a Residential Rehabilitation Program (RRP).

The selected RRP provider organization shall have no more than 5% of its total RRP bed capacity offline to deploy staffing resources to facilitate timely discharge and community placement of individuals who are clinically and legally ready for discharge from one or more of the five Maryland state psychiatric hospitals.

PROGRAM/SERVICE DESCRIPTION:

- 1) Hire deployed RRP staff to provide services to the five Maryland state psychiatric hospitals.
- 2) Deployed RRP staff must have a minimum of two years' experience working with individuals with a serious mental illness or co-occurring disorder, who are forensically involved, and who are transitioning out of a state psychiatric hospital.
- 3) Deployed RRP staff must have experience with applying for birth certificates, State identification cards, and public benefits including, but not limited to, Social Security disability benefits, Supplemental Nutrition Assistance Program (SNAP), Temporary Disability Assistance Program (TDAP), and Medical Assistance.
- 4) Deployed RRP staff must have the capacity to travel to and be in-person onsite at the state hospitals, as well as work remotely.
- 5) Deployed RRP staff must participate in-person onsite at the state hospitals or virtually through a secure videoconferencing technology platform in state hospital treatment team and individual discharge planning meetings.
- 6) Deployed RRP staff shall work collaboratively with designated state hospital residents and state hospital treatment teams to:
 - Identify the most clinically appropriate, least restrictive level of care available to serve the individual in the community, including but not limited to RRP, Assisted Living Facility (ALF), Capitation Project, and Assertive Community Treatment (ACT) programs
 - Ensure designated state hospital residents have knowledge of the available discharge and placement options and, to the maximum extent possible and legally permissible, exercise informed choice of treatment and service providers, residential or housing options, and

supportive services, taking into consideration the individual's identified recovery goals, legal status, and geographical preferences

- Facilitate linkages to needed outpatient behavioral health treatment (i.e., outpatient psychotherapy, psychiatric evaluation, medication management) and available community resources

7) Deployed RRP staff shall be available in-person on-site at the state hospitals, as needed to fulfill the requirements of this scope of work. This includes but not limited to participation in orientation, onboarding, and training activities required by the state hospitals. Staff may be required to obtain background and security clearances.

8) Deployed RRP staff must follow all COVID-19 protocols established by the applicable Local Health Departments and state hospitals. The provider must work with the State Hospitals to develop a mutually acceptable contingency plan to ensure the deliverables are fully met if provider staff, due to circumstances beyond their control, are unable to enter a given state hospital to work directly with designated state hospital residents.

9) Deployed RRP staff must complete, within 90 days of employment, BHA approved training on person-centered planning, referral, application, and placement workflows, processes, and protocols.

10) Complete and submit quarterly reports to the OMH/CSA documenting the number of unduplicated individuals served each quarter, the date of transition from the state hospitals to the community placement, details of the community placement, and other information as requested by the OMH/CSA.

PERFORMANCE REQUIREMENTS:

- 1) Hire staff to assist individuals in transitioning from state hospitals to community placements
- 2) Serve a minimum of 50 State Hospital patients per hospital
- 3) Participate in treatment team and individual discharge planning meetings (currently, state hospital discharge calls are Mondays, Wednesdays, and Thursdays; two more calls will be added)
- 4) Provide technical assistance, guidance, and information to RRP providers and state hospital discharge coordinators

AWARD AMOUNT & CONTRACT REQUIREMENTS:

A total of \$405,000 is available for FY 2023. This grant is effective on or before February 10, 2023 through June 30, 2023. This amount is prorated for FY 2023. The anticipated award amount for FY 2024 is approximately \$600,000.

Funds are to be used to cover staff salaries, fringe benefits, related travel costs, and relevant equipment to support staff directly assisting individuals transitioning

out of the state hospitals. Funds may only be used for approved budget requests.

Funds may not be used to replace or supplant funding for behavioral health services that would otherwise be reimbursable through the fee-for-service Public Behavioral Health System or are currently or were previously funded with state or local funds.

Prior to executing the FY 2023 contract, the OMH/CSA will meet with the selected provider to complete the federal pre-award risk assessment. If the selected provider receives a high-risk rating, the OMH/CSA may impose special requirements on the selected provider.

The selected provider will be required to submit an annual independent audit per the State Compliance Requirement to determine its compliance with the Human Services Agreements Manual. The audit is due to the OMH/CSA at the time of completion or no later than seven months after the close of contract fiscal year 2023 (January 31, 2024), whichever is earlier.

PROPOSALS

Proposal Format

1) Proposal narratives submitted in response to this request shall not exceed 10, typed, double-sided, single-spaced pages, and should address the criteria specified above. Proposals should include a program budget using MDH Forms 432A thru 432H. The MDH Forms 432 A thru 432 H can be downloaded at www.harfordmentalhealth.org under News and Events. Budget pages MDH Forms 432A thru 432H and attachments, such as letters of reference, are not included in the 10-page maximum.

2) All interested and qualified providers may submit a proposal that responds to the program requirements. Providers are asked to submit one electronic copy to jkraus@harfordmentalhealth.org.

3) The deadline for submission of proposals is Friday, January 13, 2023 at 5:00 PM. Late proposals will not be considered.

4) Proposal to provide Reducing Structural Deficits for Inpatient/Community Care: A State Psychiatric Hospital Discharge Initiative – Residential Rehabilitation Program (RRP) Deployed Staff Outline (please follow this format):

- Transmittal letter: The letter should be prepared on the provider's business stationary. The letter must be signed by an individual who is authorized to bind the agency to all statements contained in the proposal.
- Organizational and Management Summary: Proposal should contain a description of the agency and its qualifications to provide the requested services. Proposal should include organizational history, related

experience, and provide the names, position titles, and credentials of staff assigned to manage this program.

- **Related Experience:** The agency should provide information on their experience with providing residential rehabilitation services, including a description of their crisis plan and applying for benefits. The agency should discuss similar services provided in other jurisdictions. Prior positive working experiences and collaborative relationships should also be included in this section.
- **Timeline for Implementation:** Proposal should contain a brief description on how the agency will commit adequate time to start March 10, 2023.
- **Proposed Services/Contract Deliverables:** This section should outline how the agency intends to address the performance requirements listed on page 4.
- **Additional Information:** This section, which is optional, should include any information the agency deems relevant to this procurement.
- **References:** The agency must supply a minimum of two current letters of reference to support their proposal.
- **License:** Attach a copy of the most current license from the Behavioral Health Administration to provide Residential Rehabilitation Program services.