



REQUEST FOR PROPOSAL
FACESHEET (*Mental Health Program for Offenders*)

PROVIDER INFORMATION

Agency
Name:

Address:

Contact
Person

Telephone
#:

E-mail Address:

AUTHORIZATION

I hereby certify that my typed name below is my signature and that this RFP has been approved for submission by this Agency's governing authority.

Executive Director / CEO

Date

Submission Deadline: 12:00p.m. Friday, April 21, 2017

Pre Bid meeting will be held on April 14th at ADAMHS board office (9:30am)

Submit RFI Response by EMAIL to: RFI@ADAMHSCC.ORG

Submissions received after the deadline will not be considered.

Note: In the event, your organization cannot submit electronically, hardcopy submissions will be considered. However, in order to receive a contract you will be expected to be able to operate electronically. Deliver hardcopy submissions to:

William M. Denihan, Chief Executive Officer, Alcohol Drug Addiction and Mental Health Services Board of Cuyahoga County, 2012 West 25th, 6th Floor, Cleveland, Ohio 44113

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES (ADAMHS) BOARD & CORRECTIONS PLANNING (CPB) BOARD OF CUYAHOGA COUNTY REQUEST FOR INFORMATION

MENTAL HEALTH PROGRAM FOR OFFENDERS

Summary and Background

The ADAMHS Board serves as the planning agency for mental health and AOD treatment and prevention services for Cuyahoga County residents. The Corrections Planning Board serves as the planning agency for Court Community Corrections Services rendered to Probationers within Cuyahoga County.

The ADAMHS Board works collaboratively with the Court of Common Pleas - Corrections Planning Board in soliciting and contracting for the delivery of services for the Court of Common Pleas Department of Probation. As such, the ADAMHS Board and the Corrections Planning Board continues to review and gather information regarding treatment services and programming for the State Fiscal Year 2018 beginning July 1, 2017.

In accordance with the procedures and guidelines established by OhioMHAS, and the Ohio Revised Code (ORC), the ADAMHS Board shall:

- a. Evaluate and assess community needs for mental health and alcohol and drug addiction programs and facilities;
- b. Set priorities and develop plans for the operation of mental health and alcohol and drug addiction programs in cooperation with other local and regional planning and funding bodies and with relevant ethnic organizations;
- c. Consider the cost effectiveness of services provided by the program and the program's quality and continuity of care. The Board may review cost elements, including salary costs, of the services provided by the program.

Any provider that receives funding from this RFI will enter into a contract with the ADAMHS Board prior to any payment of allocated funds. A utilization review process shall be established as part of the contract for services. The ADAMHS Board may establish this process in any way that it considers to be the most effective and efficient in meeting local needs.

RFI Process

Staff of the ADAMHS Board in collaboration with the Cuyahoga County Court of Common Pleas Corrections Planning Board and Probation Department will review each RFI proposal submitted for completeness and accuracy, requesting clarification or revision if necessary from the provider. Consideration of Court of Common Pleas offender service needs, and financial resources will be central to this review.

Staff will provide summary information for each provider and services to a Committee of the Boards at a scheduled meeting for discussion and review. It is anticipated that the

Committee of the Boards will recommend contract funding to the full Board for consideration at the June 2017 General Board meeting.

Pre-Bid meeting will be held on **April 14th, ADAMHS Board office at 9:30 a.m.**

The ADAMHS Board and Cuyahoga County Court of Common Pleas Corrections Planning Board and Probation Department reserve the right to qualify allocation decisions based on the following:

1. The quality, completeness, and accuracy of the proposal submitted by a provider.
2. Qualifications of the provider to provide the proposed services including past experience, certification, and accreditations, etc., as well as new training, grants expansion, and program planning.
3. The provider's demonstrated ability to serve the identified target population and to fulfill the goals of its Provider Service Plan in past program periods.
4. The Provider's demonstrated commitment to the ADAMHS Board Quality Performance Indicators (QPIs).
5. The Provider's demonstrated ability to utilize all the funds awarded to it by the ADAMHS Board and Cuyahoga County Court of Common Pleas Corrections Planning Board in previous years.

The Program

The mission of the Mental Health Program for offenders is to assist severely mentally ill and/or developmentally disabled offenders whose diagnosis includes psychotic features and who have been placed on community control. The purpose of the program is to assist individuals who are mentally ill to remain stable while receiving treatment services in the community, in order to successfully complete community control and avoid incarceration. The program additionally addresses the increasing proportion of such offenders who are also drug and/or alcohol dependent by strengthening the referral relationship with the designated mental health service Vendor's program for substance abusing adults who are mentally ill and may also be developmentally disabled.

Client eligibility for program participation shall be predicated on the client being placed on community control by a Court order specifying placement in the Mental Health and Development Disabilities Probation Unit. Exclusionary criteria for participation in the Mental Health Program include out-of-County residence, diagnosis of a mental illness without psychotic features and clients with access to private insurance/private practitioners, including eligibility for Department of Veteran Affairs benefits.

If an instance occurs where a client's mental health problems are severe, and the client has not been amenable to community-based treatment, and is perceived as a danger to self or others, and no other criminal cases are pending, then the clinical staff of the

selected Vendor shall coordinate the involuntary hospitalization proceedings in Probate Court with the probation component

Programmatic Goals:

- a. To maintain specialized probation services for severely mentally ill offenders placed on community control.
- b. To coordinate placement and monitor eligible offenders on a Cuyahoga County Court of Common Pleas Mental Health and Developmental Disabilities Docket, and to maintain and expand specialized behavioral health services to assist offenders in successfully completing community control.

Programmatic Objectives:

- a. To divert mentally ill offenders from prison by maintaining an intensive supervision caseload.
- b. To provide specialized community support, counseling, liaison and psychiatric services to mentally ill offenders placed on community control.
- c. To strengthen the relationship between the mental health community service providers and the Court.
- d. To evaluate the services provided by the Mental Health Program. In addition to the year-end report, ADAMHS Board, Correction Planning Board, and the Probation Department will, at minimum evaluate the services provided.

Proposal Narrative:

Please respond to each of the following points.

1. Describe your agency's qualifications, experience in working with the adult offender population and how it relates to your agency's mission. Please include the number of FTE(s) in your organization providing services to this population as well as their expertise. **(40pts.)**
2. Identify current evidenced based treatment modalities and/or practices provided by your agency that promotes recovery as well as citations & literature to support your agency's practices(s) specific to the adult offender population. **(20pts.)**
3. Describe your agency's competencies related to special populations including but not limited to developmental disabilities, who have experienced trauma, and who have experienced maltreatment (neglect, physical abuse, sexual abuse). **(10pts.)**
4. Describe your agency's plan to engage clients to promote self-sufficiency including but not limited to linkage and coordination to entitlement programs, etc. **(5 pts.)**
5. Please identify how success will be measured through metrics, benchmarks, and evaluation/outcome data relative to a similar or exact service of this nature by inserting information in the table below. Information should include numbers served. **(25 pts.)**

- a. Provide a description of “target population” demographics, socioeconomic status, environmental situations that exist, barriers to service and/or special needs/accommodations (i.e. interpreter/translation)
 - b. Clearly describe the program’s clients in terms of the behavior or conditions they experience, environmental situations that exist, barriers that need to be overcome and consumer/client needs.
 - c. Clearly describe how you will provide specialized community support, counseling, liaison and psychiatric services to mentally ill offenders placed on community control.
 - d. Describe the number, skill set and competencies of your staff providing the proposed services.
 - e. Describe the skill set and services proposed to be delivered by external professionals in a consultative relationship to your staff.
 - f. Describe proposed medication administration for clients.
 - g. Describe your plan for regularly updating information including Medications, CPST Worker, Doctor, Diagnosis, Location, Treatment Compliance, and Next CPST and Doctor Appointment information.
 - h. Propose how you will maintain with the Probation Department a shared listing of clients being served. Key data elements will include client’s name, date of program enrollment, projected probation end date, assigned Jurist, Community Psychiatric Supportive Treatment (CPST) worker, client DOB, current location, next CPST appointment, next doctor appointment, name of assigned Probation Officer, next Probation contact date, and any other key data elements.
 - i. Clearly describe how your program will facilitate maintaining severely mentally ill offenders on community control.
 - j. Describe how you will strengthen the relationship between the mental health community service providers and the Court.
 - k. Propose how many clients the program will serve and proposed size for an average case load.
6. Please identify how success will be measured through metrics, benchmarks, and evaluation/outcome data relative to a similar or exact service of this nature by inserting information in the table below. Information should include numbers served. **(25 pts.)**

Metrics (<i>How will success be measured</i>)	
Benchmarks	
Evaluation/ Outcome Data (<i>Actual data from program</i>)	

Attach a budget using the form below. Include a budget narrative which details the calculations for each line item, and justifying the need for the line item in the implementation of your program. Feel free to add line items as necessary to formulate the budget.

Line Item Budget				
		ADAMHSCC	Other	Total
Personnel Costs	Personnel			
	Fringe Benefits			
Non-Personnel Costs	Consultants			
	Supplies			
	Printing/Copying			
	Rent/Lease Expenses			
	Phone/Utilities			
	Maintenance/Repair			
	Rentals			
	Insurance			
		Travel/Mileage		
	Administrative			
Total				