



Residential Treatment Facility Pilot Program:
Reducing Lengths of Stay
Request for Proposals
February 2018
Online Submission Required

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1.0 Introduction and Background

1.1 Purpose of the Request for Proposal

Residential Treatment Facility (RTF) intervention is successful when a discharged youth has sustained positive outcomes¹ from an admission. Research has shown that sustained positive outcomes result largely from a RTF's ability to implement intensive, creative, flexible and evidenced based treatment interventions with clinical urgency for youth and their families² during admission (Lyons et al., 2009). When effective programming for youth and their families is implemented during RTF treatment, youth and their families are equipped to “navigate life challenges and live successfully together in the community” upon discharge (Blau, Caldwell & Lieberman, 2014; Building Bridges Initiative (BBI) (BBI, 2017.)

The 2017-18 New York State (NYS) Aid to Localities Budget reflected continued support for RTF transformation by including appropriation language to authorize resources for RTF Pilots as follows:

“up to \$5,000,000 may be used to provide State aid to voluntary non-profit agencies, as defined in the mental hygiene law, for expenditures incurred in the operation of residential treatment facilities for children and youth, including but not limited to, expenditures related to the transition to managed care from fee for service and re-design pilots/projects.” (NYS, 2017, p. 903)

RTF's will be expected to propose what program changes and internal processes are most effective at producing sustained positive outcomes for those they serve. One common outcome found among residential treatment providers implementing creative, intensive, flexible and evidence based programming is shorter lengths of stay (Lyons et al., 2009). The more RTF interventions engage youth and families to learn and practice various strategies to manage stressors in the home and their communities, the more capable youth and families become in less time (BBI, 2017.)

In order to guide meaningful change to treatment philosophy and practices, benchmarks must be set to reflect meaningful outcomes. Therefore, it is expected proposals will effectuate reduced lengths of stay and more successfully transition children/youth home to family/natural supports via community reintegration and family engagement. Proposals should demonstrate the involvement of youth and families as stakeholders in the planning/design process for the pilot project. This is a means of furthering partnerships with youth and families as an integral component of our service delivery system. Effective practices will be critical in the transition to managed care. The RTF Pilot Program: Reducing Length in Stay is an opportunity for RTF's to creatively make effective and sustainable practice changes for the future.

¹ Sustained positive outcomes: BBI defines this term as “the long term positive effects of residential interventions as demonstrated by objective measurable improvement in relevant life domain(s) (e.g. home/community stability and tenure, school attendance and achievement etc.) post transition/ discharge from a residential service.” (BBI, 2017, p.8.)

² Family: This term refers to important people in the life of the youth who are identified as “family.” This may be one or more parents or kin, close friends, or other people (BBI, 2017, p. 8.)

2.0 Proposal Submissions

2.1 Issuing Officer/Designated Contact

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. The Issuing Officer for this RFP is:

Deborah Merrow
 Contract Management Specialist II
 New York State Office of Mental Health
 Contracts and Claims Unit, 7th Floor
 44 Holland Avenue
 Albany, NY 12229

2.2 Key Events/Time Line

Event	Date
RFP Release Date	2/28/18
Questions Due	3/14/18
Questions & Answers Posted on Website*	3/28/18
Proposals Due by 4:00:00 p.m. Eastern Time (ET)	4/11/18
Conditional Award Notification*	5/1/18
Anticipated Start Date*	7/1/18

*Estimated Dates

2.3 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by fax at (518) 402-2529 or by email at Deborah.Merrow@omh.ny.gov by the “Questions Due Date” indicated in 2.2. The questions and official answers will be posted on the OMH website as well as an upload in the Grants Gateway by the date indicated in 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone, email, or in person.

2.4 Addenda to Request for Proposals

It is the applicant’s responsibility to periodically review the OMH website and Grants Gateway to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.5 Eligible Applicants

Eligible applicants are not-for-profit organizations exempt from federal income tax under section 501©(3) of the Internal Revenue Code. The applicant must be an OMH licensed residential treatment facility for children and youth

(hereinafter known as the 'applicant'). In addition, the applicant must be fiscally viable and in good standing with their local government unit and OMH (this shall be determined through the fiscal review process).

Applicants are required to complete specific responses in Section 5: *Scope of Work* (this shall be determined through the technical review process).

Each application must identify a single, distinct project. Providers operating multiple RTF's may request funding for more than one RTF. However, a separate and distinct proposal must be submitted for each RTF.

2.6 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness (as defined in Section 4.2) and verify that all eligibility criteria (as defined in Section 2.5) has been met.

Proposals that do not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by the proposal due date of 4:00:00 PM on 04/11/2018.

2.7 Proposals Executive Order #38

Pursuant to Executive Order #38, dated [January 18, 2012](#), OMH promulgated regulations regarding limits on administrative costs of and executive compensation. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See Section 3.4 of this RFP for a link to OMH Master Contract Forms (Appendix C) and Instructions, Attachment A-1, Section A.12 (Mental Health Regulations). See also the [Executive Order #38 website](#)

2.8 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated and any resulting contracts executed. Information on these initiatives can be found at

https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx

Proposals received from eligible not-for-profit applicants who have not been prequalified by 4:00:00pm the "Proposal Due" date as indicated in 2.2 cannot be evaluated; therefore,

such proposals will be disqualified from further consideration.

Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.

2.9 Instructions for Bid Submission and Required Format

Proposal Submission Process

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

REGISTER WITH THE GRANTS GATEWAY

Registration forms are available at the GGS website: <http://www.grantsreform.ny.gov>.

- Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).
- All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: grantsgateway@its.ny.gov-- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway are available at the following web address (and upon user log in): <http://www.grantsreform.ny.gov/Grantees>

To apply, log into the Grants Gateway and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in

the user role of either a “Grantee” or a “Grantee Contract Signatory”.

For further information on how to apply, please access the Grantee Quick Start Guide under the Pre-Submission Upload Properties for this opportunity.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Reform website at the following web address: <http://www.grantsreform.ny.gov/Grantees> and select the “Grantee Quick Start Guide” from the menu.

There is a more detailed “Grantee User Guide” available on this page as well.

Late proposals will not be accepted. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.

In order to apply, you need to be logged in as a Grantee, Grantee Contract Signatory, or Grantee System Administrator. The Grantee Delegated Administrator cannot start an application.

Helpful Links

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the OCFS contact listed on the cover of this RFP. <http://www.grantsreform.ny.gov/Grantees>

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com

(Technical questions)
Grants Team: (Proposal Completion, Policy, and Registration questions)
<http://www.grantsreform.ny.gov/>

3.0 Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements;
- Withdraw the RFP at any time, at the Agency’s sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify an applicant whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of

- the responsiveness to the solicitation requirements;
- Use proposal information obtained through the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct applicants to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential applicants via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective applicants;
- Negotiate any aspect of the proposal within the Scope of the RFP in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible applicant, should the agency be unsuccessful in negotiating with the selected applicant;
- Require clarification at any time during the procurement process and/or require correction of mathematical or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected applicant prior to the execution of the contract as set forth in Section 4.4 and
- Cancel or modify contracts due to the lack of fiscal appropriations.

3.2 Debriefing

OMH will issue award and non-award notifications to all applicants. Applicants that do not receive an award may make a written request for a debriefing regarding the reasons that their own proposal was not selected or disqualified, within 15 business days of the dated OMH notification letter. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1 of this RFP.

3.3 Protests Related to the Solicitation Process

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or non-award, or 5 business days after debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of the protest.

All protests must be in writing and must clearly and fully State the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly State reference to the RFP title and due date.

Such protests must be submitted to:

NYS Office of Mental Health
Ann Marie T. Sullivan, M.D., Commissioner
44 Holland Avenue
Albany, NY 12229

3.4 Term of Contracts

The Contracts for RTF Pilot Program: Reducing Lengths of Stay will be written for a total term of three (3) years. For the anticipated start date see Section 2.2. OMH reserves the right to adjust the initial contract period to align with the appropriate fiscal period (NYC providers have a July-June fiscal period while providers in the rest of State have a calendar fiscal period). Selected applicants awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract (Appendix C.)

The OMH Master Grant Contract Forms and instructions are available at www.omh.ny.gov/omhweb/resources/providers/directcontract/

3.5 Minority and Women Owned Business Enterprises and Service Disabled Veteran Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises ("MWBEs") and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise ("MBE") participation, a 14% goal for Women-owned Business Enterprise ("WBE") participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises ("SDVOB") participation on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OMH will determine a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreement, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the grant disbursement agreement.

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

Additionally, an Applicant may be required to submit the following documents and

information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH.

OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- a) If an award recipient fails to submit a MWBE Utilization Plan;
- b) If an award recipient fails to submit a written remedy to a notice of deficiency
- c) If an award recipient fails to submit a request for a waiver; or
- d) If OMH determines that the award recipient has failed to document good faith efforts.

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly M/WBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

With respect to Service-Disabled Veteran-Owned Business Enterprises (SDVOBs), information about SDVOB certification and set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp> , which provides information about SDVOB certification and guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

Contractor agrees, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use NYS certified SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Contractor acknowledges being subject to the provisions of Executive Law Article 17-B and the applicable regulations (9 NYCRR Part 252), and that the directory of NYS certified SDVOBs is located at:

<https://online.ogs.ny.gov/SDVOB/search> Contractor acknowledges that the SDVOB utilization goal for this Agreement is 6%. Contractor further acknowledges that this requirement is separate and distinct from the similar requirement to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law, Article 15-A).

3.6 Equal Employment Opportunity

By submission of a bid or proposal in response to this solicitation, the Applicant agrees with all of the terms and conditions of Master Contract for Grants - Standard Terms and Conditions. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Applicant will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Applicant will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

4. Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be reviewed and scored based on an evaluation of each applicant’s written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 5.3-5.8.

Program Design	15
Family and Youth Involvement	10
Program Implementation Plan	30
Workforce Development	10
Performance Measures/ Outcomes	15
Technical Score:	80
Financial Assessment: Budget and Budget Narrative	20
Total Proposal Score:	100

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Sections 5.3-5.8.

4.2 Method For Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.5 and 2.6, the proposal will be eliminated from further review. The applicant will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Fiscal Viability/Strategy assessment. OMH’s evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A fiscal score will be computed separately based on the RTF Pilot Budget (Appendix B) and Budget Narrative (Appendix B1) submitted.

Evaluators of the Technical Evaluation component may meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Fiscal Viability/Strategy Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 65 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the “Program Implementation Plan” section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant per the criteria set forth in Section 5.3 through 5.8 of this RFP.

Applicants will be rated based on their final total score.

Once an applicant receives a passing score through this RFP process and is selected for an award within available funds, it must begin to actively work with OMH's Division of Integrated Community Services for Children and Families.

Finally, the cost of the programmatic changes must fall within a range that OMH can support. RTF Pilot Program: Reducing Lengths of Stay amounts are limited to a maximum of \$200,000 annually per project. OMH reserves the right to adjust or negotiate proposal awards as well as award funding to proposals in part.

The Division of Integrated Community Services will work with the provider to establish performance metrics for each project. **The RTF Pilot program may be terminated by OMH at any time if the Pilot performance goals are not satisfied or OMH approved changes are not advanced in a timely manner to address any performance concerns.**

A successful and selected applicant is reminded that the RTF Pilot Program: Reducing Lengths of Stay award funding is not final or approved for expenditure until such time as the Division of the Budget (DOB) and the Office of the State Comptroller (OSC) has approved the contract. Neither OMH nor the State of New York is liable for any expenditure incurred or made by an applicant until the applicable action(s) listed above occur.

RTF Pilot Program: Reducing Lengths of Stay proposals shall not use pilot funding to support current RTF personnel or operating expenses, nor fund costs currently covered by the RTF per diem rate. Proposal awards are intended to provide funding to pilot new, additional or enhanced approaches/services that are outcome-oriented and directed at improving the quality of care, the reduction in lengths of stay, and the increase in positive outcomes for youth upon discharge from the RTF. **Awardees will be required to account for the use of Pilot award funds separately on the yearly Consolidated Fiscal Report (CFR.) If awarded Pilot funds, the funds and actual costs are not to be reported in the RTF Program Code 1080. Awards will be rescinded for RTFs that are unable to ensure Pilot funds and expenditures are itemized separately from RTF program, operating and capital expenditures on the CFR.**

A RTF Pilot Program: Reducing Lengths of Stay awardee would be required to forfeit its award, if, at any point after receiving it, a subsequent RTF Pilot Program: Bed Reduction Award is received. In order to accept and participate in the subsequent RTF Pilot Program: Bed Reduction, should it become available, the RTF Pilot Program: Reducing Lengths of Stay award could not be continued simultaneously.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful applicants. All awards are subject to approval by the NYS Attorney General and the Office of State Comptroller before an operating contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected applicant prior to the execution of the contract. The purpose of this review is to verify that the applicant is able to comply with all participation standards and meets the conditions detailed in its proposal.

5. Scope of Work

5.1 Introduction

The programmatic changes developed through this RFP are designated for RTF's working to produce more effective and intensive treatment interventions with enhanced community integration and family engagement that will demonstrate reduced lengths of stay and youth/family stability in their community upon discharge.

This RFP is designed to advance the philosophy, values, practices, policies and procedures of RTF programs toward implementing more intensive, effective, and flexible interventions designed to promote community based services to successful return to community based settings. These interventions are expected to support youth and family stability, reunification and community integration resulting in reductions in the lengths of stay. Our focus is on innovative approaches to facilitate quality programming and discharges to support children and families as they return home. Reducing the lengths of stay without also improving stability upon discharge, family reunification or community integration does not support positive, sustainable outcomes.

Successful RTF applicants should provide proposals reflective of Substance Abuse and Mental Health Services Administration's (SAMHSA) System of Care and BBI Core Principles:

- ✓ Family Driven & Youth Guided Care
- ✓ Cultural & Linguistic Competence
- ✓ Clinical Excellence & Quality Standards
- ✓ Accessibility & Community Involvement
- ✓ Transition Planning & Services (between settings & from youth to adulthood)

For guidance on organizational change needed to reimagine RTF treatment please reference BBI's Six Core Strategies (BBI, 2017.)

- Information on BBI: <http://www.buildingbridges4youth.org/index.html>
- Information on Six Core Strategies: <http://www.buildingbridges4youth.org/sites/default/files/BBI%20Short%20Term%20Residential%20Intervention%20Guide.pdf>
- Information on evidence-based practices can be found on the Internet at <http://www.mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/about.asp>.

5.2 Funding

OMH will determine the final award amount and distribution of funding based on the amounts indicated above, the scoring, and actual program costs. The maximum award amount available for RTF Pilot Program: Reducing Lengths of Stay is \$2 million. The maximum proposal award will be \$200,000 per program. RTF Pilot Program: Reducing Lengths of Stay proposals shall not use pilot funding to support current RTF personnel or operating expenses, nor fund current costs currently covered by the RTF per diem rate. Proposal awards are intended to provide funding for new, additional or enhanced approaches/services that are outcome-oriented and directed at improving the quality of care, the reduction in lengths of stay, and the increase in positive outcomes for youth upon discharge from the RTF.

OMH reserves the right to award the funding in a manner that best achieves the goals and intent of the RFP. **Each application must identify a single, distinct project. Providers operating multiple RTF's may request funding for more than one RTF. However, a separate and distinct proposal must be submitted for each RTF.**

5.3 Program Design - Please refer to the Pilot Core Guiding Principles (Appendix A) to assure the values and principles of effective interventions are embedded throughout your proposal.

- 5.3.1** Identify the clinical practice(s) or service(s) being proposed for the RTF program, with consideration of evidenced based and emerging best practices, and the clinical and cultural/linguistic needs of the youth and families to be served.
- 5.3.2** Identify the RTF's outcome *goals* related to: a) reduced lengths of stay; b) youth and family stability, and c) effective community reintegration or family reunification.

5.4 Family and Youth Involvement- Please refer to the Pilot Core Guiding Principles (Appendix A) to assure the values and principles of Family and Youth Involvement are embedded throughout your proposal.

- 5.4.1** Provide plan for families and youth to be actively represented in the planning process, implementation and ongoing evaluation of service delivery at the RTF.

5.5 Program Implementation Plan –Describe how each phase of treatment will be affected or modified by the proposed clinical practice/service, as compared to current practices. Please refer to the Pilot Core Guiding Principles (Appendix A) to assure the values and principles of effective interventions are embedded throughout your proposal.

- 5.5.1** Screening/Preadmission/Admission phase-
 - 1a.** Identify the practices and techniques for engaging and partnering with family, natural supports and collaborative providers during screening/pre-admission phase and admission phase.

1b. Identify how discharge/transition planning will begin upon screening/admission and actively revisited throughout treatment. Please include any relevant assessments/measures to be conducted.

5.5.2 Treatment plan development phase-

2a. Describe how RTF program treatment plans will demonstrate family/youth driven goals, objectives and interventions to enhance family engagement, partnership and stabilization.

2b. Describe how anticipating shortened lengths of stay, ensuring family stability and community integration will impact treatment plans and treatment planning reviews (ie. Frequency, location, composition) at the RTF.

5.5.3 Active Treatment phase-

3a. Describe how the proposed RTF practice(s) or services will include interventions to maintain engagement of family/natural supports and address community integration ongoing throughout the treatment.

3b. Include how the anticipated community and natural supports necessary for the youth to successfully reenter the home or community will be identified, outreached and engaged in treatment.

5.5.4 Discharge/Transition phase- Describe practices/services that will ensure seamless transitioning for the youth and family to step down from RTF and achieve integration within home and/or community.

4a. Describe the process for further development and implementation of individualized community (re)integration plans to facilitate effective transitions to home/community.

4b. Include how the community-based resources will be made available through coordination of care, warm hand off and linkages.

4c. Identify if/what practices or services will be provided by the RTF to youth and families post discharge.

5.6 Training/Workforce Development- Provide plan for training and/or transitioning staff to implement the proposed new practice/service. Please refer to the Pilot Core Guiding Principles (Appendix A) to assure the values and principles of effective interventions are imbedded throughout your proposal.

5.6.1 Identify the RTF's staffing plan to effectively implement the new practice/service.

5.6.2 Identify the RTF's training plan to effectively implement the new practice/service.

5.6.3 Describe how the RTF staff will be transitioned (if applicable,) supervised and supported throughout implementation.

5.7 Performance Measures/Outcomes– Identify the *performance measures* to be used for monitoring and evaluating the progress toward outcome goals related to a) reduced lengths of stay; b) youth/family stability; and c) effective community integration.

5.7.1 Include performance measures consistent with the proposed practice/service. This may include a performance indicator post transition/discharge from residential intervention.

1a. Identify how Lengths of Stay data will be assessed, monitored and used to inform the treatment.

1b. Identify how Youth and Family stability will be assessed, monitored during admission and post discharge. Identify how data will be used to inform treatment, treatment planning and discharge readiness.

1c. Identify how Community integration will be assessed, monitored, and used to inform treatment.

5.7.2 Describe the plan for sustaining the ongoing positive performance and outcomes gains upon the termination of the grant.

5.8 Budget and Budget Narrative - Describe the staffing changes, resources and /or durable goods needed to implement the proposed practice/service. Provide justification for each staff position, resource or durable good being requested, and the plan for sustaining ongoing positive performance and outcomes gains.

5.8.1 Complete the RTF Pilot Budget Form (Appendix B). The budget must include service expenditures. Please note that approval of RTF Pilot Budget will be finalized once the selected applicant has been chosen. Do not substitute your own budget format. Failure to complete the RTF Pilot Budget Form using the correct form may be cause to reject your proposal for non-responsiveness.

5.8.2 Applicants must also complete a Budget Narrative (Appendix B1) for the RTF Pilot Budget Form. The budget narrative should include the following:

2a. Include in the Budget Narrative (Appendix B1) staff position(s) - type, role, volume of staff intended to provide new service(s.) Provide justification for any new staff position requested. Include the projected number of youth to be served by the proposed position(s) at any given time, and annually.

2b. Include in the Budget Narrative (Appendix B1) justification for any other type of resource(s) (e.g. training, consultation) and/or durable good(s) (e.g. technology) needed to implement the proposed practice or service. Describe how the needed resource and/or durable good(s) is directly related to the practice/service implementation.

5.9 Reporting Requirements

Applicants awarded a contract must conform to all OMH fiscal reporting requirements as outlined in the “Aid to Localities Spending Plan Guidelines.” These guidelines are available on the Internet at <http://www.omh.ny.gov/omhweb/spguidelines/>.

Applicants awarded a contract will be required to maintain accurate reporting of all admissions, significant events, and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS), and any requirements the OMH may subsequently develop to ensure documentation of Medicaid savings. Applicants awarded contracts will be required to provide resident’s CIN numbers to NYS OMH for Medicaid Spending Tracking.

Reference List

Blau, G.M.; Caldwell, Beth & Lieberman, R.E. (Eds.,) (2014). *Residential Interventions for children, adolescents and families: A Best Practice Guide*. New York, NY: Routledge.

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Lyons, J.S., Marinovich, H., Hancock, B. (2009). An outcomes perspective on the role of residential treatment in the system of care. *Residential Treatment for Children & Youth*, 26, 71-91.

New York State (2017). *State of New York, Senate-Assembly, January 13, 2017: Aid to Localities Budget*. www.budget.ny.gov February 23 2018.
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