

COMMUNITY MENTAL HEALTH FUND

EXCELLENCE • ACCOUNTABILITY • COMPASSION



Request for Proposals: Special Populations, Proposals due February 14, 2020

Application Q&A

Can you tell me where to find the Agency Documents, including: Board Approved Language Access Plan and the Line Item Budget.

- The Language Access Plan is created by the applicant agency; it is not a form that we provide. Board-approved means that the Board of Directors of the applicant agency has formally adopted it. Some agencies have a stand-alone language access plan; others have it as a component of their cultural competence plan. For more information or a plan template, you can visit our cultural competence page: <https://jacksoncountycares.org/quality-initiatives/cultural-competence/>
- The line item budget should reflect your agency's revenue for the proposed program. Customize the column headings, leaving no empty columns. Forms are located at <https://jacksoncountycares.org/community-investment/application-forms/>

I am looking for where the FAQs are posted for the Education RFP? Is it too late to ask a clarifying question?

- We are providing applicant questions with our responses, and posting it on the Request for Proposals Page. The frequently asked questions (FAQs) was part of past pre-proposal videos. This year we have a new electronic RFP, so we hosted two in-person pre-proposal sessions instead of the video.

We are proposing evaluation and our usual unit cost is different than the cost indicated in the Expenditure Plan. How should we handle this?

- As background: most unit costs are now set, but not yet all of them. This year we will complete our process of setting all unit costs.
- Because of this we designed the Expenditure Plan in our new application instructions to work with set costs. When you enter any service unit into the expenditure plan, you will see that the unit costs are already populated.
- If the cost in the Expenditure Plan differs from your agency's current approved cost, do not adjust your proposed units per the cost. Just enter the number of units needed for the service/project. We will correct this for you. This year Levy staff will manually reconcile the cost and total grant amount after submission and communicate with you on the resulting change.

Is a “service unit cost form” required this year like that has existed in the past?

- The service unit cost worksheet is not a part of the application this year. We have phased this out because we are moving to using established unit costs. The declaration is no longer needed.

In year past we billed therapy related groups (adult and child), with the exception of support group, as “Group Therapy” with a unit rate of \$40/per person/per hour. In this year’s application there is a new category called “Psycho-Educational Group” that has a rate of \$70/per session/per hour. With this new service definition, would we need to reclassify some our therapy groups to “psycho-educational groups”?”

- The Service Unit Definitions document can be accessed on our web site:
<https://jacksoncountycares.org/wp-content/uploads/2019/05/Service-Unit-Definitions-Jun2019.pdf>
- You should propose the service that matches the intervention you are providing. From your question, we recommend internal communication involving your clinical supervisor.
- Psychoeducational Group is not a new service. It is educational in nature, requiring session summary documentation and sign-in for participants. The reimbursement rate is for the group; it is not a per-person rate.
- Regarding Group Therapy, the word “therapy” has important legal and practical implications. These include but are not limited to:
 - Being delivered by an appropriately licensed provider;
 - A higher level of rigor in records, including treatment goals and progress notes for each individual in the group.