

**Mid Shore Behavioral Health Inc.**  
***28578 Mary's Court, Suite 1***  
***Easton, MD 21601***



***REQUEST FOR PROPOSALS***

**Assisted Living Facility-Behavioral Health Services**

**Issued: 2/8/2021**

**Due: 3/10/2021**

Prospective applicants who have received this document from a source other than the Issuing Officer should immediately contact the Issuing Officer and provide their name and mailing address in order that addenda to the RFP or other communications can be sent to them. Any prospective applicant who fails to notify the Issuing Officer with this information assumes the complete responsibility in the event they do not receive communications from the Issuing Officer prior to the RFP closing date.

ISSUING OFFICER:  
Kathryn G. Dilley  
Executive Director

## **I. BACKGROUND AND OVERVIEW**

The Behavioral Health Administration (BHA) has moved to decentralize the management of behavioral health services to Maryland Medicaid recipients and eligible uninsured residents by developing Local Behavioral Health authorities, Core Service Agencies, and Local Addictions Authorities. The Core Service Agency (CSA) acting as the designee of the Maryland Department of Health (hereafter known as “the Department”), shall complete a competitive procurement for its respective jurisdiction for all grant-funded activities.

Mid Shore Behavioral Health, Inc. (MSBH) is the Core Service Agency (CSA) serving Kent, Queen Anne’s, Caroline, Talbot, and Dorchester Counties. MSBH is responsible for planning, systems management of the Public Behavioral Health Systems for the residents of the mid-shore counties of Maryland.

Resources for older adults with behavioral health conditions are sparse in general within Maryland and the rural counties are particularly challenged. Public Behavioral Health System utilization data indicates that older adults are underrepresented among those served considering the percentage of Medicaid recipients who are over age 65. Hospitals report extended stays for this population, which has been further exacerbated by the pandemic. The rates of suicide and overdose among this population continues to increase. Healthcare for the Homeless reports an increase in older adults experiencing homelessness for the first time in their lives.

BHA Grant funded programs including geriatric Residential Rehabilitation Programs (RRP), in home mental health services, and senior outreach services exists in some jurisdictions of the state, but few exist in rural counties and none exists in any of counties on Maryland’s Eastern Shore. Yet the Eastern Shore and the western counties have the highest number of older adults.

RRP providers continue to report a growing aging population and on-going challenges with providing services to older adults as their medical needs and their need for accessible housing increases. There are few community options that provide an alternative to nursing facility services for older adults with behavioral health conditions who require assistance with activities of daily living and or have medical conditions that require nursing assessment and delegation. Maryland’s long-term services and support lack behavioral health expertise and Maryland public behavioral health system lacks services that are accessible and or meet the needs of older adults.

An assisted living service with behavioral health wrap around services is needed to support this population and prevent unnecessary institutionalization.

MSBH is seeking proposals from licensed Assisted Living Facilities (ALF), to provide an Assisted Living Behavioral Health Program, that services 4-6 older adults. With the assistance of MSBH, the Awardee will develop the program and operate a model that delivers services to 4-6 older

adults with behavioral health needs. Proposal preference will be given to ALF located in the mid-shore counties region; however, applications will be considered from all nine counties on the Eastern Shore of Maryland.

MSBH anticipates this Program will be initiated by April 1, 2021 in FY21, with an expectation for the Program to be fully operational in FY22 (July 1, 2021-June 30, 2022). A one-time start up award of \$46,500 will be available; allowable expenses include equipment purchases, security deposits, furniture, and staff training. In addition, a per diem rate will be available to cover expenses incurred as the Awardee initially serves and supports two older adults in FY21. The admission pattern for these individuals may be staggered. Service costs up to \$240,000 will be reimbursed for services provided on an annualized operating budget beginning fiscal year July 1, 2021-June 30, 2022.

MSBH will consider proposals of ALF that have multiple locations. MSBH will also consider multiple ALF proposals that may only serve 2-3 individuals. In this instance, that budget would need to reflect the reduction in individuals served.

This is a Federal block grant award. This model will be used to develop a behavioral health assisted living model in other regions of the state.

## **II. SCOPE OF WORK**

*Respondents must address the following requirements in the Scope of Work in their response to this RFP.*

The ALF-BHS model is to provide behavioral health services to older adults with behavioral health conditions to prevent unnecessary institutionalization and provide an alternative to nursing facility services. These are individuals who require assistance with daily activities or have medical conditions that require nursing assessment and have a mental illness and or substance use disorder for which they will also need to access services and supports.

The ALF will collaborate closely with the Older Adult Behavioral Health PASRR Specialist, staffed at Mid Shore Behavioral Health.

The licensed Assisted Living Facility (ALF) to provide services to 4-6 people. ALF must:

- Have a current license through the Maryland Office of Health Care Quality (OHQC) under COMAR 10.07.14.
- Meet the Home and Community Based Setting Rule <https://www.medicare.gov/medicaid/home-community-based-services/guidance/home-community-based-services-final-regulation/index.html>
- Have an adequate disaster/ relocation plan for the site(s)

- Screen residents for fall risk, depression, anxiety, and substance use disorder.
- Have a discharge notification process that includes notification to resident and LBHA at least 30 days in advance and ensures safe discharge plan.
- Employ staff trained to understand behavioral health conditions in older adults, de-escalation techniques, person centered practices, behavioral health supports and resources. Mental Health first Aid for Older Adults training, or similar curriculum, is recommended.
- The ALF will ensure that staff have adequate behavioral health training. MSBH will assist in providing the training.
- Work with MSBH to coordinate outpatient behavioral health services and/or mobile treatment services for individuals residing in the ALF.
- Work with MSBH to coordinate behavioral health wellness resources (e.g., 12 step programs, peer supports, WRAP class) Integration of behavioral health wellness resources (e.g., 12 step programs, peer support, Wellness Recovery Action Planning (WRAP) classes and programming encouraging healthy coping skills.
- Cooperate with the Older Adult Behavioral Health PASRR Specialist in quarterly monitoring of ALF services for the individuals served.
- Cooperate with the Older Adult Behavioral Health PASRR Specialist in annual monitoring of the ALF to ensure the facility maintains licensure, has a current fire inspection, and meets all other contractual obligations including adequate training of staff.
- MSBH will approve all admissions to the program funded through this grant. The Admission (medical necessity) criteria include need for assistance with ADLs or other somatic problems requiring nurse supervision, diagnosed with behavioral health condition, income less than 3 x SSI and assets less than \$2000, at risk of admission to state psychiatric hospital or discharging from state psychiatric hospital; has a positive PASRR that recommends placement.
- Assure that all individuals served through the program apply for all eligible Medicaid benefits including registry for Community Options Waiver and that individuals served contribute up to 30% of their income toward the cost of care.

### **III. GOALS**

The goal of this funding for BHA is to create a model that will provide assisted living services with wrap around behavioral health services for older adults on the Eastern Shore as an alternative to nursing facility or other institutional services. The funding will provide up to \$4,000 a month per individual for ALF services, offset by the individual's contribution toward cost of care. The funding is not a long-term option as the individuals will be placed on the Community Options Waiver registry.

**The funding can be used to support the following efforts, but not limited to:**

- Development and start-up of an ALF-BHS service model on the Eastern Shore of MD (one time only).
- In FY2021, a per diem rate to cover expenses incurred as the Awardee initially serves and supports two older adults.
- FY2022, up to \$4,000/ month per individual for ALF services x 5 individuals (allowing for a limited number of paid absence days)

**IV. OBJECTIVES**

1. Provide services to 4-6 older adults at an ALF.
2. ALF staff will be trained to serve individuals with behavioral health needs.
3. Collaborate with the Older Adult Behavioral Health PASRR Specialist on a regular basis.
4. Ensure individuals are receiving the needed behavioral health services.
5. Provide quarterly reports to MSBH including client specific and financial data.
6. Participate in the Behavioral Health Services Network (BHSN) with MSBH and participate in the Adult Service Workgroup.

**V. PROCUREMENT PROCESS**

MSBH is requesting proposals for the provision of an Assisted Living Facility-Behavioral Health Services contracts for the last quarter of fiscal year 2021 and fiscal year 2022.

**VI. SPECIAL TERMS OF AWARD**

Failure to comply with the Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

**VII. ELIGIBILITY**

Any licensed Assisted Living Facility which meets the Home and Community Based Setting Rule.

**VIII. ISSUING OFFICE**

Request for Proposals will be issued by: Mid Shore Behavioral Health, Inc.  
28578 Mary's Court, Suite 1 Easton, MD 21601  
The issuing officer is Kathryn G. Dilley, Executive Director  
Email: [kdilley@midshorebehavioralhealth.org](mailto:kdilley@midshorebehavioralhealth.org)

**IX. Request for Proposal Timeline**

**1. Pre-Bid Conference Call:**

Pre-Bid Conference is scheduled for: Thursday, February 18, 2:00pm-3:00pm

Attendance is not required.

Participation will be by conference call: GoTo Virtual Platform:

### **Pre-Bid Conference for Assisted Living Behavioral Health Program RFP**

Thu, Feb 18, 2021 2:00 PM - 3:00 PM (EST)

**Please join my meeting from your computer, tablet, or smartphone.**

<https://global.gotomeeting.com/join/234684749>

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### **Proposal Submission and Deadline Date**

The deadline for submission of proposals is March 10, 2021 no later than 4:00PM. Submissions are to be made electronically to Kathryn G. Dilley at [kdilley@midshorebehavioralhealth.org](mailto:kdilley@midshorebehavioralhealth.org)

An email receipt confirmation will be provided by MSBH within 24 hours of proposal submission. If a receipt confirmation email is not received, please call Kathryn G. Dilley at 410-770-4801, ext. 313.

#### **2. Selection and Respondent Selection Notification**

The MSBH Programs Services Committee comprising MSBH Board of Directors members will review all submissions. The Respondent selection notification date is March 19, 2021.

### **X: Proposal Submission Format and Evaluation Criteria**

#### **1. Format of Proposals**

Proposals will be received electronically. Proposals must indicate RFP title: Assisted Living Facility-Behavioral Health Services: (Bidder Name and Date of Proposal).

#### **2. Evaluation Criteria**

- **Technical**

At a minimum, each proposal will include the following items in the stated order: all pages must be numbered; each section should begin on a new page and be clearly labeled; all of

the listed components must be included. **Proposals submitted that do not include the components listed below will be considered non-responsive and therefore not reviewed for funding. Priority will be given to programs with demonstrated history of supporting individuals with behavioral health conditions and knowledge of available behavioral health resources. Also important is the timeline that ALF can begin providing services.**

Respondents will prepare a narrative summary, providing an overview of how their organization will meet the objectives and implement the plans of the proposal.

- The proposal is consistent with MSBH Goals and Objectives.
- There is a demonstrated willingness to accept and benefit from MSBH oversight and guidance.
- The proposal is responsive to terms, conditions, and time of performance.
- The proposal is complete and thorough.
- A full understanding of the need, purpose, expectations, and complexities of the work to be performed is demonstrated.
- The approach, methodology, techniques, and manpower to be used are clearly defined and sound. Each should be sufficient to meet proposal requirements and should be logical and well organized.

### **1. Organizational Capacity**

The applicant complies with relevant Federal, State and County laws, regulations, and guidelines, as well as conditions imposed by BHA. Briefly state the bidder's organizational history, structure, nature, and scope of business activities. The bidder has satisfactory experience working with persons with mental illnesses and has experience providing individualized and flexible care/services. Where applicable, the role of the governing board is briefly described.

The proposal demonstrates an understanding of the population to be served, number of persons to be served, eligibility criteria, as well as the importance of consumer input and collaboration, community integration, consumer rights protection, and community support for the program.

Attach an organizational chart depicting the relationship of the project to the current organization. Describe experience and relevant former activities of the organization which demonstrate an ability to attain the specific objectives of the proposed project.

### **2. System Integration**

The proposal describes working with various community organizations, local government, private/public agencies, and citizens groups. The proposed program is well integrated with other service provisions, primary care, and substance use treatment providers.

The bidder demonstrates the ability to establish and maintain relationships with local health, behavioral health systems managers. Letters of Support welcome to demonstrate relationship.

### **3. Budget**

- **Startup:** \$46,500 and an additional \$16,000 for 2 individuals in FY21  
May include equipment purchases, security deposits, other one-time fixed costs, etc.
- **Annual:** \$240,000 annualized operating budget for the fiscal year July 1, 2021 -June 30, 2022

Respondents must provide a detailed budget narrative for FY21 and FY22. Respondents need to identify the underserved, rural area to be served. Funding may be used for purchase of property or vehicle if applicable.

### **4. Performance Evaluation/Contract Monitoring**

Description includes bidder's compliance with data collection and reporting capacity, outlining baseline and outcome targets for metrics specifically related to proposal objectives.

## **XI. PROVIDER CONTRACT AND MONITORING**

Upon selection, accompanying the final notification letter will be two copies of the standardized Agreement to Provide Services (“the contract”), as approved by MSBH. These must be reviewed thoroughly and signed by appropriate officials of the respondent. The contract must have original signatures and be returned to Mid Shore Behavioral Health, Inc. 28578 Mary’s Court, Suite 1, Easton MD 21601. Any contract resulting from this RFP will reflect April 1, 2021-June 30, 2021 and July 1, 2021- June 30, 2022 service delivery dates.

MSBH will 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:

- Quarterly visits with individuals served through this grant and 30 days transition visit for individuals newly admitted.
- Site visits 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.
- Review of administrative data reports and claims data to evaluate program effectiveness.
- Review of policy and personnel records to ensure administrative compliance.
- Participation in any provider meetings as required by MSBH.
- Collection and submission of programmatic data, as required by MSBH.