ADDENDUM 1

Request for Proposals 19RFP129
19RFP129 School Mental Health Centers at Elementary, Middle and High Schools

REVISION TO SCOPE OF SERVICES

Issue Date: April 5, 2019

On April 1, 2019, Austin ISD was notified that the District was not awarded expansion VOCA funding to support our school mental health centers. As a result, all references to VOCA funding in Request for Proposals 19RFP129 is no longer applicable and the RFP has been revised to reflect the current Scope of Service and Performance Requirements.

Vendors are asked to refer to the following documents posted with this Addendum 1:

1. ADDENDUM 1 - 19RFP129 - REVISED SCOPE - School Mental Health Centers 4-5-19

2. ADDENDUM 1 - 19RFP129 - REVISED ATTACHMENT A - Scope of Service and Financial Proposal Offer Form 4-5-19 (This form must be included with your proposal response.)

Questions or concerns regarding this notice should be directed to:
Anita Muscarella
anita.muscarella@austinisd.org
The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals from firms qualified and experienced in providing high quality, cost-effective and reliable school based mental health treatment and therapeutic services. Note: Request for Proposals 19RFP129 replaces previous non-awarded RFPs 19RFP059 and 19RFP115 due to changes in the scope of work and performance requirements.

The Austin ISD Department of Health Services seeks to fund 19+ school mental health centers (SMHC) at elementary, middle and high school campuses. In collaboration with the district, the vendor is encouraged to expand to additional campuses based on availability of funds.

Funding for the SMHC will be provided by the district through local funds in conjunction with third party billing completed by the Proposer. A mental health needs assessment and financial needs assessment will determine the appropriate funding source.

The following school campuses are to be served:

<table>
<thead>
<tr>
<th>Anderson HS</th>
<th>Austin HS</th>
<th>Bowie HS</th>
<th>Crockett Early College HS</th>
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</thead>
<tbody>
<tr>
<td>Eastside Memorial Early College HS</td>
<td>International HS</td>
<td>Lanier HS</td>
<td>LBJ Early College HS</td>
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<tr>
<td>Liberal Arts and Science Academy</td>
<td>McCallum HS</td>
<td>Reagan Early College HS</td>
<td>Travis HS</td>
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<tr>
<td>Bedichek MS</td>
<td>Bertha Sadler Means YWLA</td>
<td>Burnet MS</td>
<td>Dobie MS</td>
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<tr>
<td>Fulmore MS</td>
<td>Gus Garcia YMLA</td>
<td>Martin MS</td>
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</tbody>
</table>

The district will give preference to Proposers who have experience implementing a school mental health center model, experience billing insurance companies directly, and collecting on insurance.
Responses to this RFP should include a comprehensive solution to address our growing need for mental health center services at schools. We welcome and invite innovative and creative ideas that present staffing models and billing solutions to maximize reimbursements for current school-based healthcare services and generate additional revenue to expand services so long as the model delivers high-quality services to students without increasing current expenses.

Austin ISD is shifting from a per campus allocation of funding to a fee-for-service (FFS) payment model based on allowable billing rates.

PROGRAM OVERVIEW/BACKGROUND

Currently, the Austin ISD School Mental Health Centers (SMHC) operate on 43 campuses across elementary, middle and high schools. They are supported by local funding, VOCA funding, federal funding, state funding and private funding. SMHC’s are open year-round, 12 months of the year and do not close during school district traditional breaks (i.e. Winter Break, Spring Break, etc.) The goal of SMHC’s are to serve all students, staff, families that seek intensive mental health support services.

The treatment approach used in Austin ISD SMHC is based on the “Ecological Model of Care” which supports the connections between students, families and staff.  
https://www.acha.org/healthycampus/healthycampus/ecological_model.aspx. Services are provided not only to students, but also to family and staff members.

The ecological approach in the District is supported by trauma informed models of intervention which focus on healthy attachments, self-regulation and competency such as Trust Based Relational Intervention (TBRI):  https://child.tcu.edu/about-us/tbri/#sthash.pciGWABM.dpbs and Attachment, Regulation and Competency (ARC): https://arcframework.org/what-is-arc/. Further, the following evidence based therapeutic orientations are utilized: Cognitive behavioral therapy (CBT), motivational interviewing (MI), play therapy and family systems therapy.

All services are carried out in the form of individual, group and family therapy sessions by licensed, clinical mental health providers in the child’s school. Cross system collaboration (home, school, treatment providers, child) is implemented to support the child’s healing. Students are referred for SMHC services by the student, staff, campus Child Study Team, or parent/guardian.

Health Insurance Portability and Accountability (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliant referral and consent forms are utilized to protect the confidentiality of student educational records and healthcare information. Parent/guardian consent is required in order for a student to receive services.
REVISED SECTION - VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that selected vendor(s) will be required to perform. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points.

Austin ISD is seeking to provide high-quality, cost effective and reliable school based mental health treatment and therapeutic services to district students in a reliable, effective manner at competitive rates. The Austin ISD Department of Health Services seeks to fund 19+ plus school mental health centers (SMHC) at elementary, middle and high school campuses. In collaboration with the district, the vendor is encouraged to expand to additional campuses based on availability of funds.

Proposer will provide direct mental health services on each campus to those that need intensive mental health services, including to; students, staff, and family members. AISD would prefer to have a minimum of 2.0 FTE's/campus, each therapist split funded by AISD local funds and private insurance reimbursements. Services run year-round and over holidays. The proposer may provide an alternative staffing model in the proposal if it meets the goals of the program.

We are open to innovative methods that can expand the mental health treatment service coverage to more students. We also are interested in proposals from respondents with billing models to maximize reimbursement for health care services currently provided in schools, generating additional revenue to expand student health services. In all models, respondents will be required to comply with the requirements of all applicable laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), and regulations.

The respondent is free to set its own job qualifications, to be reviewed and approved by the District. The healthcare staff employed by the respondent must meet the appropriate Texas LCSW, LPC, LMFT, PHD and PSYD, etc. licensure requirements for the scope of services the staff will provide. It is the respondent’s responsibility to hire the best-qualified healthcare staff. The respondent must advise the District when terminating an employee and the respondent will be asked to remove underperforming or unsatisfactory employees at the District’s discretion under the guidance of AISD’s Director of Health Services in consultation with the vendor.

All responses to this RFP must present a well-developed plan with a cost that does not increase current district net cost and reflects the respondent’s expertise, experience, and capacity to carry out the following duties.

A. Mental Health Center Service Requirements

Proposer will:

- Protect the privacy of students, their families and AISD staff by utilizing the AISD School Mental Health Center (SMHC) referral and consent forms and processes that comply with the Family Educational Rights and Privacy Act (FERPA) protecting
students’ educational records and Health Insurance Portability and Accountability Act (HIPAA) protecting confidentiality and security of healthcare information. When students are referred for evaluation, the therapist will confirm it’s an appropriate referral for mental health services.

Utilize the AISD School Mental Health Center referral and consent form process to obtain referrals on campus through teachers, campus staff, campus Child Study Team, parents/guardians, school counselors, police and resource officers, and external community partner agencies (i.e.; Family Protective Services, police/sheriff officers, service providers such as Communities in Schools, SAFE, and other providing supports to students and families).

Provide direct mental health services on each campus to those that need intensive mental health services, including to; students, staff, and family members.

Provide psychiatric services for those in need via referral to appropriate providers.

Ensure therapists are trained in trauma informed modalities effective across primary and secondary age ranges and receive on-going training in evidence based interventions, crisis response, cultural competency and victim assistance.

Provide training to newly hired therapists, in collaboration with AISD, on working in school systems and collaborating with AISD partners.

Collaborate with other mental health professionals on the campus, including; school counselor, Licensed Mental Health Professional, school nurses, School Mental Health Officers, etc. In the event of an incident on campus, the vendor may be requested to provide services in response to a crises situation.

Conduct ongoing case consultation with staff, community partners, parents/guardians, and police to ensure that a supportive environment exists.

Have the ability to blend cultural knowledge and sensitivity with trauma informed restoration skills for a more effective and culturally appropriate recovery process.

Have the ability to provide consultation and intake with family members in their native language to ensure informed consent is obtained and provide therapeutic intervention in the client’s native language.

Serve identified students with minimal interruption of the academic day to include scheduling meetings with students that do not interfere with core academic subjects unless the meetings are court mandated, included in the Individual Education Plan (IEP), or are approved by the school principal. Use before and after school time whenever possible.

Evaluate whether referrals for services are appropriate. Upon receipt of an appropriate referral, vendor will conduct a formal assessment to determine which funding source will be utilized according to established AISD guidelines.

Have an accounting system with functionality to identify the receipt ad expenditure of
program funds separately for each funding source: AISD local funds and insurance billing.

Have an accounting system that is able to accurately reflect allocation of therapist funds among various fund sources, when therapists are paid from multiple fund sources.

Ensure that school mental health centers have therapeutic coverage at all times, with appropriate plans in place for leaves of absence, employee resignation/termination….

Adhere to Austin ISD systems and policies:

A. facility use agreements, including security procedures required as on all AISD campuses.
B. alignment of student services with the AISD Social Emotional Learning (SEL) and Multi-Tiered Systems of Support (MTSS).
C. coordinate services with the AISD Director of Health Services and/or designee.
D. comply with policy Student Welfare, Wellness and Health Services (FFAE Legal). (http://www.tasb.org/policy/pol/private/227901/pol.cfm)

B. Reporting, Evaluation and Key Performance Measures

Collaborate with Austin ISD to provide FERPA/HIPPA compliant analysis and evaluation on progress of students, staff, and families served.

Have proven research experience (published and/or presented) in the area of school based mental health and the ability to collect, track, and analyze mental health outcomes and academic outcomes based on a research methodology that will identify the impact and analysis of the individuals receiving services. This research will be shared with the district, community, and larger mental health profession (through conferences, legislated hearings, etc).

Participate with the district in the following processes:
  a. Summary of therapeutic outcomes using a well validated, standardized tool (i.e.; Behavior Assessment System for Children, Child and Adolescent Needs and Strengths, Achenbach…).
  b. Analysis and summary of the child’s school related outcomes (comparison of students’ attendance rates, disciplinary records pre/post treatment, academic performance, etc.).
  c. Analysis and summary of the projects training for teachers, school counselors, police, officers, parents, and service providers.
  d. Interviews with stakeholders (parents, teachers, school counselors, police).

Will keep a record of and report on the numbers of clients funded through:
  • Insurance (Medicaid, CHIP, Private)
  • AISD funds due to no insurance
  • AISD funds for co-pay and deductible assistance

Annual report that analyze mental health outcomes and analysis of students receiving mental health services as compared to those not receiving mental health services, including comparison of attendance, academic performance, discipline, and expulsion from school.
With continued oversight of the AISD Director of Health Services and direct supervision of the project coordinator, School Mental Health Coordinator, regular reviews will be scheduled to monitor the progress on the SMHC’s and to ensure compliance.

C. Financial Sustainability Plan

Austin ISD is shifting from a per campus allocation of funding to a fee-for-service payment model based on allowable billing rates by insurance source (i.e., there will be a different allowable billing rate for private insurance, Medicaid/CHIP, and those that are uninsured).

It is the district’s expectation that the contractor will collaborate with the Austin ISD Director of Health Services to develop a model that can be sustained ongoing without funding from the district. The contractor will maintain the financial stability of this program with revenue generated through third-party billing (private insurance, Medicaid, CHIP and other insurers).

Respondents are to provide a solution using the funds:

Part 1: $2,195,000 (AISD funds over a 15-month period ending September 30, 2020 for the uninsured, co-pay/deductible assistance for the insured, campus support activities, startup fees, overhead costs...).

Part 2: Proposer collection of Medicaid, CHIP and private insurance based on current rates.

AISD will reimburse for the following CPT codes for those who are uninsured: 90847, 90853, 90832, 90834, 90837, 90791, 90785, 90839 90840, 96127, 90846, 90887…).

- The reimbursement rates will equal the current year Texas Medicaid fee-for-service rates established by the Texas Medicaid and Healthcare Partnership (TMHP) fee schedule, which can be found at http://public.tmhp.com/FeeSchedules/Default.aspx

Reimbursements are available for those who cannot afford their co-pay/deductible up to a to be determined amount.

AISD will allow a rate of $65/hour over 15 months, up to a to be determined amount to conduct the following per campus:

- Campus support activities not covered under a CPT code.
- Direct Costs for those administrative staff that do not provide direct services- and may not be billing us (team lead, Program manager, etc.)
- For startup costs necessary and essential to providing direct services (room set up, furniture, play therapy items, etc.)
- For research and data analysis for reporting to AISD and/or Office of the Governor (OOG).

This will be billed to AISD on a monthly basis with a detailed invoice. AISD will provide the format and details required for the invoice.
The contractor will conduct a financial assessment to determine payor source for all individuals meeting clinical eligibility criteria. The contractor is responsible for billing and collection for all third-party resources. We anticipate this to be approximately 90% of all students served and 95-98% of all AISD staff. AISD will not require the contractor to provide services to families with insurance who do not agree to bill their insurance for services. We encourage the vendor to work with families to identify a financial solution that can be mutually agreed upon. If the student, staff, and/or family is uninsured, the vendor will connect the family to insurance eligibility services in the community to connect them with a payor source.

**The proposer may provide an alternative staffing model in the proposal if it meets the goals of the program.** Please provide details on how the service will be delivered, how it meets the goals of the program stated in the RFP, and the benefits of the alternative model to the current model.

**Sustainable Plan to Improve Student Health** – Respondents are encouraged to provide a long-term and sustainable plan to improve the quality, scope, and utilization of student health services in the most economical way through government subsidies, grants, or partnerships with other healthcare entities.

The district will give preference to a vendor who bids, at a minimum, on all of the campuses identified in this RFP. However, vendors may choose to bid on a subset of the campuses. Vendors are encouraged to propose a plan to expand to additional campuses beyond the 19+ identified.

**Proposer will provide a complete fee and cost detail supporting all elements of its Proposal, including a detailed budget that financially supports the delivery model across 19+ (or more) campuses. The budget should at a minimum include:**

- Number of FTEs by campus
- Salary and Fringe costs
- IT/Office administration costs
- Data Reporting costs
- Indirect costs
- Anticipated revenue from third-party billing
- Anticipated AISD revenue (based on information in RFP 4.B. Section III)

Provide full mal-practice coverage on employees assigned to serve Austin ISD students.

In addition to the direct financial contribution outlined above, the district will provide a private space, access to WiFi, utilities, phone, furniture that is available in the AISD Warehouse at each campus at no cost to the contractor. The district will not purchase furniture for the space. The vendor may bring in furniture that will be the property and responsibility of the vendor.

The district will not cover costs associated with denied insurance claims or copays/deductibles.
The following describes the scope of service and performance requirements that a selected vendor will be expected to perform and/or provide. Please complete all responses.

Please indicate (Y/N) for each requirement, if your organization meets or is willing to meet the requirement. Please describe in detail how your organization satisfies each of the following requirements, **being sure to include examples and reports**, whenever possible, to demonstrate your ability to meet the requirements.

<table>
<thead>
<tr>
<th>Proposers Capabilities</th>
<th>Y/N</th>
<th>Detailed Response</th>
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<tbody>
<tr>
<td>1. Vendor has experience providing services in a school setting that supports an Ecological approach to care? Include in your response the number of districts and campuses served and how you serve students, families and teachers.</td>
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<td>2. Vendor has a formal training protocol for newly hired therapists? Include in your response what that includes and time from date of hire to placement on campus.</td>
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<td>3. Vendor has ability to provide psychiatry services?</td>
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<td>4. Vendor has the ability to provide services to students with minimal interruption to the school day? Include in your response how you plan to accomplish this.</td>
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<td>5. Vendor has the ability to provide intensive direct mental health services to students, families and staff. How will you address therapeutically serving teachers and students on the same campus?</td>
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<td>6. Vendor has experience collaborating with education and external community partners? Provide examples of this experience in your response.</td>
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<tr>
<td>Question</td>
<td>Response</td>
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<td>7. Vendor has the ability to utilize AISD School Mental Health Center referral forms and required guardian consent forms?</td>
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<td>8. Vendor has experience protecting the privacy of students, their families and staff using forms and processes that comply with (FERPA) and (HIPAA)?</td>
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<td>9. Vendor is able to staff at two clinically licensed FTE per campus, year-round, with split funding for each therapist between AISD and insurance reimbursements? You may propose an alternative staffing model if it meets the goals of the program?</td>
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<td>10. Vendor is able to meet the clinical licensure requirements as defined in the RFP?</td>
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<td>11. Vendor will provide full malpractice coverage on employees assigned to serve Austin ISD students?</td>
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<td>12. Vendor has a plan to address employee LOA, turnover…to ensure continuity of care? Include in your response your turnover for therapists only during the preceding 12 months.</td>
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<td>13. Vendor has the capacity to provide services in multi-languages either in person delivery or delivery through use of technology (i.e. language line etc.)? Define how your agency meets these needs in your response.</td>
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<td>14. Vendor has experience providing culturally relevant therapy to clients of all cultures, backgrounds, languages, and socio-economic status?</td>
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<tr>
<td>15. Vendor provides training to their staff in the areas of trauma informed care modalities, cultural competency and crisis intervention? Describe the types of training and frequency.</td>
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<td>16. Vendors clinical staff are trained in evidence based therapeutic interventions? Include in your response which orientations your staff utilize.</td>
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<td>17. Vendor has experience providing professional development to staff? Describe types of training provided.</td>
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<td>18. Vendor has experience evaluating programmatic outcomes and analyzing multiple data sets across academic and clinical indicators in collaboration with partnering schools? Include in your response, your ability to compare those</td>
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<td>receiving services to those not receiving services and whether any of your data has been published and/or presented.</td>
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<td>19.</td>
<td>Vendor uses trauma informed screening and clinical assessment instruments and tools? Include in your response, which instruments you use.</td>
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<td>20.</td>
<td>Vendor has the ability to meet the reporting requirements as noted in the RFP, as well as AISD SMHC monitoring requirements?</td>
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<tr>
<td>21.</td>
<td>Vendor has the ability to adhere to Austin ISD systems and policies?</td>
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**FINANCIAL PROPOSAL**

Provide a detailed solution on how you will serve 19 plus campuses using the following funds:

**Part 1:** $2,195,000 (AISD funds over a 15-month period ending September 30, 2020 for the uninsured, co-pay/deductible assistance for the insured, campus support activities, startup fees, overhead costs…).

**Part 2:** Proposer collection of Medicaid, CHIP and private insurance based on current rates.

See RFP section V1 C for additional information on rates and FFS model.

The detailed budget should at a minimum include:

- Number of FTE
- Salary and fringe costs
- IT/Office Administration costs
- Data Reporting Costs
- Indirect Costs
- Anticipated Revenue from third party billing
- Anticipated AISD revenue
## Additional Financial Criteria

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<thead>
<tr>
<th></th>
<th>Y/N</th>
<th>Detailed Response</th>
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<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Vendor is set up on all major insurance panels including Medicaid?</td>
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<tr>
<td>2.</td>
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<td>Vendor has systems in place to determine insurance eligibility? Include in your response, how you verify and determine insurance eligibility.</td>
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<tr>
<td>3.</td>
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<td>Contractor’s accounting system has the ability to identify the receipt and expenditures of program funds separately for each fund source?</td>
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<td>4.</td>
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<td>Where employees are paid from multiple contracts/grants/funds, explain the method(s) used to accurately reflect allocation among the various fund sources?</td>
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<tr>
<td>5.</td>
<td></td>
<td>Vendor will collaborate with the district to develop a model that can be sustained?</td>
</tr>
</tbody>
</table>

Provide additional details as appropriate regarding staffing, sustainability, expansion beyond 19 campuses.