



HealthySteps RFA Questions and Answers

1. We have a HS site that was started with seed money from a local foundation and has remained unfunded since the initial year. The application on page 6 of the RFA states that the applicant must be applying to become a new HS site. This particular site is registered with the national office at Zero to Three as a site, but again, has never been funded by OMH for this HS site. Would we meet the threshold of a new HS site for this application?

ANSWER- No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

2. The application is open to public, private and not-for-profit practices with a payer mix of at least 50% Medicaid and/or Child Health Plus. Note: only not-for-profit applicants are required to adhere to the Prequalification Requirement as stated in Section 2 (Administrative Information). Does this mean that private practices do not need to have the payer mix of at least 50% Medicaid/CHP?

ANSWER- No. All practices including private practices, must have a payer mix of at-least 50% Medicaid and/or Child Health Plus. See RFA Section 1.D. Eligible Applicants

3. We currently operate a site but have other clinical locations in New York. Would OMH consider (favorably), an application to add additional services and expand the services?

ANSWER – HealthySteps sites are not eligible to apply to expand services at an existing site. Each applicant must be applying to become a new HealthySteps site. Up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. See RFA Section 1.D. Eligible Applicants

4. We currently have a HealthySteps program at 2 sites. Are we eligible to apply if we are proposing to expand to different sites within the agency?

ANSWER – Yes. Up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. See RFA Section 1.D. Eligible Applicants

5. If our current site were to stop providing HealthySteps due to lack of funding, would we be eligible to apply for this grant?

ANSWER – No. - Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

6. Would this recent funding announced allow for institutions that may have one HealthySteps site, but are looking to expand to another clinical site within the same institution?

ANSWER - Yes. Up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. See RFA Section 1.D. Eligible Applicants

7. We have an existing HealthySteps location. Would these funds be available to supplement our program here or are they restricted to new HealthySteps startups only? Like so many others, we were hit hard financially during Covid – any funding for HealthySteps families would be welcome.

ANSWER – No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

8. Can this funding be used to support existing programs?

ANSWER – No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

9. As a health system applicant, space for new programs and staff is definitely at a premium in our Ambulatory Care sites. All available space is utilized for patient care and services. In addition, due to COVID-19 guidelines, many of our services (for example, “Special Supplemental Nutrition Program for Women, Infants and Children [WIC]” and “Centering Pregnancy groups”) have been successfully implanted virtually. The question is, in regard to the requirement that “The HealthySteps Specialist’s office space must be within the medical office suite and be adequate to accommodate family meetings comfortably”, will NYS DOH (OMH?) allow a satellite space to be utilized instead? And will NYS DOH (OMH?) allow virtual services to be implemented by the HealthySteps Specialist as a workaround for the space requirement?

ANSWER – No. This RFA has been released by The New York State Office of Mental Health (OMH). The practice must commit to providing the HealthySteps Specialist (HSS) with suitable space which is seamlessly integrated into the practice. The HealthySteps Specialist’s office space must be within the medical office suite and be adequate to accommodate family meetings comfortably. See RFA Section 1.D. Eligible Applicants

10. Per the RFA page 7, “Only three applications will be awarded per health system within a designated region to establish a new site...” For the purposes of the RFA, a health system is defined as a healthcare entity that operates multiple practices or sites and/or a medical institution with different physical addresses/practices under one legal name.

We are a health system applicant in NYC with multiple pediatric and family medicine sites across various locations. In NYC, 15 awards will be available. We do not meet the criteria singly or in combination for a small practice. Per the RFA, page 7, “Each practice must submit a separate and complete application”, however, we do not want our clinical departments to compete against each other for the 15 awards in

NYC. The question is are we only allowed to establish a new HealthySteps site for pediatrics and a new HealthySteps site for family medicine if we submit 2 separate applications?

ANSWER. No. Up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. Eligible applicants are pediatric, or family medical practices located in New York State whose population includes children ages 0-3 and can deliver or have the potential to deliver well-child visits in the pediatric or family medicine setting (this includes Federally Qualified Health Centers and American Indian Health Programs in New York State). Each practice must submit a separate and complete application. See RFA Section 1.D. Eligible Applicants

11. We have a practice that recently implemented HealthySteps with the support of a private grant. The site does not currently receive any funding from NYS OMH for its HealthySteps services. Can we apply for funding for this site under this RFA?

ANSWER- No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

12. As an applicant with 20 multiple ambulatory practice sites, am I correct that applications should be submitted by individual sites? Meaning, two out of our 20 ambulatory practice sites would be separate applicants. Put another way, could our health system apply as the applicant, with two of our 20 ambulatory practice sites included in one application?

ANSWER. No. Each practice must submit a separate and complete application. See RFA Section 1.D. Eligible Applicants

13. Can an applicant propose to deliver virtual activities from an existing site, with funding included in the proposed budget for needed technology?

ANSWER – No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

14. The RFP language addresses very small practices, but none on large practices. If we have a site that has over 1,000 (maybe 2,000) children ages 0-3, is that an appropriate site? We also have smaller practices that have less than 1,000 patients 0-3 years.

ANSWER – Yes.

15. Our agency already has a HealthySteps program, but have since merged with another provider and are wondering if other groups within this agency can apply for this grant?

ANSWER – Yes. Up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. See RFA Section 1.D. Eligible Applicants

16. Page 13, Section B for Data System stated \$25k per site to be used towards aligning data systems with the required site reporting, etc. Can you provide additional information about the Data System? Would it be a plug in to the EMR? A separate system?

ANSWER – As part of the HealthySteps National Office onboarding process, there is a site-specific call with the HealthySteps National Office to discuss data collection options and next steps. Sites may use a variety of strategies to align data systems with the required site reporting. This could include, but is not limited to; EHR modifications, and the utilization of HealthySteps National Office data collection tools.

17. In the RFP, it is stated that two small sites are allowed to be combined under one application as long as they're from the same health system, can those two sites be located in separate counties?

ANSWER – No. Two small sites are not allowed to be combined under one application. If you are applying as a small practice that plans to partner with another small practice and share one FTE HealthySteps Specialist who will split their time between the two sites, each site will be required to submit an application and if awarded, the funding as outlined in Section 1.F. Operating Funding) will be divided evenly between each site. Each practice must individually meet the eligibility requirements and attest to providing each of the program requirements. Partnering practices cannot be from separate independent practices and must be part of the same healthcare system. Partnering practices should submit individual applications concurrently. See RFA Section 1.D. Eligible Applicants.

Yes. Sites can be located in separate counties as long as both counties are in the same region as described in Section 1. I. Process for Awarding Contracts. See Section 1.E.1 Program Requirements Considerations for Small Practices.

18. We have been a partner with pediatric care centers to help support the implementation of HealthySteps into their practices. We would love for the practices we are working with to apply. However, we wanted to make sure they would qualify as “new”. The efforts include 3 different health systems, which are all at various stages. They have all signed their HealthySteps Affiliate Agreements, but none of them have attended national training, and only one practice has hired a HealthySteps Specialist. Would they be able to apply for this funding?

ANSWER – No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

19. We meet the panel requirements of at least 300 patients between 0-3 but have a question about payer mix. The RFA states that it must be ‘at least 50% Medicaid and/or Child Health Plus’. Does that include Medicaid Managed Care?

ANSWER – Yes.

20. What if a practice has more than 2,000 children age 0-3?

ANSWER – A site with a panel size of more than 2000 children ages 0-3 is eligible to apply as a HealthySteps site.

21. Does a practice have to apply separately to become a HealthySteps site?

ANSWER – Yes. Each practice must submit a separate and complete application. See RFA Section 1.D. Eligible Applicants.

22. Is there a minimum space (footage) for the program?

ANSWER – No. The requirements that apply are set forth in Section 1.D Eligible Applicants

23. Does there need to be space at all practice sites could the specialist have office at one of the practices sites?

ANSWER – Yes. All HealthySteps sites must commit to providing the HealthySteps Specialist (HSS) with suitable space which is seamlessly integrated into the practice. The HealthySteps Specialist’s office space must be within the medical office suite and be adequate to accommodate family meetings comfortably. See RFA Section 1.D. Eligible Applicants

24. It is understood that there is a cap of three facilities allowed per healthcare system. We currently have at least three, and potentially four, facilities who would like to apply for this RFA. Will there be another opportunity to add HealthySteps sites in subsequent years?

ANSWER - Please review OMH’s procurement opportunities page <https://omh.ny.gov/omhweb/rfp/> as new funding opportunities are listed often.

25. We are comprised of multiple acute facilities and have a network for Federally Qualified Health Centers (FQHC), which is managed independently from the acute facilities, has its own budget and its own Board. Technically, this falls under a healthcare system, but are structured differently. There is at least one FQHC interested in applying for HealthySteps, in addition to the 3-4 acutes, and this FQHC apply for this group of applicants as part of a separate system?

ANSWER – Only up to three (3) applications from the same health system may apply to establish a new HealthySteps site at a different location. See RFA Section 1.D. Eligible Applicants

26. It has been experienced that HS National gives five years to meet fidelity, instead of three as specified in the RFA. Can you confirm the three-year requirement?

ANSWER – Yes. The awardee shall commit to meeting program fidelity requirements within three (3) years from Implementation. See Section 1.E.8 Program Requirements Fidelity

27. Our FQHC sites were funded as a sub-recipient of Zero to Three and the Robin Hood Foundation. We no longer receive funds from these organizations. Can this site be considered as a new start as we never received Article 31 funding for HealthySteps?

ANSWER- No. Existing HealthySteps sites are not eligible to apply. Each applicant must be applying to become a new HealthySteps site. See RFA Section 1.D. Eligible Applicants

28. Can consideration be made for a non-profit children's mental health provider as the lead applicant and offer HealthySteps to a qualified pediatric or family practice that meets the qualifications of the RFA?

ANSWER – No. Eligible applicants are pediatric, or family medical practices located in New York State whose population includes children ages 0-3 and can deliver or have the potential to deliver well-child visits in the pediatric or family medicine setting (this includes Federally Qualified Health Centers and American Indian Health Programs in New York State). See RFA Section 1.D. Eligible Applicants.