

Home-Based RFP Questions and Answers

1. Can some of the initial services be provided in (an office)? For example, our potential clients will be individuals that display severe problem behavior and it would be much safer if we conducted the initial assessments in a treatment center first and then conduct the actual treatment based on those assessments in the home.

A: Home-based consumers are referred to providers after an initial assessment has been completed by KCMHSAS staff. While providing limited service in an office environment is acceptable, the aim of the program is to serve youth where they live, go to school and interact with the community. No more than 10% of Home-Based services may be provided in an office environment. Assessments, when completed, are typically completed in the family home by Home-Based staff members.

2. Do the clients we serve have to be Medicaid eligible?

A: Most of the time the youth and families that are served are Medicaid eligible. However, there are some exceptions. KCMHSAS alone determines when these exceptions are made.

3. If we have not completed 4 projects within the last 4 years, are we still eligible? Do the projects have to be with KCMH?

A: Yes, you are still eligible to respond to this RFP if you have not completed prior projects. Projects that have been completed are not required to be with KCMHSAS.

4. I noticed that there are multiple age groups listed throughout the RFP (0-17, 7-21, and 7-17). Can you indicate which is the age group you are looking to be served?

A: The winning bidders of this RFP will serve youth between the ages of seven and twenty-one years of age.

5. Are Board Certified Behavior Analysts considered qualified professionals to deliver this service?

A: Providers of Home-Based services must meet the criteria for Child Mental Health Professionals set by the Michigan Department of Health and Human Services (MDHHS). Please see Attachment 2.0 for a detailed description. A BCBA with one year of experience working with youth and families would qualify under these rules.

6. Will service providers chosen from this RFP be considered sub recipients of federal awards; therefore amounts received from KCMHSAS considered as reportable for purpose of A-133 single audit? We assume that the providers would be in a vendor relationship consistent with other SWMBH In-home programs and that the federal reporting would be done by the SWMBH agency.

A: Providers of Home-Based services are vendors of KCMHSAS and, as they are not sub-recipients, are not responsible for any federal reporting.

7. Is there a specific budget format for completion with submission of a response to the RFP?

A: No budget is required. Home-Based services are paid as a fee-for-service. Providers of Home-Based Services are given two options by which to provide KCMHSAS fee-for-service billing information. They can either use our Provider Access system which is accessible via an internet browser, or they can electronically submit an 837 file.

8. Would contracts that reimburse costs for allowable incurred costs be on a total annual amount or on a per unit basis?

A: Payment for Home-Based services are reimbursed at a rate of approximately \$24.00 per 15 minute. See Attachment 5.0 of the RFP for more detail.

9. Can you describe how targeted utilization and cost reviews are conducted?

A: While there are no regularly scheduled "targeted utilization" or "cost reviews," a yearly Quality Monitoring Review is completed. This review looks at an agency's clinical documentation standards, core elements of claims verification and the organizational practices of each agency. Please see Attachment 4.0 of the RFP for detailed information.

10. Will providers be required to have an office/location in Kalamazoo County?

A: While there is no requirement that Home-Based providers have an office in Kalamazoo County, a vast majority of services are provided in Kalamazoo County and it is expected the Home-Based service providers are accessible to individuals served.

11. My agency has capacity and credentialing for services 0 to 5. Is there a high need to serve population age 0 – 5?

A: This RFP is to serve only youth ages seven to twenty-one years old. It does not cover services for younger children.

12. Is there a requirement for providers to have their own psychiatric doctor on staff?

A: Home-Based service providers are not required to employ a physician of any kind as a condition of this RFP. KCMHSAS provides psychiatric services directly for youth who qualify for specialty/complex medication services.

13. What is the referral process for these services in Kalamazoo County?

A: All youth are initially screened by KCMHSAS for Home-Based services. If KCMHSAS determines that a youth is eligible for Home-Based services, an assessment is completed by KCMHSAS and a referral made to a provider. The provider then initiates services and begins the Family/Person Centered Planning process.

14. What is the current need for these services in the area? How many clients do you expect to need homebased services over the next year?

A: While hundreds of youth and families were served last year by KCMHSAS in Home-Based programs, the need changes yearly. For the RFP, agencies should respond with how many youth they have the capacity to serve at this time.

15. Is a specific font required for the bid response?

A: No, there are no font restrictions. However, for the sake of reviewers please make readability a main concern when choosing a font.

16. In setting up the RFP would you like the items requested under A. Administrative Requirements 2-12 in front of the narrative for the proposal or as Attachments at the end of the proposal?

A: Yes, please place the administrative requirements (e.g., Tax ID, proof of insurance, etc.) in front of your proposal narrative.

17. Is it acceptable to set up a different format for the narrative, such as putting the questions and answers in a table format?

A: Respondents are free to format their proposals in any way that they see fit.

18. (Is) the following statement from the RFP a question that needs response or just a statement to guide the responses for the next several statements: "Proposal for KCMHSAS addressing the needs outlined in I. A & B of this RFP.

A: You do not have to respond to this question directly if you prefer. It is acceptable to respond to each specific question if that is preferable.

19. On Attachment 5.0, the RFP indicates that the unit rate is \$24.00 per 15 minutes. Is there also an assessment rate with this contract? If so, what is that rate?

A: The rate noted in Attachment 5.0 is an approximate rate. No assessment rate has been developed at this time. However, if you propose an assessment rate, please include that in your proposal.