

QUESTIONS AND ANSWERS

2017

REQUEST FOR QUALIFICATIONS

**FOR
THE PROVISION OF INTENSIVE IN HOME INDIVIDUALIZED BEHAVIORAL
INTERVENTION SUPPORTS AND SERVICES FOR YOUTH WITH
INTELLECTUAL AND/OR DEVELOPMENTAL DISABILITIES**

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact

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- 1. Does this RFQ apply to existing providers? Or are existing providers required to respond in order to continue providing services? If our organization is already a qualified provider (RFQ 2013) need we reapply?**

If you are currently a qualified provider for IIH Behavioral Services, then you do not need to reapply. You are required to continue to submit the Staff Add/Delete forms to the IIH service line manager along with resume and copy of the Behavior Analyst Certification Board (BACB) certificate. Respondents to this RFQ must provide copies of BACB certificates, as applicable, for staffs.

If so, may we expand our geographic area over time?

Yes.

There are some pre-existing agencies approved to provide IIH behavioral services that have staff with BCBA-D qualification. How does the BCBA-D billing rate reflected in this recent RFQ apply to such staff?

The BCBA-D for existing qualified providers needs to provide supporting documentation to the IIH service line manager as referenced above; current rates apply.

- 2. Are already existing or approved agencies providing IIH Behavioral services without ISS approval required to re-apply for the combined services package for approval or do they have to just apply only for approval for the ISS component to benefit from providing the full (combined IIH & ISS) services?**

This RFQ is solely for the provision of IIH Behavioral services, not IIH Clinical or ISS. Each service; IIH Behavioral, IIH Clinical, and IIH ISS had a separate and distinct RFQ which required all interested providers to respond to and become qualified in order to provide the particular service.

Does this current RFQ cover both IIH Behavioral services and In-Home Support Services [ISS] simultaneously?

No.

If a pre-existing IIH agency without prior approval for ISS and IIC reapplies for this current RFQ; will the new approval qualify such agency to incorporate and expand its services to provide wrap around services to cover IIH, ISS, and IIC?

No.

- 3. Regarding the requirement of incorporating the Nurtured Heart Approach (NHA) into behavioral interventions: Do we have to be trained in the nurtured heart approach prior to applying or can we train after?**

You may train after award. Children's System of Care offers 1 day training on this approach, statewide, at no charge.

It is acceptable that the BCBAs writing the behavior plans, providing training, and overseeing supervision are trained in the NHA, and not trained as trainers of the NHA?

Yes.

In addition, would we be able to proceed with having staff that are identified for this program to be trained in the Nurtured Heart Approach by completing the online course prior to their start date?

Yes, for an introduction to NHA. However, the full day in person training is required.

I am not aware that Nurtured Heart Approach is an evidence-based best practice for ADHD or ODD (never mentioned is the literature as an effective intervention for individuals with disruptive behavior disorders). Please provide peer reviewed studies supporting it for use with individuals diagnosed with Autism, Intellectual Disabilities and severe problem behaviors. Please check with BACB if behavior analysts can participate in using the Nurtured Heart Approach? Pages 8 & 15

Nurtured Heart is a relational approach dedicated to energizing the greatness in all youth and adults. NHA incorporates aspects of a variety of other evidenced based approaches and is a natural fit to CSOC's Wraparound Model and Principles. As part of Promising Path to Success, Nurtured Heart trainings are available through UBHC but can also be arranged privately through a variety of Certified NHA Trainers. Return on investment for both Promising Path to Success (including NHA) and the Children's System of Care will also enable us to see our impact on youth, families and system partners.

- 4. I am currently half way through my coursework to sit for the BCBA exam as a master level analyst. Would I be able to use myself (by providing transcripts for the ABA program and other material) to meet the qualifications or do I need to have hired a certified BCBA in order to apply for the RFQ?**

No, you must have the requisite education, experience, and BCBA certificate in order to apply. Also, the provider agency must have a BCBA on staff in order to apply.

My agency currently provides IIH C/T services through the CSOC. We are looking to expand services to include IIH Behavioral interventions. We currently have two staff who meet criteria to provide services as bachelor's level Behavioral Technicians (BT). We do not currently have staff credentialed as Board Certified Behavior Analysts although my co-founder/co-owner of the company has completed her graduate certificate in Applied Behavior Analysis and is working on her Board Certification. We will not have a Certified Behavior Analyst on staff by the deadline for this RFQ but will likely hire one shortly thereafter. My question is whether we can be approved as IIH Behavioral providers with just BTs listed in the application without current BCBA's on staff.

No, the provider agency must have a BCBA on staff in order to apply.

5. Do you have to include tax forms and/or annual reports if you are a new entity as of June 2017?

No, the RFQ states:

“DCF invites providers who are for profit, not for profit, and Limited Liability Corporations:

- a) With demonstrated expertise in the provision of described services to partner with CSOC and apply to this RFQ. CSOC encourages those with particular specializations as well as out of home treatment providers to apply in order to strengthen our community-based services: and
- b) Who can demonstrate that they have been providing services for **at least three (3) years** through their incorporation or registration status as a legally registered entity with the State of New Jersey.”

Page 3 - Section 1: General Information – Purpose

Our organization has applied for Non-Profit status, but we have not received the final determination letter. Would we, under this RFQ apply as a for Profit Provider or can we provide you with a copy of the letter from the IRS stating that the application for Non-Profit status has been received and is being reviewed?

**Who can demonstrate that they have been providing services for at least three (3) years through their incorporation or registration status as a legally registered entity with the State of New Jersey?
Are there exceptions to this provision?**

You should apply to the RFQ in accordance with your organization’s legal status as of the date of application. Should your organization become a qualified provider, you can make changes and submit appropriate documentation if your profit status changes. There are no exceptions to provisions within the RFQ.

Page 27 – Question 18 – Tax Forms – Form 990 - We do not have a Form 990; we have not received our final determination letter. We do however, have the Annual Report. Will this suffice?

No, required tax forms include: Non-Profit, **Form 990** Return of Organization Exempt from Income Tax --or-- For-Profit, **Form 1120** US Corporation Income Tax Return --or-- LLC, **Applicable Tax Form** and may delete or redact any SSN or personal information.

6. **For Eligibility: the RFQ states: Where appropriate, all Applicants must hold current State licenses. Does “State” mean NJ State? This Provider is NY licensed.**

The **certification** is national and has no involvement from state governments. **Licensing**, on the other hand, is administered by the state. Twenty-eight (28) states have licensure for behavior analysts. As examples, NJ does not, and NY does. So a NJ BCBA cannot practice in NY without a NY license but a NY BCBA can practice in NJ.

I have a staff member that is a BCBA with the license from the state of NY. Can they work with that license in the capacity of a BCBA for NJ?

Yes

7. **Is the use of Cyber required or can we use another online database?**

Treatment plans, progress notes, and all other documentation must be entered into CSOC’s Electronic Health Record (EHR), also referred to as CYBER.

8. **Other than an FBA, is there another standard test that we would be authorized to use?**

No, an FBA is a requirement. Various methods e.g., standardized assessments, checklists, or rating scales exist for identifying the function of a behavior. Once the behavior is operationally defined, it is important to identify relative preferences and reinforcers to assist in the development of individualized and effective interventions.

9. **Is there an approved or authorized FBA template?**

Yes. CSOC requires the use of standardized template for all authorized FBAs.

10. **Page 9 D – Description of Required Services**

BSP approval – can this be done through a template approved at the beginning so approval of each individual BSP does not have to occur?

No, the FBA and initial BSP are completed in the EHR at the same time by the provider. Subsequent BSPs are completed every 90 days for review, approval, and continued authorization of the IIH Behavioral service.

11. Is indirect supervision billable?

Supervision is built into the rate and cannot be billed for separately. See page 17 of the RFQ.

As services are primarily in the home or community and face-to-face, how is travel time, report writing (e.g., data analysis/FBA/BSP) or gaining access to the individual in the home reimbursed? Where does staff write the reports, assessments or plans (typically not in the home)?

Rates are all-inclusive, all authorizations include three (3) hours combined per week of BCBA (or BCaBA) Direct and Indirect Supervision.

Do you allow billing for services that weren't conducted face-to-face, such as program development/modifications, data analysis, and progress report writing?

No. Please see answer above.

Do you allow billing for parent training?

Yes, a major component of an in-home service is support and training of families to successfully implement BSP, use of assistive technology, and other support services as needed, gradually diminishing the need for outside intervention. Parent training is critical to sustainability and embedded as a part of the authorized units within the all –inclusive rate.

12. I am an NJ Licensed Social Worker with 15 years' experience working with children from birth through 18, with the last 3 years working with NJ Early Intervention.

Does being a NJ certified/registered LSW since 2014 fulfill the requirement of being a state registered entity for at least 3 years?

Yes.

I would like to apply for this RFQ because I do have experience in behavioral approaches, such as ABA, however, I am not an BCBA. Is having a BCBA-D a requirement for staffing?

No, you must possess the requisite education, experience, and certification as delineated in the RFQ.

I have been an individual provider for clinical IIH and IIC services for over three years. In 8/2016 I started an LLC, Family and Youth Services and recently was approved to provide IIC services. I would like to know if I qualify to apply for this RFQ.

As long as you meet all of the requirements for the IIH Behavioral service as detailed in the RFQ.

13. What is the basis for determining the rates of BCBA at \$21.25 and BACB-D at \$46.25? Comment: \$35.00 for BCBA is more realistic and reasonable rate.

CSOC appreciates your feedback and continues to evaluate rates across all services that it authorizes. CSOC utilizes a rate setting methodology that is consistent with national best practices and will adjust when necessary and as resources become available.

14. Attachment 3 – It asks for the “Total Amount Served”- Is this number of clients anticipated to be served during the week, month or year?

We think you meant Attachment 2. We are looking to gauge capacity; therefore, we would like to know approximately how many youth can be served at one time.

15. Our organization has only been in existence for 2 years will this significantly impact us with submitting for this RFQ?

This RFQ states minimum requirements and eligibility: Agencies must demonstrate that they have been providing services for at least three (3) years through their incorporation or registration status as a legally registered entity with the State of New Jersey. See page 3 of RFQ.

16. Page 29 – Days and Hours – Is this our general operating hours that we work with the clients?

Yes. However, we expect that services will be provided when families are available, and will include evening and weekend hours.

17. Page 7 D – Description of Required Services-What is the desired geographical limitation for the services requested?

There are no geographical limitations; providers are required to indicate the areas they are able to realistically cover.

18. Can Telemedicine be used for part and/or all of the ABA services requested?

No, this is an in-home service.

19. Page 17 G – Funding

What is the funding source for this program? What is the agency's total budget for this program?

The funding source is CSOC's budget. Agencies are reimbursed on a fee for service basis. CSOC cannot guarantee any amount of revenue to an agency

20. Do you have a maximum number of allowed authorization periods?

No, ideally, service goals are expected to be achieved within twelve to eighteen months; however, there is no maximum number of allowed authorization periods, as each plan for youth is individualized.

21. Page 17 F – Process for Providing Service

Do you authorize additional hours prior to the expiration of the authorization to do a re-assessment? What they allow to be billed for the assessment component prior to on-going services (most authorize between 8-12 hours)?

No additional hours are allotted within an authorization period. The allotted amount of time for the initial FBA and BSP is 15 hours.

22. Page 19 II – Application Instructions

What is the expected date of award?

This is a rolling application and approval process. There is no specified award date for this RFQ. If successful in being qualified, applicants will receive a qualification letter after submitting a response. Please submit your proposals as soon as possible.

What is the expected start date of the contract(s) resulting from the award?

If successful in being qualified, the agency will be forwarded a Medicaid provider application. Once the agency is approved as a Medicaid provider, a contract can be executed.

What is the duration of the base term of the contract(s) resulting from the award?

Contracts are renewed every five years; however, updated annual documentation is required as delineated in the RFQ.

Will there be any renewable option terms and if so, what is the duration of each renewable term?

Please see answer above; contracts in good standing are renewed every five years.

23. Affirmative Action Certificate --Or-- Renewal Application. I have sent in the form to the Treasury, and am sending in a copy of the form that I sent in to the Treasury. However, I do not have the Certificate back yet. Would just the copy of the form that I sent in suffice?

Please send a copy of the renewal form, along with the expired certificate that is being renewed.