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*Charles County Local Behavioral Health Authority*  
*4545 Crain Highway*  
*P. O. Box 1050*  
*White Plains, MD 20695*

**REQUEST FOR PROPOSALS**

**FOR**

**ADULT MENTAL HEALTH  
TARGETED CASE MANAGEMENT SERVICES**

## I. BACKGROUND AND OVERVIEW

Each Core Service Agency (CSA) or Local Behavioral Health Authority (LBHA) acting as the designee of the Maryland Department of Health (hereafter known as “the Department”), shall complete a competitive procurement for its respective jurisdiction. The Local Behavioral Health Authority in fulfillment of its role as the CSA or LBHA for Charles County, is responsible for planning, managing, and monitoring of publicly funded mental health services at the local level. This responsibility includes the competitive selection at least once every five years of one or more qualified community mental health providers to render Targeted Case Management (TCM) for adults within the Fee-for-Service (FFS) Public Behavioral Health System (PBHS) in Charles County.

This RFP, pursuant to the authority and requirements set forth in the Section 1915(b)(4) Waiver and in accordance with the applicable provisions of Targeted Case Management Medicaid State Plan Amendment (SPA), solicits applications to provide mental health TCM services for eligible adults with Serious Mental Illness (SMI) in Charles County in full compliance with the Code of Maryland Regulations (COMAR) 10.09.45 or its successors. The Department has several changes under consideration with respect to the regulation, accreditation, and oversight of community behavioral health providers. As such, the selected applicant(s) agrees to adhere to all existing and future regulatory requirements, directives, policies, and protocols pertaining to mental health case management issued by the Department or its designee.

Targeted Case Management for Adults is not a grant-funded service. Selected applicants through this procurement shall commit to delivering all levels of care specified in the Scope of Service to both adult Medicaid beneficiaries and uninsured eligible adults and older adults. Participating TCM providers, subject to the approval of the Department, shall be reimbursed through the Public Behavioral Health Systems (PBHS) Administrative Services Organization (ASO) for appropriately authorized and documented services to eligible adults in accordance with the tiered reimbursement schedule set forth in COMAR 10.21.25.09.

## II. BIDDER QUALIFICATIONS

Applicants must meet all of the following criteria to be eligible for consideration for selection as a mental health TCM provider for adults by means of this RFP. All applicants must:

<http://www.dsd.state.md.us/comar/comarhtml/10/10.09.45.04.htm>

- Be licensed and accredited under COMAR 10.63.03.04, 10.63.03.05, or 10.63.03.09, or have three years of documented experience as a mental health case management provider by May 9, 2022;
- Be eligible for approval as a Mental Health Case Management provider pursuant to conditions set forth in COMAR 10.09.36.03 and any additional applicable provisions set forth in COMAR 10.09.45 regarding conditions for provider participation in Targeted Case Management;
- Have at least 3 years of experience providing mental health services to adults with

serious mental illness (SMI), including serving high risk and vulnerable populations;

- Have a physical site location within the jurisdiction by July 1, 2022;
- Have knowledge of the needs of the target population outlined in this RFP and the community resources available in Charles County; and
- Demonstrate operational capacity to serve the entire geographical area of Charles County so that eligible adults have timely and sufficient access to TCM services within and throughout Charles County.

If the successful bidder is a new TCM provider for adults in Charles County, the bidder shall collaborate with the CSA or LBHA and the incumbent adult mental health TCM provider to effectively and seamlessly transfer all consumers enrolled in TCM at the time of the transition to the bidder's program, unless the consumer declines the offer and a specific exemption is granted by the Behavioral Health Administration (BHA).

### III. SCOPE OF WORK

Bidders must address all of the requirements in the Scope of Work (SOW) in their response to this RFP.

#### A. Overview

The intent of the TCM service for adults and older adults is to improve the overall quality of life of eligible adults with SMI and to promote their long-term recovery. A primary focus of these services is to prevent homelessness and incarceration, to divert individuals from unnecessary inpatient emergency room use and institutional levels of care, wherever possible, and to increase community stability and tenure through referral to and engagement in behavioral health treatment and support services. TCM services for adults includes a comprehensive assessment to determine individual strengths and service needs; development of an individualized, culturally and linguistically competent, person-centered plan of care with the individual, and with informed consent, his or her family and significant other(s); linkage to community resources including but not limited to housing; assistance in securing entitlements and benefits; linkage to behavioral and somatic health care; assistance in developing social support systems; monitoring of engagement in agreed upon services and supports; and advocacy on behalf of the individual.

For uninsured eligible adults, the TCM provider is expected to assist the individual to apply for Medicaid benefits as soon as clinically possible. For all TCM service recipients, the TCM provider shall facilitate access to all benefits and entitlements for which the individual may be eligible, including but not limited to Medical Assistance (MA), Medicare, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR), Supplemental Nutrition Assistance Program (SNAP) and Temporary Cash Assistance (TCA). Programs shall assist eligible adults to identify strengths, skills and resources to address their basic needs with

the goal of transitioning the individual from TCM services to mental health treatment, rehabilitation, and ancillary services, while mobilizing natural supports wherever possible.

## B. Participant Eligibility

### Target Population

A recipient is eligible for mental health case management services if the recipient is in a federal eligibility category for, and is enrolled in, the Maryland Medical Assistance Program according to COMAR 10.09.24, **or** meets uninsured eligibility criteria established by the BHA for mental health case management services within the PBHS. The TCM provider shall serve all adults and older adults who are amenable to and has independently expressed interest in receiving mental health case management services, who meet the financial eligibility requirements, and medical necessity criteria for TCM.

Services shall be provided to adults and older adults who have a serious mental health disorder that has been diagnosed according to a current diagnostic and statistical manual (DSM) of the American Psychiatric Association (APA) that is recognized by the Secretary, and who are:

- At risk of, or need continued community treatment to prevent inpatient psychiatric treatment;
- Elderly individuals, age 65 or older, or young adults ages 18 through 21 who have been discharged from inpatient treatment in an Institution for Mental Disease (IMD);
- At risk of or need continued community treatment to prevent being homeless; **or**
- At risk of incarceration or recently released from a detention center or prison.

The specific diagnostic criteria may be waived for the following two conditions:

1. An individual, committed as not criminally responsible, who is conditionally released from a Behavioral Health Administration facility, according to the provisions of Health General Article, Title 12, Annotated Code of Maryland; **or**
2. An individual in a Behavioral Health Administration facility or a Behavioral Health Administration funded inpatient psychiatric hospital that requires community services. This excludes individuals eligible for Developmental Disabilities Administration's (DDA) residential services.

## C. Service Requirements

Participants shall meet the above requirements and be classified according to the following levels of service based on medical necessity criteria (MNC) established for each level of service:

### Level I – General

A minimum of one (1) and a maximum of two (2) units of service per month and based on the severity of the participant's mental illness, the participant must meet at least one of the following conditions:

- The participant is not linked to mental health and medical services;
- The participant lacks basic supports for shelter, food, and income;
- The participant is transitioning from one level of care to another level of care; *or*
- The participant needs case management services to maintain community-based treatment and services.

Level II – Intensive

A minimum of two (2) and a maximum of five (5) units of service per month and based on the severity of the participant's mental illness, the participant must meet two or more of the following conditions:

- The participant is not linked to mental health and medical services;
- The participant lacks basic supports for shelter, food, and income;
- The participant is transitioning from one level of care to another level of care; *or*
- The participant needs case management services to maintain community-based treatment and services.

D. Service Reimbursement

The unit of service is one day, with a minimum of one-hour per day of contact, which may include face-to-face contacts with a participant, and non-face-to-face contacts on behalf of the participant with nonparticipants that are directly related to identifying the needs and supports for helping the individual to access needed services. Adult Level I (Adult General): Maximum of two units of service per month. Minimum of 30 minutes face-to-face monthly. Does not include the assessment. Adult Level II (Adult Intensive): Maximum of five units of service per month. Minimum of one hour face-to-face monthly. Does not include the assessment. One unit of Adult TCM = any service provided on any given date of service where the contact is a minimum of one hour of either face-to-face contact with the participant or contacts with stakeholders and service providers on behalf of the participant.

The assessment uses one unit of service and is billed separately. Each participant shall be reassessed and have an updated individualized care plan at a minimum of once every six (6) months. As per COMAR 10.21.25, a home visit is required at least once every 90 days. The maximum service limit may be exceeded based on clinical review by the Department or the Administrative Services Organization (ASO).

For individuals who are transitioning to a community setting, mental health case management services may be made available for up to 30 consecutive days of the covered stay in the institution. This does not include adults between the ages of 22 and 64 who have been served in Institutions for Mental Disease (IMDs) or are adults and older adults who are inmates of public correctional institutions.

The provider shall be reimbursed according to the requirements in this chapter and the fees established under COMAR 10.21.25.

E. Service Definition

In addition to the emphasis on securing needed benefits and entitlements, TCM services are provided to assist participants in gaining access to needed medical, mental health, social, educational, and other services. When TCM services have been appropriately authorized and documented, the following activities and interventions are reimbursable through TCM:

Please refer to COMAR 10.09.45.06 for a full description of each of these services.

1. Comprehensive assessment and periodic reassessment;
2. Development and periodic revision of an Individualized Care Plan (ICP);
3. Referrals to medical, mental health, social, educational, and related activities;
4. Monitoring and follow-up activities; **and**
5. Participant advocacy

● General Program Requirements

The participating case management program shall be enrolled as a Medicaid provider and meet all the conditions for provider participation as set forth in COMAR 10.09.36.03 and any additional applicable provisions set forth in COMAR 10.09.45 regarding conditions for provider participation in Targeted Case Management. In addition to the participation requirements, the provider shall ensure compliance with all the Medical Assistance provisions listed in COMAR 10.09.45 designated for Targeted Case Management services for adults and older adults, applicable to both adult Medicaid beneficiaries, and uninsured eligible adults who meet Medical Necessity Criteria for Targeted Case Management.

All covered services under this chapter shall be preauthorized. Before a participant receives case management services, the Administrative Services Organization (ASO) reviews the authorization request, determines if the participant meets medical necessity criteria, and if the participant meets the criteria, the participant is authorized for case management services. The ASO shall approve and monitor plans of care which designate the level of service to be delivered. Plans of care must be updated to correctly reflect the level of intensity in which the participant is currently enrolled. If it is determined that the provider is failing to provide adequate services as approved in the plan of care, the provider shall be subject to a corrective action plan to remediate the identified deficiencies

Specific Program Requirements

The selected Targeted Case Management (TCM) provider for adults and older adults shall:

1. Place no restrictions on the qualified participant's right to elect or decline to receive mental health case management services as authorized by the Department or the Department's designee, or to choose a Community Support Specialist or Associate as approved by the Department or the Department's designee;
2. Employ appropriately qualified individuals as Community Support Specialists and Community Support Specialist Associates with relevant work experience, including experience with the populations served by the program, including but not limited to adults diagnosed with a serious mental health disorder;
3. Assure that a participant's initial assessment shall be completed within 20 days after the participant has been authorized by the ASO and determined eligible for, and has independently elected to receive, mental health case management services. An initial Individualized Care Plan (ICP) shall be completed within 10 days after completion of the initial assessment;
4. Have formal written policies and procedures, approved by the Department, which specifically address the provision of mental health case management services to participants in accordance with these requirements;
5. Be available to participants and, as appropriate, the participant's families for 24 hours a day, 7 days a week in order to refer participants to needed services and supports. In a psychiatric emergency or crisis, have the capacity to refer to mental health treatment and evaluation services in an effort to assist the individual in gaining access to crisis stabilization rather than referral to an Emergency Department (ED). Respect the participants' rights to decline case management services, and as applicable, document the participant's decision to decline services in the individuals' case management record;
6. Designate specific qualified staff to provide mental health case management services that shall include at least one Community Support Specialist per agency and may include a Community Support Specialist Associate;
7. Not provide other services to participants which would be viewed by the Department as a conflict of interest;
8. Be knowledgeable of the eligibility requirements and application procedures of Federal, State, and Local government assistance programs which are applicable to participants;
9. Maintain information on current resources for mental health, medical, social, financial vocational, educational, housing, and other support services;
10. Safeguard the confidentiality of the participant's records in accordance with State and Federal laws and regulations governing confidentiality; confidentiality of participants' information is an ethical obligation for all provider types and a legal right for every individual, whether such information is received verbally or in writing,

or it is received from the individual or a third party. Service providers must comply with the confidentiality of an individual's information and protected health information requirements as set forth in state and federal regulations.

11. Comply with the fiscal reporting requirements and submit reports in the manner specified by the Department or the ASO; **and**

12. Comply with the requirements for the delivery of mental health services as outlined by the Department.

#### Required Program Staff

In accordance with the Department COMAR regulation 10.09.45.05, the mental health case management provider shall have staff that is sufficient in numbers and qualifications to provide appropriate services to the participants served and shall include, at a minimum:

1. A Community Support Specialist Supervisor who:

- a. Is a mental health professional who is licensed and legally authorized to practice under the Health Occupations Article, Annotated Code of Maryland, and who is licensed under Maryland Practice Boards in the profession of either Social Work, Professional Counseling, Psychology, Nursing, Occupational Therapy, or Medicine;
- b. Has one year of experience in mental health working as a supervisor;
- c. Provides clinical consultation and training to community support specialists or associates regarding serious mental illness; **and**
- d. Is employed or contracted to supervise case management services at a ratio of one supervisor to every eight community support specialists or associates.

2. A Community Support Specialist who:

- a. Has at least a Bachelor's degree in a mental health field and one year of mental health experience, including mental health peer support; **or**
- b. Bachelor's degree in a field other than mental health and two years of mental health experience, including mental health peer support.

AND

- c. Is chosen as the case manager by the participant or the participant's legally authorized representative; **and**



d. Is employed by the mental health case management provider to provide case management services to participants.

● 3. A Community Support Specialist Associate who:

a. Has at least a high school diploma or the equivalent, and 2 years of experience with individuals with mental illness, including mental health peer support;

b. Is employed by the mental health case management provider to assist Community Support Specialists in the provision of mental health case management services to participants; **and**

c. Works under the supervision of a Community Support Specialist who delegates specific tasks to the Associate.

#### Case Management Record Requirements

The successful bidder shall maintain a file for each participant which includes all the following:

1. An initial referral and intake form with identifying information, including, but not limited to, the individual's name and Medicaid identification number;

2. A written agreement for services signed by the participant or the participant's legally authorized representative and by the participant's community support specialist;

3. An assessment as specified in COMAR 10.09.45.06;

4. A Care Plan, updated at a minimum of every 6 months, which shall bear a minimum:

a. Be developed with the participant and based on the initial assessment;

b. Include a description of the participant's strengths and needs; Detail the diagnosis established as evidence of the participant's eligibility for services under this chapter;

c. Outline the goals of case management services, with expected target dates for completion; identify strategies to meet the goals and needs of the participant;

d. List all proposed intervention(s);

e. Identify the community support specialist with primary responsibility for implementation of the Individualized Care Plan;

f. Include signatures of the community support specialist, participant or the participant's legally authorized representative, and significant others, if appropriate; **and**

g. Discharge planning from mental health case management services, when appropriate and when goals for mental health case management have been achieved.

5. An ongoing record of contacts made on the participant's behalf, which includes all the following:

- a. Date and subject of contact;
- b. Individual contacted;
- c. Signature of community support specialist or community support specialist associate making the contact;
- d. Nature, content, and unit or units of service provided;
- e. Place of service;
- f. Whether goals specified in the Care Plan have been achieved;
- g. The timeline for obtaining needed services;
- h. The timeline for reevaluation of the ICP;
- i. The need for and occurrences of coordination with other case managers; **and**
- j. Monthly summary notes, which reflects progress made towards the participant's stated goals.

#### IV. QUALITY STANDARDS AND CONTRACT MONITORING

##### A. Quality Standards

The LBHA or CSA and the Department are committed to ensuring that TCM services are of high quality and responsive to the needs of eligible adults and older adults with serious mental illness. Providers that do not meet the requirements as outlined in this RFP and in applicable COMAR regulation, shall be subject to a Corrective Action Plan (CAP) implemented by the LBHA or CSA, with additional follow-up monitoring by the Department or BHA to ensure that the requirements are being met. In the event that the TCM provider is unable or unwilling to meet the requirements as specified by this RFP, the Department or the LBHA/CSA reserves the right to terminate the contract with the provider and re-issue a competitive solicitation for a replacement TCM provider.

##### B. Contract Monitoring

The LBHA/CSA and the Department shall engage in ongoing, periodic monitoring activities to evaluate the quality of service delivery and essential ingredients of the program. Activities shall include, but are not limited to the following:

- 1. A site visit at least annually to evaluate and document compliance with administrative and programmatic requirements, including but not limited to evidence in the medical record of a diversity of referral sources and relationships with relevant organizations for referral and linkage to care;
- 2. Review of administrative data reports and claims data to evaluate program effectiveness;
- 3. Review of policy and personnel records to ensure administrative compliance;
- 4. Participation in any provider meetings as required by the LBHA/CSA; **and**

5. Collection and submission of programmatic data, as required by the LBHA/CSA.

Providers selected through this RFP shall be required to participate in all monitoring and evaluation activities.

## V. LIMITATIONS

A. A restriction may not be placed on a qualified service recipient's option to receive mental health case management services under TCM.

B. Mental health case management services do not restrict or otherwise affect:

1. Eligibility for Title XIX benefits or other available benefits or programs, unless the participant is receiving a comparable case management service under another Program; **or**
2. The freedom of a participant to select from all available services for which the participant is found to be eligible.

C. Mental health case management providers may **not** receive reimbursement for:

1. The direct delivery of an underlying medical, educational, social, or other service to which a participant has been referred;
2. Activities integral to the administration of foster care programs;
3. Activities not consistent with the definition of case management services under Section 6052 of the federal Deficit Reduction Act of 2005 (P.L. 109-171);
4. Activities to which third parties are liable to pay; **or**
5. Activities delivered as part of institutional discharge planning.

D. Reimbursement may not be made for mental health case management services if the participant is receiving a comparable case management service under Medicaid or another authority .

E. A participant's case manager may not be the participant's family member or direct service provider for the participant.

## VI. MECHANISM TO INTEGRATE WITH EXISTING SYSTEM

The applicants must address their financial ability to provide the scope of services requested at the quality

desired and the legal liability associated with the operation of the proposed services. Applicants having current contracts with BHA or the CSA/LBHA must have demonstrated success in meeting outcome and program requirements.

## VII. PROCUREMENT PROCESS

### Issuing Office/Jurisdiction

- Charles County Local Behavioral Health Authority
- 4545 Crain Highway, P. O. Box 1050, White Plains, MD 20695
- Phone # 301-609-5757

### Issuing Officer

- Karyn M. T. Black, Director

## VIII. PRE-BID CONFERENCE

A pre-bid conference will be held on Tuesday May 17, 2022 at 9:00am. The purpose of the conference is to address questions concerning the expectations of the project. All interested parties should register with the CSA/LBHA no later than close of business on Monday May 16, 2022 at 12:00pm.

## IX. PROPOSAL SUBMISSION AND CLOSING DATE

The deadline for submission of proposals is 3:00pm, Tuesday May 31, 2022 at the Charles County Local Behavioral Health Authority office. Please submit five (5) copies of the proposal. In light of current COVID-19 restrictions, RFPs are acceptable electronically to MDH.CharlesCountyCSA@Maryland.gov designee. Documents may still be mailed to the Charles County Local Behavioral Health Authority at the applicant's risk. The Charles County Local Behavioral Health Authority is not responsible for late, lost, or misdirected mail. Proposals not received by the deadline will not be considered.

Mailed proposals should be sent to: Charles County Local Behavioral Health Authority

4545 Crain Highway  
P. O. Box 1050  
White Plains, MD 20695

## X. DURATION OF OFFER

The offeror agrees to be bound by its proposal for a period of 60 days from the proposal closing date during which time the CSA/LBHA may request clarification or corrections for the purpose of evaluation.

Amendments or clarifications requested by CSA/LBHA shall not affect the remainder of the proposals, but only that portion so amended or clarified.

A. Program Implementation Timetable

The project will commence on or about July 1, 2022.

B. Cost of Proposal Preparation

Any costs incurred by offerors in preparing or submitting proposals are the sole responsibility of the offerors. The CSA/LBHA will not reimburse any offeror for any costs incurred in making a proposal or subsequent pre-contract discussions, presentations, or negotiations.

C. Selection and Ad Hoc Committee

A committee will be formed by the issuing CSA/LBHA to review the proposals, findings, recommendations, and other pertinent items during this procurement. If an organizational conflict arises such that the CSA/LBHA, because of other relationships with a prospective bidder or circumstances surrounding the bid submission of a prospective bidder may be unable or potentially unable to render an impartial evaluation of a prospective bid or a determination of provider selection, the CSA/LBHA will immediately contact the Behavioral Health Administration (BHA), The Assistant Director, Clinical Services Division (for Adults and Older Adults) Steve Reeder at [steve.reeder@maryland.gov](mailto:steve.reeder@maryland.gov) or Risa Davis, Office of Treatment Services, Regional Services Manager at [risa.davis@maryland.gov](mailto:risa.davis@maryland.gov)

No CSA/LBHA staff member shall participate in any aspect of this procurement under such circumstances in which the Local Health Department intends to submit a bid and the CSA/LBHA serves as an agent of the Local Health Department. In such instances in which an organizational conflict exists, BHA will convene the selection committee, and the Local Health Department CSA/LBHA, or other affiliated entity shall have no role in the review of proposals, findings, recommendations, and other pertinent issues attendant to the selection of a TCM provider for adults and older adults. BHA shall retain in such cases the exclusive right to procure and select the successful offeror. Final acceptance of the deliverables will be made by the CSA/LBHA, except wherein an organizational conflict exists as herein delineated.

XI. PROPOSAL SUBMISSION

A. Format of the Proposal

Each offeror is required to submit an electronic document clearly labeled in the subject line, and bears the name of the offeror, the title of the TCM Proposal, and the closing date for proposals on the outside of the package. The files to be included are:

- The Narrative Outline
- The Technical Proposal
- The Financial Proposal

B. Freedom of Information

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential proprietary information or trade secrets, and provide any justification why such material, upon request, should not be disclosed by the CSA/LBHA under the Maryland Public Information Act, State Government Article, Sections 10-611 et seq. annotated Code of Maryland.

Offerors are advised that the mere assertion of confidentiality is not sufficient to make matters confidential under the act. Information is confidential only if it is customarily so regarded in the trade and/or the withholding of the data would serve an objectively recognized private interest sufficiently compelling as to override the general disclosure policy of the act. In determining whether information designated as such is proprietary, the CSA/LBHA will follow the direction provided by its attorney when responding to requests for information contained in proposals.

It may be necessary that the entire contents of the proposal of the selected offeror be made available and reproduced for the purpose of examination and discussion by a broad range of interested parties.

XII. TECHNICAL AND FINANCIAL PROPOSAL CRITERIA

A. Overview

The Technical and Financial Proposals should address all points outlined in this RFP, and should be clear and concise in response to the information and requirements described. A transmittal letter (email) should accompany the narrative, technical, and financial proposals. It should be brief and signed (authorized) by an individual who is designated to commit the offeror to the services and requirements as stated in this RFP.

B. Proposal Instructions and Narrative Outline

The proposal should be a clear and concise narrative that describes the applicant's intent to serve the target population.

1. Organizational Background

a) Describe the organization's history and experience providing similar mental health services to adults with serious mental illness. Submit relevant approval letters or licenses.

b) Describe the organization's capacity to provide Targeted Case Management services for adults and older

adults, including your ability to adhere to the requirements under COMAR 10.09.45 and to access reimbursement through the Public Behavioral Health System.

2. Description and Goals of the Mental Health Case Management Program

a) Describe how you plan to implement the Scope of Service and demonstrate how the approach would fulfill the goals and objectives described in this RFP.

b) Describe the location of the office where the Mental Health Case Management program will be housed and the hours of operation.

c) Describe other behavioral health services provided by your organization as well as any relationships your organization has with other provider entities and the structure/process you will use to avoid conflicts of interest and inappropriate self-referrals.

3. Program's Organizational Structure and Staffing Plan

a) Describe the staffing pattern you will adhere to under COMAR 10.09.45 to deliver the proposed services, including the supervisory roles and educational background and experience of staff to be assigned to this project. Include an organizational chart.

b) Describe your plan to ensure that qualified staff are available 24 hours per day, 7 days per week to address crises and to prevent disruptions of service.

c) Describe your plan to ensure adequate and appropriate supervision of staff, particularly for staff who often work offsite.

d) Describe the training plan for staff.

4. Serve the Target Population

a) Describe how your organization will ensure that all eligible individuals referred will be accepted into Mental Health Case Management services.

b) Describe the program's referral process, how it will be inclusive and flexible, and how the program will market the program to generate referrals.

c) Describe how the program will use assertive outreach strategies to locate, engage, and enroll individuals viewed as challenging to serve.

d) Describe how your organization will ensure that services are delivered in a culturally and linguistically

competent manner, serve special populations, i.e., pregnant women and women with children, deaf and hard of hearing, criminal justice involved, and limited English proficient individuals, including the procedures in place to address service access for these individuals, and how you will be responsive to the diverse communities served.

#### 5. Program Evaluation and Quality Assurance

a) Describe the program's anticipated outcomes and how you will track and monitor these outcomes.

b) Describe the quality assurance process of the organization or program (e.g., client satisfaction surveys, program evaluation, etc.).

c) Describe the data this program will collect, including how it will be collected, who will be responsible for collecting, analyzing, and storing the data.

#### 6. Implementation Timeline

Provide a timeline to establish and execute Mental Health Case Management services.

#### 7. Appendices

##### *Appendix 1:*

Current or most recent state approval letters or licenses that document experience providing mental health services in Maryland under COMAR 10.63.03.04 (Mobile Treatment Services), 10.63.03.05 (Outpatient Mental Health Center), or 10.63.03.09 (Psychiatric Rehabilitation Program) or 10.09.45 (Mental Health Case Management), including the most recent accreditation, licensure, and compliance site visit report, statement of deficiencies, and corrective action plan, as applicable.

##### *Appendix 2:*

Current Organizational Chart

##### *Appendix 3:*

Include two letters of support that demonstrate strong collaboration effort

#### XIII. PROPOSAL EVALUATION CRITERIA (*see Attachment I*)

#### XIV. SELECTION AND CONTRACT REQUIREMENTS



The CSA/LBHA or its designee shall select the most qualified and responsive applicant through this RFP. The selected offeror will be required to enter into a contractual agreement with the CSA/LBHA to serve as the mental health TCM provider for adults in Charles County. Only those providers selected through this process will be permitted to serve as mental health TCM providers for adults and older adults for Charles County.

A sample contract packet is available at the CSA/LBHA in your jurisdiction for your reference and review. The contents of this RFP and the proposal of the successful offeror will be incorporated by reference into the resulting agreement. The CSA/LBHA will enter into a contract only with the selected offeror and the selected offeror will be required to comply with, and provide assurance of, certification as to certain contract requirements and provisions.

Selected offerors will also be required to receive and maintain approval from the Behavioral Health Administration (BHA). Upon receiving notification of award, providers selected through this RFP process shall contact the BHA Clinical Services Division for Adults and Older Adults, Office of Treatment Services, Coordination of Care Program Manager for instructions as to the process to apply for the National Provider Identifier (NPI) and the Medical Assistance provider number. The selected offeror is also required to enroll with the Administrative Services Organization (ASO) as a Targeted Case Management (TCM) for Adults provider.

TARGETED CASE MANAGEMENT SERVICES PROGRAM RATING SHEET

CRITERIA	POINTS
<p>Organization Background:</p> <ul style="list-style-type: none"> <li>● This section should provide evidence of the organization’s history and experience providing one of the eligible mental health services: Mobile Treatment, Outpatient Mental Health Center (OMHC), Psychiatric Rehabilitation, or at least three years of Mental Health Case Management.</li> <li>● It should clearly show the organization’s understanding of the requirements under COMAR 10.09.45 and its capacity to operate using a Fee-For-Service (FFS) reimbursement model.</li> </ul>	10 Points
<p>Description and Goals of the Mental Health Case Management Program:</p> <ul style="list-style-type: none"> <li>● The description of the program should show a strong commitment to the goals of TCM.</li> <li>● Demonstrate a strong understanding of the requirements listed in the Scope of Service by providing a detailed implementation plan.</li> <li>● The location of services should be adequate to store case files, support staffing needs, and promote access to case management services.</li> <li>● Goals should be clearly identified to demonstrate that the program will avoid known conflicts of interest/self-referrals, and respect consumer choice when connecting consumers to other services.</li> </ul>	25 Points
<p>Program’s Organizational Structure and Staffing Plan:</p> <ul style="list-style-type: none"> <li>● The staffing pattern and organizational chart should demonstrate a strong understanding of the regulations that govern the staffing of Mental Health Case Management services outlined in COMAR 10.09.45.05.</li> <li>● Proposal shall make apparent that qualified staff will be available 24 hours per day, 7 days per week to address the urgent needs of consumers.</li> <li>● Staff training and supervision should be adequate to support staff who often perform related duties offsite and with individuals with diverse</li> </ul>	20 Points

needs and backgrounds.	
<p>Effectively Serving the Target Population:</p> <ul style="list-style-type: none"> <li>• This section should thoroughly explain how the applicant will effectively reach out to, engage, enroll, serve, successfully link, and ultimately discharge the target population, particularly those individuals with multiple, complex needs.</li> <li>• Emphasis should be given to the partnerships the program either has or will develop for the purposes of generating referrals from and making linkages to these systems.</li> <li>• This section should clearly articulate a commitment to service delivery that is culturally and linguistically competent and responsive to the diverse communities served. It should also describe how the program will work with people who have limited English proficiency (LEP) and individuals identified as special populations both within the Mental Health Case Management program, and in connecting consumers to culturally and linguistically competent care.</li> </ul>	25 Points
<p>Program Evaluation and Quality Assurance:</p> <ul style="list-style-type: none"> <li>• The applicant should show a commitment to providing quality services by describing how quality will be defined and measured on an ongoing basis.</li> </ul>	15 Points
<p>Implementation Timeline:</p> <ul style="list-style-type: none"> <li>• The timeline should be reasonable and emphasize the transition of existing consumers of providers not selected by this RFP process.</li> </ul>	5 Points
<b>TOTAL</b>	<b>100 POINTS</b>

## Case Management Proposal Timeline

STEPS TO COMPLETION	COMPLETION DATE
Advertise/email	May 9, 2022
Register for Pre-Bid Conference with the CSA/LBHA contact person	No later than Monday May 16, 2022 at 12:00pm email: MDH.CharlesCountyCSA@Maryland.gov
Pre-Bid Conference ( <i>time, date, place (address) of pre-bid conference-TBD</i> )	Tuesday May 17, 2022 at 9:00am Will be held virtually, must register in advance.
Proposal Submission Deadline ( <i>electronically</i> ) <i>Delivered to: Charles County LBHA 4545 Crain Highway, P. O. Box 1050, White Plains, MD 20695 Attn: Karyn Black</i>	No Later than Tuesday May 31, 2022 at 3:00pm
Review Committee	Monday June 6, 2022
Contract Award Announcement	No Later than Monday June 13, 2022
Program Implemented and work begins	Approximately July 1, 2022