

QUESTIONS AND ANSWERS

PSYCHIATRIC COMMUNITY HOME SERVICES

Questions? Email us anytime at dcf.askrfp@dcf.nj.gov

Contacts: Patti Bowen
Loren LaBadie

Bid due Date 3/10/21

- 1. I just registered as a not-for-profit in New Jersey. If I apply under the NJ name, do you take in consideration the fact that I have had another small business opened since 2012 that works with youth? Does this exclude me?**

The Applicant Eligibility Requirements are listed on page 26. If you believe that you meet these requirements, you are eligible to apply for this grant.

- 2. Section 1A, Page 3: Would we be able to serve children in the northern and central counties with a facility located in Camden County?**

Programs shall be awarded by region, as detailed in section C. Target Population/Admission Criteria. This includes: Northern Region (Hunterdon, Warren, Sussex, Morris, Passaic, Bergen, Essex, and Hudson Counties) and Central Region (Mercer, Monmouth, Ocean, Middlesex, Somerset, and Union Counties). Applicants are advised that programs must accept youth from all areas of the state.

- 3. Section 1C, Page 6: Does the bathroom on the first floor have to be a full bathroom? (Including a shower or bathtub)**

Yes.

- 4. Section G, p. 25: We will be using EMS Tracks, a HIPAA-compliant software, for their client data management system. It is not a purchase. Does this software need approval?**

Yes.

5. **Attachment 1:** As a new provider, will we have the opportunity to hire staff after winning the award or do we have to have the staff beforehand?

There is no requirement to hire staff prior to award.

6. **Are electronic signatures acceptable?**

Yes.

7. **General: What are the experience qualifications required to be an awardee? Or will new providers be afforded the opportunity if they meet all of the RFP requirements and can articulate their plan to provide quality services?**

As per page 4 in RFP: DCF/CSOC will consider applicants who successfully articulate how they plan to operationalize the principles of individualized, needs-driven, and family-focused care, identify strengths-based strategies, and display sustainable progress throughout the course of treatment. The Applicant Eligibility Requirements are listed on page 26. If you believe that you meet these requirements, you are eligible to apply for this grant.

8. **On page 36 it says to “submit a description/floor plan.” Does this mean a description *or* a floor plan or a description *and* a floor plan? In other words, could we submit just a description of the facility without a floor plan?**

A floor plan is not required provided the written illustration adequately describes how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations, and transportation options for clients served.

9. **Psychiatric Services - Can the provider contract out for psychiatric services? If so, can the psychiatrists be on a rotation?**

- **P7 of RFP - Board Certified Child and Adolescent Psychiatrist or Psychiatric Advanced Practice Nurse (APN) in affiliation with a Board-Certified Child Psychiatrist?**

DCF will give preference to applications that include a single psychiatrist or psychiatric APN in affiliation with a Board-Certified

Child Psychiatrist. However, DCF will consider applications that include a subcontract for psychiatric services, utilizing rotating practitioners, provided the description includes an identified lead psychiatrist and specific details on the maximum number of practitioners to be involved and a plan that clearly demonstrates how this arrangement for routine and emergency evaluation, consultation and related interventions will ensure continuity of care.

10. Staffing – Can some positions be combined as long as they meet the specified qualifications and number of hours in therapeutic component?

- **Page 8 and 9 of RFP - Allied Therapist and NJ Independently Licensed Clinician(s)**

Yes. A detailed description of how this will be achieved is required.

11. We are an existing Emergency Youth Shelter. There are currently 12 beds in our facility, 6 are contracted out with Homeless Youth Act or through the Federal Contract. Would you consider funding a hybrid facility that serves the population stipulated in the grant plus runaway and homeless population?

Applicants must provide evidence of, or demonstrated ability to meet, all NJ Departments of Children and Families, and other applicable state and federal licensure standards. DCF Office of Licensing standards as specified in the N.J.A.C. 3A:56 Manual of Requirements for Children's Group Homes can be accessed at: <https://www.nj.gov/dcf/providers/licensing/laws>

If the proposed setting meets the above requirements, the Department of Children and Families will consider applications utilizing a property that houses more than one program if the youth are in a completely different space and the agency can demonstrate the following components in the proposal:

- The Program Director must be on-site, full-time and dedicated exclusively to the program.
- Direct Care staff must be dedicated to the program.
- Service delivery models must ensure that youth have a stable, predictable, familiar, consistent, and nurturing treatment experience. Applicants may demonstrate adherence to these principles in their program description and descriptions of staffing patterns, including strategies to recruit, train, and retain staff (particularly milieu staff), site design, and approach to ensuring frequent family involvement.

- Building and fire codes, along with the home's capacity per the DCF's regulations, must align with the agency's ability to add this new program to the facility.
Program deliverables must be met for all youth as stipulated in the Request for Proposal.

12.If you would consider funding such a facility, are there others with a similar hybrid model in the state?

No. Currently, there are no CSOC contracted PCH programs with this model.

13.We want to ensure eligibility. Do you require accreditation by COA, CARF, or JCAHO or does such accreditation simply mean a higher reimbursement ceiling?

CSOC requires that awarded programs be Joint Commission, COA, or CARF accredited or, if not currently accredited, achieve accreditation within twenty-four (24) months of award. If applicable, include a copy of the letter from the accrediting body regarding the agency's accreditation status as part of the appendix.

The per diem rate per youth is \$532.00/day (base rate) or \$547.00/day (accredited rate) if accredited by one of the following accrediting agencies: Council on Accreditation (COA), Commission on Accreditation of Rehabilitation Facilities (CARF), or the Joint Commission (TJC).

14.How would the mix of grant funding and Medicaid reimbursement work? How would the two revenue sources work together?

Start-up funds are the only funds that are not Medicaid, and those negotiated start-up funds would be released upon execution of the finalized contract. All other funding is Medicaid fee for service reimbursement based on prior authorization for services.

15.If we partnered with a similar agency in Trenton, could we collaborate on the clinical pieces?

As per page 4 in RFP: DCF/CSOC will consider applicants who successfully articulate how they plan to operationalize the principles of individualized, needs-driven, and family-focused care, identify strengths-based strategies, and display sustainable progress throughout the course of treatment.

16.If awarded, when could funding be available?

Award of the grant will occur as quickly as possible, following review and selection of the applicant.

17.If Start-up funds are necessary, what is the maximum allowed?

As per page 42:

- The need must be fully presented and explained
- **Costs may not exceed 5% of the award; Up to \$48,545 (base rate) or \$49,913.75 (accredited rate) per 5 bed program**
- All start-up costs are subject to contract negotiations. Start-up cost funds will be released upon execution of finalized contract and are paid via Schedule of Estimated Claims (SEC)
- Start-up costs must be delineated on separate column in the proposed Annex B Budget and be described in the Budget Narrative, attached as an Appendix