



Office of Mental Health

Healthy Steps Expansion (June) RFA Questions and Answers

1. We (only FQHC in Nassau County) were awarded scholarships to implement HS, but after 18 months of implementation, we are struggling to support the HS specialist. We desperately need funding to continue our efforts to reach fidelity. Is there an opportunity for an organization in our situation to receive 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*.

2. I read through the RFA and don't see mention of how other participants have managed to sustain the program after the 3 year initial and 5 year funding plan are complete? Is this a billable service or planning to be a billable service such that we could sustain it through a revenue source other than the grant once the grant funding ends?

ANSWER – We continue to work on sustainability opportunities with our partners. Sustainability opportunities are dependent on the HealthySteps Specialist licensing credentials. See *RFA Section 1.E. Program Requirements. 1. HealthySteps Specialist (HSS)*. *Please note that the degree and credentials of HealthySteps Specialist will have implications for future reimbursement and sustainability beyond the term of this grant. See [Resources for Hiring and Orientation](#). Also see response to question 3.

3. I'm reaching out with a question in regard to the Healthy Steps RFA. Our team has been discussing the opportunity and a potential sustainability plan internally. To this end, we're hoping to get some additional information about potential deliverable/billable services through this program. Is it possible to provide a list of example CPT codes used by existing grantees so that we can more accurately project future billing revenue and overall program sustainability?

ANSWER – No, we do not have the ability to provide example CPT codes. The HealthySteps National Office has developed billing and coding guides that can help maximize understanding of HealthySteps-related services and potential reimbursement by providing detailed standard

definitions, tips for reporting, and examples of clinical encounters that may qualify for reimbursement. Using the National Office guidance, you should determine with your billing team the most appropriate codes to use. The National Office also advises that to maximize appropriate reimbursement and utilization of procedure codes, practices should always contact health insurance companies to verify billing for services rendered.

4. There is guidance that “each applicant must have a minimum panel size (i.e. caseload) of 100 children ages 0-3 years.” This is different from the prior RFP, in which each applicant was required to have a minimum panel size of 300 children ages 0-3. Since the RFAs are otherwise very similar, can you provide some information regarding that change?

ANSWER –The requirements for this RFA are: Each applicant must have a minimum panel size (i.e., caseload) of 100 children ages 0-3 years. See *RFA Section 1.D. Eligible Applicants*.

5. To get to the total number of children served 0-3, when we run the reports, should it be 0 up until the child turns age 3 or 0 until they turn 4, and count those that are currently 3?

ANSWER –The total number of children served 0-3 is defined as zero up until their 4th birthday.

6. In the last RFP HealthySteps Request for Application (RFA) – Round Two, the criteria that the practice has a payer mix of 50% Medicaid and/or Child Health Plus. We don’t see that as a requirement in Round 3. Can you please confirm?

ANSWER – The above referenced payer mix in this question is not an eligibility criterion for this RFA. See *RFA Section 1.D. Eligible Applicants*.

7. The RFA states that multiple sites can apply together as long as their combined panel size has a minimum of 100 and maximum of 2,000 children 0-3. Assuming that the 100-2,000 panel size limitation is still adhered to, can MORE than two sites apply together, or is two the maximum?

ANSWER – Two is the maximum number of sites that can apply together.

8. In Grants Gateway – I do not see a place to submit any narrative section. Can you confirm that completion of PROGRAM SPECIFIC QUESTIONS is the bulk of the application and that there is not a narrative section to be completed like last year?

ANSWER – No. There is not a narrative section required for this RFA.

9. One of our HS practices is sustained by philanthropic funding and has never received OMH funds for HealthySteps. Can we re-apply for this site? The RFA states that this is only to expand to new sites. We are concerned that the philanthropic support will be sunsetting the sustainability of the site will be tenuous.

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*.

10. Is it required that the HealthySteps Specialist is supervised by the Physician Champion?

ANSWER – No. It is not required that the Physician Champion supervises the HealthySteps Specialist. However, sites must incorporate the HealthySteps Specialist into the office routine, including providing both clinical reflective and logistical (administrative) supervision on at least a monthly basis. See *RFA Section 1.E. Program Requirements. 2. Supervision*.

11. Please confirm that there are only 3 (three) documents to submit:

- a. Program Specific Questions
- b. Sexual Harassment Certification
- c. Provider Contact Form

ANSWER – Yes.

12. Is there documentation available to submit that support our qualification under Section 2:I as a “Minority and Women Owned Business Enterprise”?

ANSWER – No. There is no Minority and Women Owned Business Enterprise documentation applicable to this RFA.

13. Do we need to join HealthySteps prior to submission of grant?

ANSWER –No. This is a requirement once an applicant is awarded. The awardee must sign and execute affiliate and trademark license agreements with the HealthySteps National Office to implement HealthySteps. During the duration of the grant, the applicant must maintain their affiliation status. See *RFA Section E. Program Requirements. 7. Affiliation*.

14. Is there any way we can submit a “supporting statement” that describes why we believe we are a great candidate of this grant?

ANSWER – This is not an evaluated component of the RFA and would not be taken into consideration during the review process. It is not necessary.

15. Does the application require a work plan? The work plan does not appear in the Forms Menu, but it does appear in the print version of the application.

ANSWER – No. There is not a work plan required for this application.

16. Does the application require a budget?

ANSWER – No. A budget is not required for this application.

17. Are any documents required for the application in the Contract Document Properties section within the Forms Menu?

ANSWER – No. There is no action required on the part of the applicant for this section. This is the section where we upload our Appendix A1, which is the OMH Specific Terms and Conditions (should you be given an award).

18. Is the full application really just the program specific questions and the two attachments?

ANSWER – Yes.

19. Would a MSW (or LMSW) be qualified for the HealthySteps position?

ANSWER – Yes. A MSW or LMSW would qualify as a HealthySteps Specialist. See *RFA Section 1. E. Program Requirements. 1. HealthySteps Specialist (HSS)*. Also see. Resources for Hiring and Orientation at: <https://www.healthysteps.org/resource/resources-for-hiring-and-orientation/>

20. Years 4 and 5 funding is less than half of years 1-3, would the HealthySteps Specialist be part time at that point or the salary should be covered by the practice? It says “Within six (6) months of the award, each site will be required to identify and/or hire a qualified individual as the HealthySteps Specialist. This position is required to be a full-time staff member of the designated site and cannot be subcontracted to another agency”.

ANSWER – No. The HealthySteps Specialist is required to be a full-time staff member of the designated site throughout the duration of the award. See *RFA Section 1. E. Program Requirements. 1. HealthySteps Specialist (HSS)*.

21. How many hours is required for full time and does this mean that they can't have another part time job?

ANSWER -Generally, each employer defines what they consider full-time. For the purposes of this RFA, the minimum requirement for full-time will be an employee employed on average at least 35 hours of service per week. This RFA does not prescribe whether or not an employee can have another part-time job.

22. RFA indicates a minimum panel size of 100 children ages 0-3 years. Please confirm that this is inclusive of all kids under 4 years old. Also, when RFA discusses target populations and indicates 'up to 5 is optional', please advise whether any of the 4-year-old kids can be counted towards the panel size requirement.

ANSWER – Yes. The panel size is inclusive of all children ages 0-3 seen in the practice. Zero to three is defined as zero up until their 4th birthday.

No. Children who are 4 years of age or older cannot be counted toward the panel size requirement.

23. An organization has multiple clinic sites across NYC (Bronx, Brooklyn, Queens) and would like to apply for each site. As per statement on pg. 6, “Each practice location must submit a separate and complete application.”, this would mean that organization would be submitting 3 separate applications. Is this correct?

ANSWER – Yes. You will need to complete and submit three separate applications.

24. An organization has clinic site in Brooklyn and another clinic site in Queens. Both have more than 100 children combined that are aged 0-3 years. These two sites can be deemed partnering practices as they are part of the same organization or health system. Is this correct?

ANSWER – Yes. The two sites from different counties can partner if they both fall within the same region, as described in the RFA. See *RFA Section 1. I. Process for Awarding Contracts. Table 3. Distribution of Awards per Region.*

25. In the case of partnering practices that are in two different counties, how will qualification be determined (i.e., ranking of birth rate and poverty)? Will the metrics for two zip codes be averaged? Or would each of the partnering practices be evaluated on its own? If latter, and one site gets selected but the other doesn’t because it is not located in zip code with highest poverty metric, what would it mean for selected site since it cannot meet the minimum of 100 children requirement?

ANSWER – No. The metrics will not be averaged. For partnering sites located in different ZIP codes, the awards will be assigned based on the site with the highest Percent of Births: Medicaid or Self-Pay as identified in [New York State County/ZIP Code Perinatal Data Profile - 2018-2020](#). See *RFA Section 1. I. Process for Awarding Contracts. 1. Poverty. (End note 5).*

26. Given the funding decline in Year 4 and 5 (\$111,333 to \$50,000), please explain the rationale and expectation for year 4 and 5. Is it expected that the HealthySteps is fully or greatly integrated into all applicable aspects of clinic operation/practice such that full time HealthySteps Specialist is deemed no longer necessary?

ANSWER – It is required that HealthySteps Specialist is seamlessly integrated into clinic operations. Therefore, this full-time position must be maintained for the full five-year duration of this award. See *RFA Section 1. E. Program Requirements 1. HealthySteps Specialist (HSS)*. As programs shift to sustainability efforts, the HealthySteps National Office has developed billing and coding guides that can help maximize understanding of HealthySteps-related services and potential reimbursement by providing detailed standard definitions, tips for reporting, and examples of clinical encounters that may qualify for reimbursement.

27. Is there a model job description and minimum and preferred qualifications for HealthySteps Specialist that can be made available?

ANSWER –Yes. A description can be found in the RFA. See *RFA Section 1. E. Program Requirements. 1. HealthySteps Specialist (HSS)*. Also see Resources for Hiring and Orientation at: <https://www.healthysteps.org/resource/resources-for-hiring-and-orientation/>

28. Also, what is expected salary range for HealthySteps Specialist? Is there a required minimum?

ANSWER – There is not a specified minimum required salary, however, it is expected that the salary be competitive to support hiring and maintaining a qualified person for the position. The RFA outlines the available funding for a FTE HealthySteps Specialist salary. See *RFA Section 1. F. Operating Funding*.

29. Would the 10% of the grant amount that can be used for admin cost coverage need to be accounted for with specific types of admin expense documentation? Or is it expected that the allowance is meant to cover one or more of indirect cost of organization with this grant, (i.e. cost of other staff engagement to provide supervision and clinical leadership, grant administration by fiscal and program areas, HR staff time to recruit and hire HealthySteps Specialist, IT staff support, etc.)?

ANSWER – Yes. OMH requires providers to maintain appropriate accounting of records and receipts. This information may be utilized as supportive documentation and may be requested by OMH. Agency administration costs are costs that are not directly related to specific programs/sites but are attributable to the overall operation of the agency; including, but not limited to: Costs for the overall direction of the organization, Costs for general record keeping, budget, and fiscal management; Costs for governing board activities; Costs for public relations (excluding fundraising and special events); and Costs for parent agency expenses.

30. Page 13 of the RFA says, “Data System funding is \$25,000 per site and is to be used toward aligning data systems with required site reporting, fidelity metrics, and quality improvement’. Is there any restriction on how the money is used as long as the purpose is for the use indicated in RFA? For instance, can money be used to hire consultant to help configure organization’s system to capture required data elements or to develop report? Purchase hardware and/or software, etc.?

ANSWER – No. there are no restrictions related to data system funding as long as the expenditures are used to support sites in aligning their data systems with the required site reporting, fidelity metrics, and quality improvement. See *RFA Section 1. E. Program Requirements. 14. Reporting and Data Collection*.

31. Any possibility of getting a full sense of the types of reporting that will be required?

ANSWER – See *RFA Section 1.E. Program Requirements. 14. Reporting and Data Collection* for a description of OMH requirements as related to this procurement. Additionally, reporting to the HealthySteps National Office will be required on an annual basis and will include information on the delivery of HealthySteps services (as defined by the 8 Core Components) at each practice.

Due to the proprietary nature of the HealthySteps model, full reporting and fidelity requirements are provided to sites upon affiliation.

32. Where do applicants find the HealthySteps Applicant Information Form as mentioned in Section H – Disqualification Factors?

ANSWER - The HealthySteps Application Form is not a separate document. The required information has been built into the application.

33. In Item #14 under Reporting and Data Collection – each HealthySteps site is required to track and report data and participate in program evaluation. \$25,000 will be available in Year 1 to help support sites in aligning their data systems with required site reporting, fidelity metrics, and quality improvement. Tracking and process data will be reported quarterly to OMH. Failure to report timely could result in funding delay and/or discontinuation of contract.

What kind of resources would be needed to work with the data in compliance with the program? We have a CTO and clinical providers access to Athena Health Records in their own areas of practice. Would there be a need for further specialized staff or trainings?

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.

34. Will there be reporting required other than quarterly tracking and data? That is, will there be a requirement to describe program/clinical activities and outcomes? If so, is there a template for this?

ANSWER – Yes. There will be additional reporting requirements. The HealthySteps site will participate in the evaluation of the program implementation, which may include questionnaires, surveys, site visits, and interviews by OMH and the HealthySteps National Office. Yes. Templates will be provided. See *RFA Section 1. E. Program Requirements. 14. Reporting and Data Collection.*

35. With regard to the program providing materials to be distributed to our patient population, will those be bilingual in Spanish and English?

ANSWER – Yes. The HealthySteps National Office offers many resources on its website for practices to share with their families. Many of those materials are available in both Spanish and English.

36. Is there any space to enter a narrative OR is the expectation that we just complete the fields in “PROGRAM SPECIFIC QUESTIONS”?

ANSWER – See response to question 8.

37. For Question Form 9: Provide panel size of 0-3 Year Olds. What does this panel refer to? Does it refer to the number of active patients seen by our office?

ANSWER – Each applicant must have a minimum panel size (**i.e., caseload**) of 100 children ages 0-3 years. The panel size is inclusive of all children ages 0-3 seen in the practice. Zero to three is defined as zero up until their 4th birthday. See. *RFA Section 1. D. Eligible Applicants.*

38. Does the application require a work plan? The work plan does not appear on our Forms menu, but it does appear in the printable version of the application?

ANSWER – See response to question 15.

39. Does the application require a budget?

ANSWER – See response to question 16.

40. Are there any documents required for the application in the Contract Document Properties section within the forms menu?

ANSWER – See response to question 17.

41. Is the full application really just the program specific questions and the two attachments?

ANSWER – See response to question 18.

42. The RFA states that awards will be made to the following top 35 NYS counties with the highest percent of “Children in Poverty (2020)” (See Table 4). When viewing the linked source, the data listed is for 2021 and not 2020.

ANSWER - We understand that the data link provided in this RFA has been updated and no longer reflects the 2020 data. Please note that the requirement is that applicants reference the 2020 data which is available for review in Table 4 in this RFA. See *RFA Section 1. I. Process for Awarding Contracts. 1. Poverty.*