

Q & A

Service Standard	Question	Answer
Parenting Education	We want this service. How do we apply to do so?	Parent Education Service Standard is included in this Request for Proposal. A response to this Request for Proposals will be an application for this service.
Parenting Family functioning Assessment	We already provide for DCS. How to we continue to be approved to do so?	Parenting Family Functioning Assessment Service Standard is included in this Request for Proposal. A response to this Request for Proposals will be an application for this service.
Visitation/Facilitation	We already provide for DCS. How to we continue to be approved to do so?	Visitation/Facilitation Service Standard is included in this Request for Proposal. A response to this Request for Proposals will be an application for this service.
CMHI	We already provide for DCS. How to we continue to be approved to do so?	CMHI Service Standard is included in this Request for Proposal. A response to this Request for Proposals will be an application for this service.
General Grant Submission	Are any narratives required to be submitted as part of the RFP process? I don't see any narrative guidance on the RFP website or in the RFP. If no narratives are required, how do we indicate which service standards we would like to bid on, and which ones we are not willing to contract for? I see on the scoring template that a scoring form should be done for each standard being proposed, but I don't understand HOW to propose the standards. I only see guidance for completing the application letter. Beginning on page 9 of the RFP, Section 2.1- states, "Each application must include..." then provides information for the application letter and nothing else. Can you clarify?	No narratives are required as a response to this RFP. The application letter is the response to this RFP. Those applicants that are chosen for contracting will receive a contract for the services listed in this Request for Proposals. The contractors will be given an opportunity to indicate which services they are able to provide and in which service areas.
General Grant Submission	If we cover multiple regions, do we need to submit multiple proposals?	A single application letter is the response to this RFP. Those applicants that are chosen for contracting will receive a contract for the services listed in this Request for Proposals. The contractors will be given an opportunity to indicate which services they are able to provide and in which service areas.
Application	Are we required to submit budget information?	Standard rates apply to all services in this RFP, therefore budgets are not necessary.
Application	Are we required to submit our disaster plan?	Yes. As referenced on page 9 of the Sample Contract (Attachment F), provider will submit a disaster plan to DCS within 30 days of the commencement of the contract.
Home-Based Therapy	Why is 2 years of experience required to bill DCS when Medicaid and MRO do not require this?	DCS recognizes these differences and recently completed a pilot program to evaluate provider qualifications under our service standards. DCS continues to evaluate these standards. Once more aspects are finalized, more information will be provided.

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Counseling	Why is 3 years of experience required to bill DCS when Medicaid and MRO do not require this?	DCS recognizes these differences and recently completed a pilot program to evaluate provider qualifications under our service standards. DCS continues to evaluate these standards. Once more aspects are finalized, more information will be provided.
Home-Based Therapy	Does a Tx Plan signed by therapist and client meet the expectation of a "written report" of goal setting/service planning?	All providers are required to submit monthly reports utilizing the standard format. The treatment plan does not qualify as a monthly report. A signed treatment plan would satisfy goal #2, objective #1 of the Home-Based Service Standard.
Visitation Facilitation	If DCS requests that we transport a child or parent to a supervised visit does the face to face time begin when transportation begins? In other words, because DCS requested the transportation will the transportation be paid for under this service standard?	Face to face time spent transporting may be billed, as requested by DCS, when the referred child or referred parent is present.
Home-Based Casework	Can you clarify billing for intermittent supervised visitation? If the meeting is 15 minutes we can bill for 15 minutes? Or, we can only bill if the visit is at least 30 minutes and only bill in 30 minute increments?	Intermittent Supervised Visitation is allowable when DCS asks the provider to check in on a visit at least once each hour. The provider may bill 30 minutes of time for each check in. However, time billed may not exceed the total length of the visit.
Sex Offender Treatment	Are staff required to be licensed or license eligible?	As indicated in the service standards under minimum qualifications: Service providers will only utilize professionals who are specifically trained and are <u>licensed</u> practitioners. Training can occur through the University of Louisville, KY, Ohio University, OH, the Indiana Association for Juvenile Sex Offender Practitioners, or an equivalent recognized credentialed authority. Further, staff members shall be knowledgeable of the dynamics surrounding child abuse/neglect, be knowledgeable of child and adult development and family dynamics, and also knowledgeable of community resources. ● Minimum qualifications: Master's degree in a behavioral health science.
Sex Offender Treatment	Is there a supervision requirement for staff?	The service standard does not reference specific requirements for supervision. Contractors should ensure staff providing this service have adequate supervision according to best practice standards for sex offender treatment.

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Sex Offender Treatment	Is there a staff training time frame for this service standard?	Training can occur through the University of Louisville, KY, Ohio University, OH, the Indiana Association for Juvenile Sex Offender Practitioners, or an equivalent recognized credentialed authority. Training should follow the guidelines for the chosen credentialing authority.
Billing	If DCS is the only method of payment listed, are we still able to bill Medicaid if the service is billable to Medicaid?	Yes. An addendum to the Method of Payment Table has been posted to the website. It can be referenced at: http://www.in.gov/dcs/files/Addendum_to_RFP_boilerplate_document.pdf
Home-based Family Centered Casework	Method of Payment states DCS and not MRO - why is this?	An addendum to the Method of Payment Table has been posted to the website. It can be referenced at: http://www.in.gov/dcs/files/Addendum_to_RFP_boilerplate_document.pdf
Counseling	Method of Payment states DCS and not MRO - why is this?	An addendum to the Method of Payment Table has been posted to the website. It can be referenced at: http://www.in.gov/dcs/files/Addendum_to_RFP_boilerplate_document.pdf
D& E Services	Method of Payment states DCS and not MRO - why is this?	There was an error in the RFP Boilerplate. An addendum to the Method of Payment Table has been posted to the website. It can be referenced at: http://www.in.gov/dcs/files/Addendum_to_RFP_boilerplate_document.pdf
Sex Offender Treatment	Could method of payment be MRO for home-based therapy?	Yes. An addendum to the Method of Payment Table has been posted to the website. It can be referenced at: http://www.in.gov/dcs/files/Addendum_to_RFP_boilerplate_document.pdf
Attachment F	2 – What are they referring to when they speak of quarterly reports? How are we funded for court reports? Is there a special format beyond a letter? How is the information different in a court report versus a monthly report?	Required reports are submitted monthly and must utilize the report formats in Attachment H. Attachment K includes the standard format for the report for Clinical Interview and Assessment. Service standards vary regarding payment for report writing. Please reference the service standard for additional information.
Attachment F	#7e. – “Timely copy and provide records and documentation” – would this only be if we receive a DCS referral for that service?	This would be for DCS initiated services.
Attachment F	#9 – What do we do if we do not receive a case plan?	The service standard requires that the agency request the case plan. Document your efforts to obtain the case plan and keep the documentation in your case file.

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Attachment F	#11 – If there is a recommendation made by a therapist and DCS disagrees, then clinically this recommendation will not be met?	It is unclear as to what this question is referencing. Please submit concerns with contract language as an attachment to your application letter.
Attachment F	23 – A certain amount of hours of training? Can it be on-line training?	It is unclear as to what this question is referencing. Please submit concerns with contract language as an attachment to your application letter.
Background Checks/Fingerprinting	Are fingerprints required on all staff every 4 yrs the same as for background Checks?	Additional information regarding background check requirements are at: http://www.in.gov/dcs/2363.htm
General	I currently have a CMHC contract and provide parent education and visitation, do I need to respond to this RFP?	All CMHC contracts are expiring 6/30/2015. To continue to be contracted with DCS, CMHCs must apply under this Request for Proposals