



August 11, 2011

Dear Community Provider,

Ocean Partnership for Children, Inc. provides care management services to children and youth experiencing serious emotional and or behavioral challenges, and their families. As part of our contract with the New Jersey Division of Child Behavioral Health Services (DCBHS), we have access to limited funds designated for one time use to community organizations serving youth experiencing emotional, behavioral health challenges or related psychosocial stressors. The purpose of these funds is to promote and develop service resources to meet the behavioral and mental health needs of children and their families. Specifically they are to be used to identify and “seed” new, additional, or unique services addressing an unmet or under-served need.

This letter serves as a “Request for Proposals” (RFP) to develop availability and increase the capacity of Medicaid Outpatient Therapy Services for Children and Adolescents pursuant to N.J.A.C. 10:37E Outpatient Service Standards (http://www.nj.gov/humanservices/dmhs/info/notices/regulations/Reg_OP.pdf).

The overall goal of this RFP is to reduce wait times for Medicaid approved outpatient mental health services and increase the availability of outpatient treatment. This funding priority reflects the 2011 OC Children’s Inter-Agency Coordinating Council’s (CIACC) Needs Assessment, DCBHS’s changing priorities from Intensive In-Community to outpatient treatment, and the recommendations Ocean Partnership for Children’s Board of Trustees.

- **Funding to be used for expansion or creation of out-patient services available to youth experiencing emotional and behavioral health challenges and their families. All types of projects that result in the expansion or creation of outpatient services will be considered;**
- **Provider must agree to serve all Medicaid eligible youth, their families and;**

- **Provider must agree to serve all NJ Children’s System of Care Youth (No eject - No reject);**
- **A bidder’s informational meeting will be held on Wednesday, August 24, 2011 at 11am at the offices of Ocean Partnership for Children.**

All proposals with attachments shall include the following information and will be evaluated based on the “Rating Scale” included at the end of this announcement.

1. Needs Statement:

- Applicant must demonstrate understanding of outpatient mental health needs of OC youth especially with regards to Medicaid;
- Applicant must demonstrate understanding of referral needs for all NJ Children’s System of Care Partners outpatient needs;
- Applicant must demonstrate general and specific knowledge of cultural competencies necessary to be successful in Ocean County;

2. Description of Agency and History of Service to Youth and Families:

- The agency’s purpose, mission, and commitment to serving youth in the public mental health system;
- The organization’s capability to increase Medicaid Funded outpatient services and reduce appointment wait times for children and adolescents as part of the public mental health system;

3. Description of Service(s) to be Funded:

- Specific implementation plan to increase Medicaid Outpatient appointment availability and reduce wait list times;
- Specific implementation plan to address Psychiatric wait times for Medication monitoring;
- Service delivery and coordination with Children’s System of Care (CSOC) partners;
- A clear definition for the unit of service and description of appointment wait time;

4. Anticipated Outcomes

- Anticipated and quantifiable deliverables, level of service, and outcomes;
 - Quarterly reports by month indicating reduced wait list times for all youth involved outpatient and psychiatric appointment times;
 - Projected and quantified increase in appointment availability;
 - No youth waiting more than two weeks for an initial appointment and follow up;

5. Evaluation Methods

- Documentation of a quality assurance effort or plan to monitor outcomes;
- A short description of agency's method for self-evaluation;
- **All projects must demonstrate sustainability. Please include a statement of commitment for how these services will continue into the future**, including plans for third party reimbursement;

6. Budget

- The amount of funds requested and budget;
- A Statement of Affirmation to provide required periodic fiscal and or program reports to demonstrate compliance with the bid requirements;

A maximum total of \$25,000 is available to fund one or more projects. Collaborative applications that maximize the impact of these limited funds are encouraged. **All awards are contingent on the sufficiency and availability of state (DCBHS) funding.**

Proposals will be evaluated by a review team consisting of members of the Ocean County CIACC and Ocean Partnership for Children. A copy of the evaluation criteria (Rating Scale) is enclosed for your consideration. Final decisions regarding grant awards will be at the discretion of the State of New Jersey – Department of Children and Families - Division of Child Behavioral Health Services (DCBHS).

- **Submission Deadline: The deadline for submission for all Requests for Proposals is 5:00 PM Friday, September 23, 2011.**
- **Bidders Meeting: A non-mandatory informational meeting will be held at 11am on Wednesday, August 24th, 2011 at 11am. All questions and answers regarding the RFP will be addressed at this time.**
- **Proposal Review Meeting: Applicants will be invited to present their proposals to the review team on October 5, 2011 at 3pm at the offices of Ocean Partnership for Children.**
- **Ocean Partnership for Children will notify applicant(s) whose proposal(s) will be recommended to DCBHS by 10/31/11.**
- **Disbursal of funds and expected program implementation is anticipated for November/December 2011.**
- **The program is expected to run for twelve (12) months commencing from the actual date of funding.**

The preferred method for submission for Request for Proposal is a MS Office Word email attachment and must be sent to: edegironimo@oceanpartnershp.org
To ensure email delivery, please leave a phone message at 732.202.1585 ext. 116 indicating the proposal was sent.

Alternatively, hard copies consisting of an original and ten (10) copies must be sent to:

**Enrico De Gironimo, CEO
Ocean Partnership for Children, Inc.
1610 Route 88 West – Suite 303
Brick, NJ 08724**

Please feel free to contact me at 732.202.0666 ext. 116 if you have any questions. Your consideration of this request is greatly appreciated.

Sincerely,

Rick De Gironimo

Enrico De Gironimo, LCSW,
Executive Director

cc: Jamie Hart, OC CIACC
Board of Trustees OPC
Annie Marie Stahl, CMO/UCM Community Service Line Manager, DCBHS
Attachment: Request for Proposals Rating Scale

Distribution:

OPC Community Provider List
OC CIACC Member List
OC Human Services Advisory Committee
OC Mental Health Board

OC Professional Advisory Committee
OC Youth Services Commission
Post: www.oceanpartnership.org
Post: www.oceanresourcenet.org

**Community Resource Development Funds
Request for Proposals
Rating Scale**

Needs Statement

Are the needs of the community that this proposal aims to address well articulated and based on reliable sources of information and data? Do the needs cited in the proposal coincide with the criteria for usage of funds targeted to agencies serving youth and families experiencing serious emotional, behavioral health challenges, or related psychosocial stressors? Do the needs address development of new services where service expansion is necessary because services cannot be secured through an existing agency; or, service availability is non-existent; or availability of services are not appropriate for meeting documented Individual Service Planning (ISP) needs? Do the needs cited in the proposal coincide with service need priorities identified by local planning bodies? 20 points

Description of Agency and History of Service to Youth and Families

Is the agency well equipped and experienced providing services to youth and families who are experiencing serious emotional, behavioral health challenges, or related psychosocial stressors? Is the agency duly prepared to operate the service or program element for which funding is applied? Please described your agency's status in applying for Medicaid Out-patient licensure. 15 points

Description of Service(s) or Program Element to be Funded

Is the description of the service(s) or program element well articulated, reasonably attainable and based on best practice models? Is the service(s) described relevant to the statement of need? Is an adequate staffing pattern described? Is there a clear plan on how to implement and start/expand the program? 20 points

Anticipated Outcomes

Are the anticipated outcomes realistic, measurable, observable, and verifiable? Are the outcomes relevant to the need(s) that the program aims to address and the services to be provided: Has the applicant identified how and by what means progress towards achieving outcomes will be recorded? 15 points

Evaluation Methods

Does the proposal describe how services will be evaluated, including how case activity will be monitored and accountability will be assured? Is there adequate description of administration and programmatic and fiscal oversight of the program or service? Does the proposal acknowledge the obligation to provide reports of activity to Ocean Partnership for Children, Inc.? 10 points

Budget

Is a complete and clear budget included? Is the budget reasonable based on established rates for services and the amount of funds available? Does the budget account for all staff, supplies, and services included in the description of service(s) or program element to be funded (either through fund request or match by other funding source)? Are other funding sources cited viable to be applied as a match to community resource development funds? Is the service for which funding is requested clearly a new service/program element or expansion of services/programs not otherwise funded by another source? 20 points

