

Community and School Support Team Services

Request for Proposals

Question & Answers

- 1. Is it the intent of this RFP that individual providers will reach out to a particular school to partner with?**

No, CBH will be assigning the selected applicants to schools.

- 2. If so, is separate application needed for each school in which we are applying?**

No, a separate proposal is not needed for each school an applicant is proposing to deliver the CASST service in.

- 3. Is each school going to endorse one provider?**

CBH will be receiving input from schools but will not be seeking any provider endorsements from schools.

- 4. Is an established, pre-existing working relationship with a particular school required or is the demonstrated ability to build relationships with a variety of different schools sufficient?**

No, an established, pre-existing working relationship with a particular school is not required for this procurement.

- 5. Is the rate a fixed rate for each unit of service regardless of which team member providing the service, are there various rates depending on the specific service provided, or is it to be a rate that would cover any service provided by the team?**

CBH intends to request approval of an Alternative Payment Arrangement (APA) and will respond to questions about funding mechanisms, rates, billable activities and similar issues when we know the details of the APA.

- 6. Is there a cap on administrative costs?**

Yes, there will be a cap on administrative costs. The cap on administrative costs has not been determined at this time.

- 7. We assume that applicants do not need to sign and submit the Invoice Certification Statement Form as part of the proposal for CASST services.**

Applicants should only submit information requested in the content of the RFP and outlined in the attached budget forms.

- 8. Is there any exclusionary criteria or reasons a child would not be appropriately served by this program?**

CASST is a BHRS exception service. The recommendation for CASST must be reviewed by CBH and authorized as a medically necessary service. Submission for service requests to CBH must include the following documentation: A Comprehensive Biopsychosocial Evaluation or Re-Evaluation, documentation of the interagency service planning team meeting (ISPT), a plan of care (POC) summary, and a treatment plan. Services will be authorized for up to 180 days.

CBH will determine medical necessity using Appendix T for Behavioral Health Rehabilitation Services (BHRS) of the HealthChoices contract between the County of Philadelphia and the Pennsylvania Department of Human Services.

9. Child Outcomes Survey (COS) seems to be a tool for early childhood outcomes-ages 3-5. Please confirm its use with the school aged population this program serves.

Yes, the Child Outcomes Survey (COS) has been used with children ages 4-17. Below is a link to a publication regarding use of this tool with school-aged children.

<http://www.ccbh.com/pdfs/ChildOutcomesSurveyPublication.pdf>

10. Adverse Childhood Experiences International Questionnaire (ACE-IQ) seems to be a tool for ages 18+. Please confirm its use with the school aged population this program serves.

The ACE-IQ has been used with school-aged children. CBH also intends to use the ACE-IQ as an effort to describe the population for future analysis. Below is a link to a publication regarding use of this tool with school-aged children.

<http://extension.wsu.edu/ahec/trauma/Documents/ACE%20Screening%20and%20Assessment%20in%20Child%20Serving%20Systems%207-12%20final.pdf> .

If applicants have suggestions for other validated trauma tools they can indicate them in their proposal response as well as their rationale for use.

11. If selected will the Service Description have to be submitted to the state for approval? It does not appear that the requested format follows the service description format required by PA-DHS.

Yes, the service description will be submitted to the state for approval. This will be further discussed in contract negotiations with the selected provider(s).

12. According to the Q&A released with the CASST RFP, CBH intended to request approval of an Alternative Payment Arrangement (APA). Is there an update on the funding structure of CASST?

At this time, CBH does not have any updated information on the Alternative Payment Arrangement (APA).

- 13. The RFP states the psychologist time is .5 for 25 clients and .75 for up to the maximum 50 clients. The ratio is inconsistent....the psychologist would likely need to be full-time at full census. Is that allowable?**

The allotted psychologist time is not in direct proportion to the caseload. It is expected that children will be referred, evaluated, and will receive CASST services on a gradual or staggered basis within each school building. The CASST treatment team will all contribute to the CBE/CBR process. Children will present with varying degrees of clinical need based upon both individual presentation and where they are within the treatment process. Psychologist time spent with each case will vary accordingly.

- 14. When developing the budget, should we separate out the start-up costs of approximately one month of staff (internal training and orientation and CBH training) prior to the program being operational?**

No, this will be further discussed in contract negotiations with the selected provider(s).

- 15. Is the rate structure for this program fee for service or program funded?**

Please refer to the response to question #5, regarding the Alternative Payment Structure (APA).

- 16. Will travel to the community/home and back to school be included in the billable unit?**

Please refer to the response to question #5, regarding the Alternative Payment Structure (APA).

- 17. Will crisis intervention activities during 24/7 on call function via phone be included in the billable unit?**

Please refer to the response to question #5, regarding the Alternative Payment Structure (APA).

- 18. What items constitute administrative allocation/cost? Is admin cost capped at a specific amount/percentage?**

Please refer to the response to question #5, regarding the Alternative Payment Structure (APA).

- 19. Can CBH provide information related to the estimated number of students per school in need of CASST services?**

CBH is unable to provide any information about the number of children who will need CASST services until children who are referred to the CASST team receive evaluations recommending CASST.

20. Can CBH provide data related to the percentage of CBH recipients per school vs. those insured by CHIP?

CBH does not have data related to the percentage of recipients insured by CBH vs. those insured by CHIP.

21. For budgetary purposes, it is important to know if the schools will be providing in-kind services such as space, utilities, phones, computer access, and use of equipment such as copiers. Can you clarify which if any of these should be included in the budget?

The School District of Philadelphia will provide space, utilities and internet/phone access to the selected providers. All other equipment needed to provide the service should be included in the budget proposal.

22. Should providers identify the number of schools and/or the specific schools where they are interested in providing CASST services?

Applicants may include in the proposal information about schools with which they have existing partnerships or other reasons that they believe would make them good partners with particular schools.

23. A unit of service is defined as 15 minutes. Does this include non-F/F case management services (as in Family Based Services) or only F/F Services?

Please refer to the response to question #5, regarding the Alternative Payment Structure (APA).

24. Directions for completing the Expenditure Summary indicate that providers “not enter projected expenditures for the start-up period in CASST”. Will CBH provide any start-up funding for selected providers?

At this time, CBH will not provide start-up funding to the selected providers.

25. The proposal defines requirements for the clinical team. Will there be any allowance for secretarial/administrative support staff?

The team leader and program director are responsible for providing administrative support for CASST. Staffing structure is outlined in the Scope of Services section of the RFP (pg. 9-10). Any additional administrative duties and responsibilities should be included in the administrative budget.

26. CBH will likely want to compare budget submissions. However, the RFP appears to allow providers to apply for one to five schools. In order to allow CBH to compare budgets, we suggest that all providers submit a budget for one team which includes:

- .75 Psychologist**
- 5 Lead Clinicians, with 1 of the 5 serving as Team Leader**
- 5 BH Workers**
- 1 Family Support Specialist**
- .1 Program Director**

This would allow CBH to compare team budgets and make adjustments to accommodate the number of teams needed per school. If this suggestion is not acceptable, then please clarify how you want the budget completed.

For applicants applying to have teams in multiple schools, two budgets should be submitted: a budget for one team, as well as a combined budget reflecting the number of schools the provider is proposing to deliver the CASST service.