STATE OF INDIANA

Request for Information 18-095

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf of:
Family and Social Services Administration (FSSA) - DMHA

Request for Information Regarding:
Autism Spectrum Disorders Assessment and Crisis Stabilization Unit

Response Due Date:
Friday, June 1, 2018 @ 3:00 PM EST

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Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W478
Indianapolis, Indiana 46204
RFI 18-095

This Request for Information (RFI) is issued solely for information and planning purposes only, and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this RFI are not an offer and cannot be accepted by the State to form a binding contract. The State of Indiana or the Family and Social Services Administration’s Division of Mental Health and Addiction (DMHA) is not liable for any cost incurred by the vendor in response to this RFI.

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this RFI is to gain knowledge of the programs, material, staffing, and cost related to establishing an autism spectrum disorders (ASD) unit to focus on assessment and crisis stabilization of adolescents aged 13-17 years old residing in Indiana. The information provided in responses to this RFI may also be used to assist in the development of a formal solicitation at a later date. There will not be a contract resulting directly from the RFI; however, the State may elect to limit participation to vendors that respond to the RFI, if and when the State releases a Request for Proposal.

The Family and Social Services Administration is interested in learning about all types of solutions available in the marketplace for autism assessment and crisis stabilization. Respondents should provide complete details about their solution in order for the Family and Social Services Administration’s Division of Mental Health and Addiction to gain a clear understanding of the complete solution being recommended.

DMHA may request in-person presentations from Respondents of this RFI for the purpose of collecting additional information and/or receiving clarification on proposed recommendations. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses. Any presentations will be conducted at the Indiana Government Center in Indianapolis, IN at a date to be determined after review of the proposal submissions.

BACKGROUND/CURRENT OPERATIONS

FSSA currently operates six (6) inpatient, psychiatric facilities throughout the State. In the spring of 2019, FSSA will open a state-of-the-art Neuro-Diagnostic Institute (NDI) in Indianapolis, IN on the Community Hospital East campus and decommission Larue Carter State Hospital. Through the services offered at NDI, the State will be better equipped to deliver expert neuro-diagnostic evaluations and determine effective and efficient treatments for various patient populations. In keeping with these transformational goals of the NDI facility, the State of Indiana intends to provide a 10 bed unit dedicated to accurately diagnosing referred adolescents and to devising community-based treatment plan recommendations on an expedited basis to family, guardians, and providers. Neuro-diagnostic evaluations integrate medical care and treatment of brain-based disorders which may include:

- Acute and chronic mental illness
- Chronic addictions
- Intellectual and developmental disabilities
- Traumatic brain injury and;
• Neuro-degenerative illnesses such as Alzheimer’s disease

In addition, the intent of the unit will stabilize acute behavioral disturbances while both educating the patient’s care-givers on effective techniques and strategies to continue improvement at home and to collaborate with the referral providers and follow-up providers to devise a care plan that is “doable” at the next level of care.

The Indiana State Psychiatric Hospital Network has limited experience in treating individuals with ASD from childhood through adulthood, and has to date done so within a general psychiatric milieu. It is DMHA’s belief that a small unit dedicated to this population would allow for customized programming specific and sensitive to ASDs and would result in improved multi-system outcomes. It is also DMHA’s belief that providers who specialize in these disorders would be superior to our current generalists and therefore we are entertaining the possibility of a clinical partnership to provide these services.

The State hopes to provide services to about 100 admissions per year with an average length of stay of 30-40 business days. The goal population will be adolescents, ages 13-17 years old, with presumed autism diagnoses. This will not be a placement or intermediate/long-term treatment program, but an acute assessment and crisis stabilization unit. A referring provider active in the patient’s treatment and a follow-up provider will be required in order to refer an individual through the State’s designated referral process.

This unit may also serve as a training facility for individuals from various professions seeking additional expertise in ASD’s. A goal is to provide resident psychiatrists, pediatricians, nurses, psychologists, Board Certified Behavior Analysts (BCBA), medical students, and NDI staff whom may provide services within the unit(s) with such training.

It is anticipated there will be active participation of family/guardians with the treatment milieu so they may learn strategies and techniques to more effectively assist the patient. This participation will be identified and required as part of the admission criteria. To enable more effective participation of families who do not reside in the greater Indianapolis area, the considerable tele-presence capabilities of the NDI will be available to allow for collaboration with families and active (or consulting) providers.

This RFI represents an opportunity to present your organization’s vision as to how this unit could be most effectively utilized to achieve the goals stated above. This would include any modifications to the goals with associated rationale. The State would like a description of what types of staff, their credentials, and their respective numbers your agency would propose along with an estimated budget of staff, tools, equipment, and anticipatable ancillary services: testing, imaging, EEG, etc. An estimated budget and potential target revenue of 30% commercial insurance, 60% Medicaid, 10% uninsured patient mix, would be helpful for planning purposes.

A description of the evidence based treatments to be utilized and expected outcomes from utilizing them is requested. Also requested are any specific modalities or techniques, including augmented communication tools, computer/media based learning tools, safety and behavioral control protocols, for example, If your organization has experience with them.
The unit will be on the seventh floor of the NDI and have industrial/correctional grade doors and hardware. All hardware and fixtures have been specified to mitigate any potential for self-harm. The furniture specified will be ballasted to prevent it being thrown. Any special safety equipment related to padding/environmental enhancement needs to be identified soon to be included in the capital budget for FF&E (Fixtures, Fittings, and Equipment). The unit will have some access to the exercise gym and treatment mall on the floor immediately below the autism unit. Schematic diagrams have been attached as appendices for your review. There can be no movement of walls/ceilings as they have already been finalized and materials procured.

SUBMISSION REQUIREMENTS

In order to respond to this RFI, Respondents should have experience serving adolescent clients with ASD. Respondents should provide details about their experience serving this population. The State may elect to limit participation in any future competitive solicitation to entities that respond to this RFI. All Respondents must also provide detailed responses to each of the following topics:

- Describe the criteria the State should consider when establishing an ASD adolescent program, enrollment, and/or any additional goals for the program
- Describe the anticipated in-state referral flow (realistic volume and referral sources) for an adolescent ASD unit
- Describe the type of treatment issues your organization has encountered when treating the adolescent ASD population. Specify any trends.
- Describe in detail specific therapeutic treatments the State should require to assess and stabilize the noted population (including nonmedical interventions)
- Describe assessment methods the ASD unit should consider utilizing for the noted program goals
- Outline all Evidence Based Methods of Practice that you recommend utilizing (from the National Professional Development Center of Autism Spectrum Disorders or other sanctioning organization)
- Describe your recommended approach to support the transition of patients back to a community setting within 30-40 business days
- Describe specific interventions utilized to assess adolescents whose progress has slowed
- Define what you believe the State should consider requiring for ASD program expertise, required staff training, certification, and/or licensure required for implementing this program:
  - Define nursing and psychiatric staffing needs to support the patients of this program (including shifts and FTEs)
  - If selected to provide services, would your agency need the NDI to hire staff or would your agency provide necessary staff (provide specific staffing numbers and titles)
  - Would any consulting or subcontracting arrangements be needed to operate this program (including all specialty services and number of weekly hours or consults)
- What training should the State consider when implementing an adolescent ASD unit
  - What timeframes would be required to train necessary staff for program implementation
o Outline training workshops and seminars that will be provided to the ASD clinical and professional unit staff
o Outline group training workshops and seminars that will be provided to staff throughout the NDI and the DMHA
o Outline consult, training, or educational programs that should be provided to families
o Outline consult, training, or educational programs that should be provided to referral entities
o What efforts will be made to support the development of community educational activities or trainings to the public to support inclusion

• What would you recommend regarding the physical space and furnishings necessary to effectively run an ASD program with this specified focus
• Define any specialized equipment or assistive technology that may be needed for learning or physical stimulation activities
• Please provide an all-inclusive, itemized, start-up and annual operational budget
• Please provide an estimate of equipment or assistive technology cost (including estimated frequency of replacement or upgrades)
• Please provide an anticipated breakdown of all potential revenue sources based upon commercial insurance, Medicaid, and an uninsured patient mix for an adolescent ASD unit.

• Please define any additional populations that would benefit from future ASDs programming
  o Has your organization encountered a need for children’s (age 12 or younger) ASD assessment and stabilization services
  o How would the focus, criteria, and structure of a children’s ASD unit differ

**KEY RFI DATES**

Below is a chart that contains all of the deadlines associated with RFI 18-095:

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<th>ACTIVITY</th>
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<tr>
<td>Issue of RFI</td>
<td>April 16, 2018</td>
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<tr>
<td>Deadline to Submit Written Questions</td>
<td>April 30, 2018</td>
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<tr>
<td>Response to Written Questions</td>
<td>May 11, 2018</td>
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<tr>
<td>Submission of Proposals</td>
<td>June 1, 2018</td>
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**PROPOSAL DOCUMENTS SUBMISSION**

All questions in regards to RFI 18-095 must be submitted in writing via email to IDOA contact at tdeaton@idoa.in.gov no later than **3pm EST on April 30, 2018**. The email subject line should contain the following phrase “Solicitation # RFI-18-095 and Autism Spectrum Disorders Assessment and Crisis Stabilization Unit Neuro-Diagnostic Institute (NDI)”.

Inquiries are not to be directed to any staff member of the Family and Social Services Administration. Such action may disqualify Respondent from further consideration for a contract resulting from the ensuing RFP.
All proposals must be submitted via email to tdeaton@idoa.gov.in no later than **3pm EST on June 1, 2018.** The email subject line should contain the following phrase “RFI-18-095 and Autism Spectrum Disorders Assessment and Crisis Stabilization Unit Neuro-Diagnostic Institute (NDI)”.

It is important to note that all information submitted in Respondents’ proposals to this RFI-18-095 will be kept confidential and will not be made available to the public unless this RFI results in the release of an RFP at a later date. If an RFP results from this RFI 18-095, then the information contained in the proposal submissions for this RFI 18-095 must be made available to the public once the resulting RFP has been awarded and the protest period has ended. However, any proprietary information can be kept confidential as long as it is marked clearly in your proposal submission as “CONFIDENTIAL MATERIAL”. It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable to ensure it is not released as non-confidential material.

Attachment: Autism NDI RFI_Unit Diagram Attch 1