



# CICS

Supporting Individuals. Strengthening Communities.

## Request for Proposal Subacute Services

### Purpose

It is the purpose of this Request for Proposals (RFP) to solicit a respondent(s) to implement Subacute Services.

### Eligibility Information

The following are the minimum requirements the proposer, hereafter referred to as the Agency, must demonstrate in order to continue in the proposal review process. AGENCIES THAT FAIL TO MEET THESE REQUIREMENTS WILL NOT BE REVIEWED

The Agency must be able to provide services in compliance with the Iowa Code, the Iowa Administrative Code and the Central Iowa Community Services (CICS) Management Plan.

The Agency must be able to submit the required data to CICS as identified in the final contract.

The Agency must submit a letter which will include a statement indicating the legal entity, licensure, and tax status of the Agency(s) responding to the RFP, and the name, title, mailing address, telephone, and fax number of the individual(s) to be contacted during the proposal review and selection process.

The Agency must locate the subacute services within the CICS Region or submit proposal to work jointly with a neighboring region. If a joint proposal is submitted, both regions shall review, and approval must be received from each region.

A consortium of providers may apply for this grant. Only one consortium member will serve as the applicant of record and will be designated as the Agency. Eligible consortium member entities include, but are not limited to, hospitals, mental health centers, Federally Qualified Community Health Centers, primary care service providers, substance abuse service providers, social service agencies, and emergency services providers.

Each consortium member must demonstrate substantial involvement in the project and contribute significantly to the goals of the project. The roles and responsibilities of each consortium member must be clearly defined in a Memorandum of Understanding/Agreement (MOU/A) between the members and must be submitted with the proposal.

The Agency must have financial management systems in place and must have the capability to manage the financial aspects of the services. The Agency will collect and report participant data to CICS as identified in the final contract.

### Scope of Work

Population Served: Age Group: 18 years and older that have a serious mental health need including complex needs.

Scope: Hours of operation will be 7 days a week, 24 hours a day for 365 days a year.

Shall be served on a no eject, no reject basis;

The Agency shall be licensed as a mental health sub-acute provider and shall obtain contracts with the Managed Care Organizations (MCOs) for Medicaid reimbursable services by opening date.

### Service Component Description:

- Sub-Acute Services (Iowa Code Chapter 135G and IAC 481-71)
- Subacute mental health services are intended to be short-term, but over 24 hours, intensive, recovery-oriented services designed to stabilize an individual who is experiencing a decreased level of functioning due to a mental health condition as defined in Chapter 71.13(2).
- Will be licensed through the Iowa Department of Inspections and Appeals for subacute care facilities as defined in Iowa Code Chapter 135G and Iowa Administrative Code 481-Chapter 71. The application process will follow Iowa Administrative Code 441-25.117-118(7).

Eligibility for this service:

- Adult aged 18 or older.
- Determined appropriate for the service by a mental health assessment; and
- Determined to not need inpatient acute hospital psychiatric services.

### **Funding**

- The region will pay based on actual cost, minus any funds received from any other sources; insurance, other regions, Medicaid, etc.
- Program funds will be available after the RFP process has been completed and a contract negotiated and signed.
- Funds will be released on a monthly basis.

### **Proposal Evaluation**

The Agency must demonstrate throughout the service array a commitment to the recovery model and the no eject-no reject/ acceptance of court committal policy for complex-needs individuals with challenging behaviors.

#### Agency Qualifications (50 points)

Proposals representing consortium applications should describe the qualifications of each of the agencies in the consortium. The proposal should describe and document the Agency's experience with and/or strategy for:

1. Providing services to adult persons with mental illness, substance abuse, disability and individuals with complex needs who may display challenging behaviors. (10)
2. Developing new services that meet state or national accreditation standards and reimbursement eligibility through Medicaid, Medicare and other third parties. (10)
3. Providing mental health, substance abuse, or other health related services spanning a broad geographic area. (10)
4. Providing services that promote community tenure and/or reduce recidivism. (10)
5. Interacting with the financial entitlement programs to access benefits for eligible persons. (10)

#### General (50 points)

1. Describe geographic location, with access routes for region counties and contracting regions (10)
2. Describe how the Agency will staff and structure to provide 24 hours a day, 365 days a year service. (include disciplines, position titles, qualifications, number of positions and full-time equivalents for this project.) (20)
3. Describe the Agency's program start-up, team building and staff training activities. Provide a program implementation schedule, including start-up to full implementation. Include sources of training and an approximate schedule. Describe the Agency's ability to meet start-up timelines specified. (20)

#### Services (200 points)

This sub-section describes how the Agency will meet the application and licensing requirements as laid out in Iowa Administrative Code 481-Chapter 71, Iowa Code chapter 135G, and 42 CFR 483.364(b).

1. Provide a description of the target population and limitations on resident eligibility. (20)
2. Provide a description of the services this component will provide, including the resources needed to provide each of the services, including staff. (40)
3. Provide a description of how the Agency will work with human services agencies to facilitate continuity of care and coordination of services to residents including the Agency's plan to outreach and engage psychiatric hospitals, local hospitals and their emergency departments, law enforcement, judiciary, community, region and other programs to facilitate and coordinate care. (20)
4. Provide a description of the processes for admission, assessment, treatment planning, discharge planning, crisis intervention and follow-up. (40)
5. Describe the facility's use of restraints and the seclusion room for emergency and crisis intervention. (20)
6. Describe any relevant previous experience the Agency has in providing this level of service. (20)
7. Describe how the Agency will collect data of admissions, re-admissions, diagnosis, discharge, length of stay, length of stay if unable to find placement after recommended discharge including an analysis of data trends, looking at effectiveness and appropriate corrective action. (40)

#### Budget Detail and Narrative (200 points)

- The allowable costs for this funding are salaries and benefits along with equipment and other costs that are necessary to establish the project and ongoing services. The budget must provide line item costs for each cost noted, and the rate of match required by the project. Startup Cost must be broken out.
- The Budget Narrative should align with the budget and concisely describe the nature of the line item cost in the budget and shall provide justification and a rationale for the line item requested.

PROPOSED SCHEDULE - SUBJECT TO CHANGE

Date	Action
April 23, 2020	Release of RFP
May 29, 2020	Submission Deadline
July 24, 2020	Contract awarded
July 1, 2021	Operations begin (It is the intent to start operations as soon as the Agency is able. This is the final date that the operations MUST begin by.).

**Other Terms**

CICS may, at any time before execution of a contract, amend all or any portion of this RFP. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in line shall be controlling.

CICS is not obligated to contract for the services specified in this RFP. CICS reserves the right to retract this RFP in whole, or in part, and at any time without penalty.

This RFP does not obligate CICS to contract for services specified herein.

CICS reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the proposer can put forward.

Contract negotiations may incorporate some of or the entire proposal.

Proposals should be sent to:

Russell Wood, Planning Director  
Central Iowa Community Services, Franklin County Office  
Russell.Wood@cicsmhds.org  
PO Box 58  
Hampton, IA 50441

Any questions may be sent to [Russell.Wood@cicsmhds.org](mailto:Russell.Wood@cicsmhds.org)