

REQUEST FOR PROPOSALS

AOD Outreach and Case Management

Date Issued:

December 2, 2011

RFP # CS 2011-1

Due : January 10, 2012
11:30 a.m.

Bidders must submit three (3) proposal copies in a sealed envelope entitled:

AOD Outreach
Licking County
Commissioners Office
c/o Commissioners Clerk
Bev Adzic, 20 S. 2nd
Street 4th Floor, Newark,
Ohio 43055

Faxed or email proposals
will not be accepted

Bidders' Conference
December 8, 2011
Time: 3:00 p.m.
Location: Licking County
Opportunity Links-998
East Main Street, Newark
Oh

RFP documents and
Q & A can be found at
www.lickingcountyjfs.com

Questions concerning
this RFP must be
submitted in writing to:

Angela Carnahan
Licking County
Department of Job and
Family Services
PO Box 5030
Newark Ohio 43058-
5030
Or email
carnaa@odjfs.state.oh.us

Purpose

Licking County Job and Family Services (LCJFS), in collaboration with the Community and Mental Health Recovery Board (CMHRB), is seeking a Medicaid eligible provider who is ODADAS Certified to provide Alcohol and Drug (AOD) related outreach and case management to support and enhance child welfare services provided by LCJFS. Services will be provided to parents whose substance abuse has negatively impacted their ability to parent and are at risk of losing or have lost custody of their children. The service provider must be able to provide successful strategies to engage parents and care givers in AOD services and treatment.

Background

Licking County Job and Family Services is responsible for providing various child welfare services designed to identify, reduce and eliminate child abuse and neglect. These services include but are not limited to investigations of abuse/neglect, ongoing case management, counseling, specific therapeutic services, foster care, kinship care (relative placement), and adoption services.

Effective AOD treatment for substance abuse is necessary for family preservation, timely reunification, and reduced recidivism into the child welfare system. LCJFS and the CMHRB are seeking a provider to actively assist parents of substance affected families. This provider will address AOD dependency through providing outreach, the development of an AOD treatment plan, intensive case management, and assisting LCJFS in the development of a safe and stable family environment for children.

Service providers must be ODADAS certified and have a Medicaid contract to provide AOD services. Participants ideally will be Medicaid eligible in order to receive AOD services through this program. Participants who are not Medicaid eligible or lose Medicaid eligibility during the provision of services may be eligible to receive services through this RFP by other non-Medicaid, LCJFS funding sources.

Scope of Work

Target Population

Eligible parents/caregivers will ideally be in receipt of Medicaid and must be involved with LCJFS/Children Services. Limited LCJFS agency funding is available to assist non-Medicaid eligible caregivers/parents on a case by case basis.

LCJFS estimates 50-100 parents/caregivers would meet eligibility and benefit from AOD Outreach and Case Management Services. Approximately 60% of the parents are eligible for Medicaid at the time they become involved with the child welfare system. Approximately fifty percent of those parents/caregivers will continue to be Medicaid eligible after 6 months. Therefore, LCJFS estimates 40% of caregivers/parents will not be Medicaid eligible; this includes participants who lose Medicaid eligibility during the provision of AOD Outreach Services. When Medicaid reimbursement is not available, the provider will be responsible to determine eligibility for other funding sources prior to LCJFS/Children Services authorizing payment for services through other agency, non-Medicaid funding. LCJFS/Children Services will make the decision to provide or continue AOD services beyond Medicaid eligibility when other funding sources are not available.

Scope of Services

The identified Provider will be required to provide the following:

- 1) Engage and motivate participants encouraging successful recovery
 - 2) Provide proactive intensive case management that emphasizes continual and aggressive outreach to engage and retain parents in treatment. This will include frequent home visits and face- to-face follow-up to ensure participants are attending required meetings and following through with AOD treatment activities.
 - 3) Intensive outreach strategies will be necessary to engage parents/caregivers for provider services. Outreach services up to 10 hours per participant can be funded through this RFP by non-Medicaid, LCJFS funding sources.
 - 4) The Provider will be responsible to tailor AOD treatment plans to coincide with the LCJFS/ Children Services case plan for reunification.
 - 5) Provide and/or arrange transportation to and from appointments to support the recovery process when necessary.
 - 6) Provide services within the customers "natural" environment which will include frequent home visits, and visits in other settings as needed to meet the needs of all involved.
 - 7) Knowledge of mental health and addiction treatment strategies.
 - 8) Testify in court as needed
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- 9) In addition to developing an AOD treatment plan, the provider will be required to participate in a team process with LCJFS/Children Services in the development of appropriate case plans. As a member of the team process, the provider will also participate in staff meetings and resource staffings as allowable according to the ODADAS definition of case management as it relates to Medicaid (Attachment 1).
- 10) Provide access to community resources to help the participant and family
- 11) Facilitate information sharing between child welfare social workers, the client and the treatment provider.

Provider/Staff Qualifications

- 1) Provider must be a Medicaid contract provider organization and ODADAS certified to provide AOD treatment with a minimum of two years of experience providing AOD treatment services.
- 2) Provider will be expected to outstation two staff members full time at LCJFS. Office space will be provided at Licking County Job and Family Services 74 South 2nd Street, Newark at no cost to the Provider. Staff will have access to a desk top computer with public access internet, printer, copier and fax will also be available to use at no additional cost. The provider will be responsible to provide all other equipment and supplies necessary to conduct business on and off site as needed.
- 3) Direct staff will be required to meet minimum qualifications as described in Ohio Administrative Code 3793:2-1-08 for the provision of outreach and case management services (Attachment 1). A Bachelor's degree and two years experience in delivering AOD treatment services to persons in the early stage of treatment is preferred. Consideration will be given to education, training and/or experience in an amount equivalent to a Bachelors Degree and two years experience delivering AOD treatment services.
- 4) Demonstrated skills and experience in engagement strategies are a must.
- 5) All personnel providing direct program services are required to pass BCI criminal background check, LCJFS/Children Services background check, and pre-employment drug screen.
- 6) All personnel providing direct program services must have a valid driver's license, vehicle insurance, and personal vehicle to use for business purposes, and must meet all other provider organizational requirements to transport participants in their personal vehicle.
- 7) Provider will be required to carry and maintain professional and other appropriate liability insurance, and to also secure the persons and estates of eligible individuals against reasonable foreseeable torts which would cause injury or death.

Proposal Contents

Proposals must contain the following:

- I. **PROGRAM NARRATIVE** that includes:
 - a. How the scope of services will be provided (described on page 2 of this RFP). Describe the provision of services from referral to completion. How the provider will engage and motivate participants, detail outreach strategies and knowledge of mental health and treatment strategies.
 - b. Include how existing services will be used to support identified outcomes and will be integrated with this project.
 - c. Expected outcomes and performance goals. (Include any pre and post evaluation tools) Please note that all proposals must contain specific, measurable program outcomes to be considered for funding. Selected providers will be required to submit updates regarding program measures and outcomes. Failure to meet established program outcomes may result in contract termination
 - d. Program monitoring and evaluation process include supervision and oversight of staff
 - e. Program time lines. (LCJFS requires that services begin no later than April 1, 2012.)
 - f. Note collaborative efforts, identify partnerships (including sub-contracts) if any, as well as any additional sources of program funding or community resources that will be used to provide services
 - g. The Providers qualifications and previous experience in the delivery of such services, addressing 1-7 of the provide qualifications listed on page 3 of this RFP (Include resumes if available, and job descriptions)
 - h. Verification that the provider is a Medicaid eligible service provider for AOD services
 - i. Provider must include a certificate of professional liability insurance

II. PROGRAM BUDGET

LCJFS anticipates spending no more than \$50,000 on AOD services to non-Medicaid eligible participants through March 30, 2013.

Provide a detailed line item budget that includes itemization of costs (e.g., salary, benefits, supplies, travel, participant incentives, etc.). See Attachment 2 for the budget template. An electronic version of this budget format is available online at www.lickingcountyjfs.com. Provider must also include a budget narrative which details internal controls and billing procedures to be used for services provided through this RFP.

Should the Proposal involve existing services and funding streams, please identify how funds will be utilized to expand services and current program income. The provider will be responsible for billing Medicaid and other 3rd party non-CMHB funding (including private insurance) prior to receiving funding through this RFP.

Provider will receive reimbursement based upon ODADAS unit rate definitions for services. Billable services include: Outreach, Case Management, Assessment, Individual and group counseling according to the ODADAS definitions. Services provided that do not meet the above mentioned ODADAS definitions are not reimbursable through this RFP.

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Start-up or advanced funds are not available. Therefore, the provider should have an adequate cash flow to conduct business as reimbursement for services may take 30-60 days.

Provider Selection Criteria

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by the Licking County Job and Family Services. Proposals will be reviewed for acceptability with emphasis on various factors outlined in this RFP.

All Proposals will be evaluated on the criteria as listed on the AOD Case Management Proposal Score Sheet (Attachment 3), and any other pertinent areas as selected by the Licking County Department of Job and Family Services and/or the Community and Mental Health Recovery Board.

RFP Limitations

LIMITATIONS: Provider warrants the following:

- a) Any costs incurred pursuant to services provided through this RFP will not be allowable, or included as a cost of any other federally financed program in either the current or a prior period
- b) Services that are reimbursed by Medicaid will not be reimbursable through this RFP
- c) Claims made to the LCJFS for payment of purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of funds for the same services
- d) Rates charged under this agreement do not exceed the rates charged to other individuals or organizations for the same services, and shall not exceed the Medicaid ceiling for that service
- e) Funds available through this RFP process may not be used to supplant other funds
- f) Allowable costs are to be determined in accordance with federal cost principles applicable to the organization incurring the costs[(State, Local and Indian Tribal government-OMB Circular A-87), (Private Non-Profit-OMB Circular A-22), (Educational Institutions-OMB Circular A-21), ODADAS, and (For Profit Institutions-48CFR part 3, and 6)].Purchase of goods and services must be compliant with Federal, State, and Local Procurement guidelines.

This Request for Proposals does not commit Licking County or the Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, and to cancel in part or in entirety this RFP.

All Proposals submitted will remain the property of Licking County.

The selected provider will enter into a contract with Licking County Job and Family Services. Contracts awarded shall not be effective beyond March 31, 2013 However, Licking County Job and Family Services reserves the right to renew contracts for up to a maximum of two (2) years

based on performance and availability of funds. Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds effective beyond March 31, 2013.

Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined by the Licking County Job and Family Services; or upon thirty (30) days written notice by either party.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

