



Guidelines for
Application for Funding Request
For
Montgomery County
Nicholas Residential Treatment Center

As issued by
Montgomery County
Alcohol, Drug Addiction, and
Mental Health Services Board

February 7, 2019

TABLE OF CONTENTS

<u>GENERAL INSTRUCTIONS</u>	PAGE
1. Purpose & Scope of Services.....	3
2. Limitations	6
3. Availability & Length of Funding.....	7
4. Bidder's Conference	7
5. Submission Requirements.....	7
6. Requirements for Proposers.....	8
7. Proposal Review Process.....	8
8. Results of the Proposal Review	9

Information for ASAM Level 3.5 Clinically Managed Medium Intensity Residential Treatment – Co-Occurring Enhanced Model can be found in Mee-Lee, D., Shulman, GD, Fishman MH, Gastfriend, Dr., Miller, MM., eds. *The ASAM Criteria: Treatment Criteria for Addictive, Substance-Related, and CO-Occurring Conditions*. 3rd ed. Carson City, NV: The Change Companies; 2013.

PURPOSE & SCOPE OF SERVICES

The Montgomery County Alcohol, Drug Addiction, and Mental Health Services Board (MC ADAMHS) is requesting proposals for the delivery of ASAM Level 3.5 Clinically Managed Medium Intensity Residential Treatment – Co-Occurring Enhanced program for the Montgomery County Juvenile Court Nicholas Residential Treatment Center located in Montgomery County. Selected proposals may be awarded a contract beginning as early as April 15, 2019 and ending no later than December 31, 2019.

Target Population - Youth and Families referred to and involved with the Montgomery County Juvenile Court and/or Montgomery Co. Children Services Division.

Male and Female youth, between the ages of 12 and 17.9 years of age. Youth will be referred to the facility by Montgomery County Juvenile Court or the Montgomery County Children Services Division.

Facility Operations (4 - 10 bed units for up to 40 beds):

- a. ODJFS certified residential facility (group home): Currently operates as Nicholas Center (Montgomery County Juvenile Court) 7-10 male beds, average length of stay is 6-9 months and is dependent on individual progress and needs.
- b. Substance Use Disorder Unit: ASAM Level 3.5 Clinically Managed Medium Intensity Residential Treatment – 6-10 male & 5-10 female beds. These two units will provide both SUD & MH treatment with a maximum stay of 45 days
- c. Children Services Division Unit – ASAM Level 3.5 Clinically Managed Medium Intensity Residential Treatment – 7-10 males, average length of stay is 6-9 months but may vary based on individual needs

The facility is a non-secure (not locked) center therefore clinical behavioral health services can be billed to Medicaid. The facility must meet requirements under the Family First Prevention Services Act of 2018 as a Qualified Residential Treatment Center.

The Montgomery County Juvenile Court utilizes the nationally recognized American Society of Addiction Medicine (ASAM) levels of care for establishing level of care protocols for the center. Respondents will be responsible for providing treatment at the center and coordinating a transition plan back to the community for all populations of youth served.

Respondents will be responsible for the provision of mental health and substance use disorder treatment services and recovery support services at the facility. Montgomery County Juvenile Court will staff the facility with 24/7 with trained youth specialist staff.

Treatment staffing pattern must include:

1. Provides a 24 hour supportive treatment environment to initiate or continue a recovery process that has failed to progress due to the youth's multi-dimensional needs which are of such severity that they cannot safely be treated in less intensive levels of care.
2. The onsite treatment provider will provide 24/7 access to clinical staff who can be consulted during the referral/acceptance process of potential adolescents to be admitted as this is a treatment facility with clinical protocol for levels of care.
3. Clinical Treatment Services will comply with the FFPSA QRTP standards, and, at a minimum will include:

- a. Onsite Mental Health & Substance Use Treatment Services available 7 days a week (M-F 9 am to 9 pm, S-S 9 am to 5 pm);
- b. Clinical staff available by phone on “off hours”
 - i. Individual Therapy: 2 hours week per juvenile
 - ii. Family Therapy: 1 hour per week per juvenile
 - iii. Group Therapy: 3 hours per day - 1 hr. each
 - iv. Social Skills Building/Activities of Daily Living Groups: 2 hours per day – 1 hr. each
 - v. 26 hours of treatment per week per juvenile
- c. Arranged medical, psychiatric, psychological, laboratory, and toxicology services are available on site on a weekly basis, as appropriate and in accordance with fidelity to the evidence-based treatment intervention(s).
 - i. During “off hours” are available by telephone within 8 hours and on-site or closely coordinated off-site within 24 hours, as appropriate
 - ii. Onsite Nursing Services available 7 days a week (M-F 9 am to 9 pm, S-S 9 am to 5 pm);
 - iii. Nursing staff available by phone on “off hours” or in accordance with the fidelity of the evidence-based practice model utilized.
- d. All staff must be clinically competent and qualified staff to meet the requirements of Ohio Administrative Code 5122:29-30.
- e. Montgomery County Juvenile Court will provide office space, computers including internet access, parking, and phones without cost to the selected organization. Individual organizations are responsible for other expenses.
- f. Organizations submitting a response to this AFF must be licensed by the Ohio Mental Health and Addiction Services for all submitted services in accordance with ORC 5119.611, or able to secure licensing for all services by May 1, 2019. All staff must meet minimum qualifications as defined in ORC 5122:29-30 and in accordance with their role. It is preferred the selected provider be dual certified to provide mental health and addiction treatment services. An addiction-only certified provider must provide evidence of its ability to meet the requirements of this AFF in terms of the mental health services required to be performed.

Selected candidate must demonstrate a strong collaboration with Montgomery County Juvenile Court, the Nicholas Residential Treatment Center Administration and, and the Children Services Division staff as well as with all other service providers involved in the care and treatment of all youth involved in the Nicholas Residential Treatment Center.

Given Montgomery County ADAMHS funds are the payer of last resort, it is expected the selected grantee has the capacity to bill for Medicaid eligible services on a fee for service basis for youth at the center. Grantee will be expected to establish contracts with all managed care Medicaid entities operating in the State of Ohio. Services to youth who are not Medicaid eligible should be included in this proposal and will be reimbursed on a fee for service, claims basis through a contract with ADAMHS. ADAMHS will provide grant funding on a cost reimbursement basis up to \$300,000 per year to allow the successful applicant to provide non Medicaid eligible treatment and/or recovery support services, coverage for 24/7 staffing, and for the first year of the grant one time administrative staff costs for up to first 3 months of the contract until program is fully operational.

- a. Montgomery County Juvenile Court and Children Services division will pay for room and board per diem for youth they respectively refer or place on the unit. The units, as appropriate, will be 4E eligible to subsidize room and board

costs.

Therefore, ADAMHS is seeking proposals to provide Medicaid eligible mental health and substance use disorder services at the Nicholas Residential Treatment Center. Services should implement the use of Evidence-Based Practices to best address the unique needs of the population to be served. Interventions should utilize trauma informed care standards given the prevalence of trauma in the lives of the youth served.

- b. Services will be provided in the following location: Nicholas Residential Treatment Center located at 593 Infirmary Road, Dayton, OH, 45417.
- c. Services will include those approved by the Ohio Department of Medicaid and Ohio Department of Mental Health and Addiction Services. A complete list of service codes can be found at http://bh.medicaid.ohio.gov/Portals/0/Providers/BHRedesign-Workbook_V4_12122017.pdf While these are the billable services under this funding agreement, the ADAMHS Board seeks to establish a contract that provides for payment for the costs associated with the positions required (FTEs) to meet the service needs as opposed to funding on a fee for service basis, except for services included and provided to non-detained youth. These services will be funded on a fee for service basis based upon claims submitted.
- d. Provider must have an established electronic health record system, be able to bill electronically using the HIPAA 837 Standard Claims File, and be able to process HIPAA Standard 835 Remittance Advice Files. Familiarity with OMHAS coding would be of benefit. Any new ADAMHS provider must complete testing of claims file submission prior to acceptance of billing files.
- e. A dual assessment addressing both mental health and addiction issues is required and must meet ORC requirements. For continuity of care purposes, with an executed release of information, the dual assessment will be expected to be forwarded to the community provider upon a youth's discharge from the facility. Any organization who secures this contract for funding must agree that referrals to other community providers will be facilitated in accordance with the preference of the caregiver/guardian.
- f. Provider agrees to participate with Montgomery Co Juvenile Court and the Children Services Division in the development and implementation of the case plan including participation in case reviews and the completion of reunification assessments for children in placement with the Provider.
- g. Provider agrees to submit a progress report as negotiated by the parties for each child. The progress report will be based on the agreed upon services to be delivered to the child and/or family and will include documentation of services provided to the child and/or discharge summary.

LIMITATIONS

1. **All** proposals must be submitted with respect to the following limitations:
2. This AFF does not commit the ADAMHS Board for Montgomery County to award an agreement or pay any costs incurred in the preparation of a proposal.
3. The Montgomery County ADAMHS Board reserves the right to accept or reject all proposals received.
4. The Montgomery County ADAMHS Board reserves the right to negotiate all services, unit costs, activities, evaluation details, any other details, and final award amounts with all proposers who have submitted a proposal.
5. These funds may be expended only for the direct delivery of services, and relevant supportive services.
6. These funds may not be used or applied to capital expenditures such as building or renovations.
7. **Unallowable Costs** These funds may be expended only for the direct delivery of services and cannot be used for the following expenses:
 - a. Bad Debt - Losses arising from uncollected accounts and other claims and related costs are unallowable.
 - b. Contingencies - Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.
 - c. Capital Expenditures- capital expenditures for building/renovations are unallowable.
 - d. Contributions and Donations - Outlays of cash with no prospective benefit to the agency or program are unallowable.
 - e. Entertainments - Cost of amusements, social activities, and related costs are unallowable.
 - f. Advertising - Costs of advertising, procurement of scarce items, disposal of scrap and surplus is unallowable.
 - g. Fines, Penalties and Court Judgments - Costs resulting from violations of or failure to comply with laws and regulations are unallowable.
 - h. Interest and Other Financial Costs - Interest on borrowings, bond discounts, or any costs of financial or refinancing operations are unallowable.
 - i. Costs Borne by Other Federal or State Programs -Any costs specifically subsidized by federal or state monies are unallowable.
 - j. Cash Payments - Cash payments to eligible individuals are unallowable.
 - k. Sabbatical Leave - Payment of any sabbatical leave is unallowable.
 - l. Fundraising - Costs associated with activities to raise monies to support the provider program is unallowable.

AVAILABILITY & LENGTH OF FUNDING

8. All agreements resulting from this Application for Funding (AFF) will be subject to certain timing guidelines.
 - a. Proposals cannot exceed \$300,000 per year for ADAMHS funded services.
 - b. Selected proposals may be funded up to 12 months. Agreements may begin as early as April 15, 2019. Limited administrative staff (project director) need to be in place no later than April 15, 2019. Services must start May 1, 2019.
9. Selected proposals may terminate as late as December 31, 2019.
10. The selected service providers will be required to enter into an agreement outlining the purchase of professional service(s) and specifying the terms under which the funds will be reimbursed.

BIDDER'S CONFERENCE

11. One Bidder's Conference will be held on Thursday, February 7, 2019 from 10:00 a.m. to 11:00 a.m. at the Montgomery County ADAMHS Board located at 409 East Monument Avenue, Suite 102, Dayton, OH 45402. Parking is available adjacent to the building in the west parking lot and/or the parking garage located on Water St. The Application for Funding guidelines (AFF) will be reviewed and discussed. Questions will be answered and educational information regarding the AFF will be provided at this time.
12. Proposers are encouraged to attend this session, but not required. Not attending this session may not serve as a basis for failure to meet proposal requirements.

SUBMISSION REQUIREMENTS

13. All proposals must be submitted using the following guidelines:
 - a. Proposals must be submitted electronically via the Montgomery County ADAMHS online portal at <https://apps.mcadamhs.org>. Each person who will be working in the online application will need to request a login by clicking "Need a Log In" on the front page of the online portal.
 - b. All required sections of the proposal must be included in the electronic submission. The electronic submission is considered the organization's formal submission. The document must be electronically signed on the tab "Finalize" to be considered a submitted application by the appropriate agency staff.
 - c. Only electronic online portal proposals will be accepted. Paper or Faxed proposals will not be accepted. Hand delivered proposals will not be accepted.

- d. Questions about this AFF will be accepted until Friday, February 15, 2019 at 5 p.m. All questions should be sent via email to Jodi Long, Director of Treatment and Supportive Services, jlong@mcadamhs.org Responses to questions will be posted on the Montgomery Co. ADAMHS website, <https://apps.mcadamhs.org>
 - e. Completed, signed, online proposals will be accepted no later than 5:00 p.m. Eastern Standard Time on Friday, March 1, 2019.
 - f. Late proposals will not be accepted or considered.
 - g. The Montgomery county ADAMHS Board reserves the right to reject any proposal that does not follow one or more of the Submission Requirements or guidelines expressed within this AFF.
- 14.** Any requests for exceptions to any of the AFF requirements contained herein must be submitted via email by 5:00 p.m. (E T) on Monday, February 25, 2019. Requests should be emailed to Jodi Long, Director of Treatment & Supportive Services, Montgomery Co. ADAMHS Board by e-mail to jlong@mcadamhs.org. All requests for exceptions will be considered on a case-by-case basis and will be subject to the final decision of the ADAMHS Board.

REQUIREMENTS FOR PROPOSERS

- 15.** All proposals must be submitted with respect to the following requirements:
- a. The proposer follows the "Submission Requirements" as outlined in this AFF and submits proposal materials in accordance with all sections of the online application portal identified in this AFF.
 - b. All proposed services must be delivered in Montgomery County and provided to Montgomery County residents only.
 - c. The proposer complies with applicable local, state, and federal laws and regulations and meets applicable professional standards.
 - d. The proposer is an Equal Opportunity Employer and provides assurance that no person will be denied services based on race, sex, color, creed, national origin, age or handicap. Facilities and services will be accessible to handicapped persons.
 - e. The proposer assures that confidentiality of client information is protected in accordance with HIPAA guidelines.
 - f. If the proposer is awarded a contract because of this AFF process, the organization must provide periodic program and financial reports. The specifics and due dates will be explained at the time the award is granted.
 - g. Every organization receiving funding because of this AFF process will be subject to on-site visits from program monitoring staff.

16. PROPOSAL REVIEW PROCESS

- a. Montgomery County ADAMHS Board, Montgomery County Juvenile Court administration and Montgomery County Children Services Division administration will review each proposal.
- b. The criteria by which the proposal will be reviewed and assessed include:
 - i. Documented use of evidence based best practices
 - ii. Capacity and ability to provide proposed service (financially and programmatically)
 - iii. Evaluation measurements and techniques
 - iv. Evidence of community support for service and/or community collaboration
 - v. Financial stability and ability to sustain services
 - vi. Any others as determined appropriate by the reviewers
- c. The Montgomery County ADAMHS Board reserves the right to contact a proposer for clarification of the submitted proposal.
- d. The Montgomery County ADAMHS Board will make award recommendations based on this Application for Funding to its Board of Directors.
- e. Final awards and contract agreements are subject to the sole discretion of the Board of Directors of the Montgomery County ADAMHS Board.
- f. All submitted proposals are subject to open public records laws.

17. RESULTS OF THE PROPOSAL REVIEW

The resulting decisions of the review process will be provided to each organization that submits a proposal in as timely a manner as possible. Each organization will receive written notice indicating the reviewers' final decisions by April 15, 2019.