

ADDENDUM 1

Questions and Answers

Request for Proposals 21RFP004 School Mental Health Centers at Elementary, Middle and High Schools

Issue Date: May 8, 2020

Questions regarding this posting should be directed to:
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1. Who are your current vendors and what prices do they charge?
 - a. LPA?
 - b. PLP?
 - c. LCSW?
 - d. LMFT?
 - e. LPC?

Our current vendor is Vida Clinic, PLLC. We operate the School Mental Health Centers using a fee-for-service model. This model does not change based on licensure. This model will require the contractor(s) to maintain the financial stability of this program with revenue generated through third party billing private insurance, Medicaid, CHIP, and other insurers. Billing for uninsured encounters will be provided to AISD on a monthly basis with a detailed invoice.

2. Have these vendors been able to meet all of your needs?

As the District grows and changes, so do the mental health needs of the District. Considering this, the Contractor(s) need to be willing and able to allow for flexibility, collaboration, transparency, and full disclosure surrounding all decisions impacting the operations of the District's School Mental Health Centers.

3. How many therapists (FTE) did each vendor provide to your District for the current 2019-2020 school year?
 - a. LPA?
 - b. PLP?
 - c. LCSW?

- d. LMFT?
- e. LPC?

The District does not currently have this data to provide. However, we estimate that for the fee-for-service model to be successful and sustainable, there would be a need for about 25-35 full-time therapists to effectively serve the District's 43 School Mental Health Centers, with each therapist providing 6 hours of direct, clinical (face-to-face) therapy daily. The full-time equivalent (FTE) will vary by campus School Mental Health Center. In order to collect this data in the future and ensure we are able to better service our students, contractor(s) will be expected to collaborate with the Director of Health Services, Project Director, and/or School Mental Health Coordinator(s), regarding the staffing of each Mental Health Center, plus the addition or elimination of therapists, the transfer of therapists between campuses, the addition of campus mental health centers, etc. Contractor(s) will remain in communication with the District School Mental Health Coordinator(s), regarding day-to-day operational information impacting the ability for contractor(s) to provide direct clinical services on campuses. Therapists should have the ability and flexibility to travel from one clinic to another to accommodate varying caseloads.

4. How many contract therapists (FTE) do you anticipate needing for the upcoming 2020-2021 school year?
- a. LPA?
 - b. PLP?
 - c. LCSW?
 - d. LMFT?
 - e. LPC?

While all therapists have to be licensed, the District does not have a requirement regarding specific licensures for therapists. We estimate that for the District's current 43 School Mental Health Centers that we have operating, there would be a need for about 25-35 full-time therapists to effectively serve those campuses, with each therapist providing 6 hours of direct, clinical therapy (face-to-face) daily. However, the number of School Mental Health Centers and/or the delivery of services could change depending on the proposed models and the District-approved budget, which could influence the number of contracted therapists. AISD and Contractor(s) will collaborate to determine how many therapists are assigned to each Center, based on the demands/needs of the campus(es).

5. Do you require that therapist resumes and/or licensure be submitted with the proposal?

We are not requiring that a therapist's resume and license be submitted with the proposal. The expectation is if the District requests proof of licensure, the Contractor(s) need to be willing to provide such documentation to the District in a timely manner.

6. Does this scope of service include LSSPs?

At this time, the District does not require LSSPs in the scope of service. However, if a LSSP also has the credentials currently required in the scope of service, a Contractor(s) has the discretion to hire such a therapist.

If the Contractor(s) has thoughts surrounding the benefits of LSSPs in the District's current Mental Health Center model, please include details in the proposal. Please keep in mind the main goal of the Mental Health Centers is to provide direct, clinical therapy.

7. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?

Hours vary by campus. A standard workday is 8 hours per day. The Contractor(s) are able to bill for a minimum of 80% of all direct, clinical services provided per day and 20% child advocacy. Please refer to questions 17 and 20 below, plus the RFP, for additional information pertaining to billing.

8. How many workdays are they assigned for the school year?

Contractor(s) are asked to provide services all year, after school, and during holidays with the understanding that services during the summer months (June, July, and August) and holidays, could include fewer campuses, fewer direct, clinical therapy hours, reduced therapist hours, and/or increased teletherapy. Varying adjustments to services could also be needed, due to a District crisis and/or national crisis. All adjustments to services will be determined by the District and coordinated with the Director of Health Services and the School Mental Health Coordinator(s). The provider will work collaboratively with the District to ensure mental health needs are met district-wide, in regards to providing direct clinical services to children and their parents/guardians in the familiar school environment, eliminating barriers to continued services.

9. What is the average caseload by discipline in your District?

- a. LPA?
- b. PLP?
- c. LCSW?
- d. LMFT?
- e. LPC?

A therapist's license does not directly affect or relate to a therapist's caseload. Caseloads will vary depending on the needs and timing on each particular campus. The intention is for the Contractor(s) to collaborate directly with the District to ensure that staffing is at a level providing each therapist 6 hours of direct, clinical therapy per day. This may require therapists to "split" serve multiple campuses. We estimate that for the District's current 43 School Mental Health Centers that we have operating, there would be a need for about 25-35 full-time therapists to effectively serve those campuses, with each therapist providing 6 hours of direct, clinical therapy (face-to-face) daily. The estimate could change depending on the District's needs and the proposed model of the awarded Contractor(s). Therapists should have the ability and flexibility to travel from one clinic to another to accommodate varying caseloads. Again, the Contractor(s) need to be willing and able to allow for flexibility, collaboration, transparency, and full disclosure surrounding all decisions impacting the operations of the District's School Mental Health Centers.

10. Do you anticipate awarding to one or multiple vendors? If multiple, how many?

This award may be made to more than one Contractor, which is at the discretion of the District. If there is more than one award, all Contractors will be expected to collaborate, under the direction and supervision of the Director of Health Services, Project Director, and/or School

Mental Health Coordinator(s). All coordination between Contractor(s) will be communicated and administered by the School Mental Health Coordinator(s). The award(s) will be determined by the District. There is no predetermined number of needed Contractor(s).

- a. If yes, how will you utilize and notify awarded vendors for your staffing needs? (Ranked order, broadcast to all awarded vendors, or use of preferred vendors).

Assuming multiple Contractor(s) are selected, all awards will be in writing. There will be no ranked order or a preferred Contractor that will be utilized over another. Depending on the proposed models provided by awarded Contractors, the District will determine the integration of how services will be delivered and ensure collaboration between all involved parties to serve the mental health needs for the District.

11. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Therapists will have access to District protocols. Therapy materials, supplies, equipment and evaluation kits are the responsibility of the Contractor(s).

The district will provide a private space, access to Wi-Fi, utilities, phone, furniture that is available in the AISD Warehouse (sofa, locking file cabinets, desk chairs, bookcases, etc.) at each campus at no cost to the contractor. The District will not provide additional furniture; however, the contractor(s) may bring in additional/alternative furniture that will be the property and responsibility of the contractor(s).

12. Will the provider be required to be a licensed therapist or is the district open to an intern model?

Contractor(s) will be allowed to work with graduate-level, student interns in psychology, professional counseling, or social work. These interns will assist in providing individual, group, and family therapy services, under the supervision of licensed mental health professionals. Such a program will be implemented and monitored by contractor(s), in collaboration with the District's direction.

13. Do the students receiving services have an IEP?

All students across the district are eligible to receive services, whether they have an IEP or not. Services are voluntary and parent/guardian consent is required.

14. If the students do not have an IEP, what is the inclusion criteria?

Again, all students across the district are eligible to receive services, whether they have an IEP or not. School-based mental health services are based on a continuum of interventions that follow AISD's multi-tiered systems of support. Students referred to the School Mental Health Centers typically fall in the mid-to-top tiers of identified need. School-based mental health services are available to students presenting with behavioral, psychosocial, and mental health issues that ultimately may influence students' success. Services are voluntary and parent/guardian consent is required.

Contractor(s) will follow the District's referral and consent process to obtain referrals on campus, through teachers, campus staff, campus Child Study Team/Threat Assessment

Team, parents/guardians, school counselors, school nurses, district police/school resource officers, and external community partner agencies (e.g. The Department of Family and Protective Services, law enforcement, service providers such as Communities in Schools, SAFE, Dell Medical School (utilizing TCHAT), and others providing support to students and families).

15. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?

While all clients have unique needs, the District estimates that approximately 80% of a therapist's time will be spent providing direct, clinical services (direct treatment time) and a maximum of 20% of their time will be spent on client advocacy (indirect treatment time). Contractor(s) will be expected to provide detailed documentation/timesheet data, outlining specific tasks considered to be time spent on client advocacy. Child Advocacy tasks would include:

- Child Study Team, Threat Assessment/Safe & Supportive School Team, Crisis Response Team meetings,
- Meetings with campus administrators,
- Coordination of care and referrals in collaboration with District Licensed Mental Health Professionals and/or campus counselors,
- Staff and parent mental health consultations,
- Classroom observations,
- Home visits as needed, and
- CPS reporting.

16. How will vendors be notified of the award?

All vendors will be notified of award results in writing.

17. Our extensive experience has proven that the combination of insured rates, the AISD proposed clinical service rates and the hourly rate proposed for client advocacy do not financially support the required cost for this type of program. Therefore, will AISD accept for evaluation an alternative cost reimbursement financial proposal that is paid based on actual cost incurred by less insured collections? Please respond yes or no.

No. With the assistance of an external consultant, the District conducted extensive program sustainability research recommending, supporting, and demonstrating the success of a fee-for-service model. The research concluded that for a fee-for-service model to be effective, each therapist needs to provide at least 6 hours (80%) of direct, clinical therapy per day. In order to ensure 80% of each therapist's day is utilized providing direct, clinical therapy, the Contractor(s) needs to be willing and able to allow for flexibility, collaboration, transparency, and full disclosure surrounding all decisions impacting the operations of the District's School Mental Health Centers.

A maximum of 20% of a therapist's time will be spent on client advocacy. Contractor(s) will be expected to provide detailed documentation/timesheet data, outlining specific tasks considered time spent on client advocacy. Child Advocacy tasks would include:

- Child Study Team, Threat Assessment/Safe & Supportive School Team, Crisis Response Team meetings,
- meetings with campus administrators,

- coordination of care and referrals in collaboration with District Licensed Mental Health Professionals and/or campus counselors,
- staff and parent mental health consultations,
- classroom observations,
- home visits as needed, and
- CPS reporting.

Creative staffing solutions to help ensure success for both the sustainability of the fee-for-service model and Contractor(s) could include a therapist serving two campuses per week to total 32 hours direct, clinical therapy and 8 hours child advocacy or a therapist working a part-time schedule per week to total 16 hours direct, clinical therapy and 4 hours child advocacy.

This model will also require the contractor(s) to maintain the financial stability of this program with revenue generated through third party billing private insurance, Medicaid, CHIP and other insurers. Billing for uninsured encounters will be billed to AISD on a monthly basis with a detailed invoice. Contractor(s) must provide an itemized list of services, and AISD will provide the format and details required for the invoice. The reimbursement model below is based on rates the District will reimburse for students who are uninsured and do not have a payor source.

AISD will follow the following rate schedule for uninsured student reimbursements:

Service Provided	MD Psychologist Uninsured Rates	LPA, PLP, LCSW, LMFT, LPC (70%) Uninsured Rates
Psychiatric Diagnostic Evaluation without Medical Services	\$119.82	\$83.87
Psychotherapy, 16-37 minutes	\$53.33	\$37.33
Psychotherapy, 38-52 minutes	\$71.01	\$49.71
Psychotherapy, over 53 minutes	\$106.66	\$74.66
Family Psychotherapy with Patient Not Present	\$85.89	\$60.12
Family Counseling with Patient	\$89.25	\$62.48
Group Counseling	\$24.70	\$17.29

18. If yes, to create a budget, please provide the number of campuses to be served and the number of Mental Health professionals needed per campus.

The District does not have a staffing requirement per campus. Staffing will be a collaborative effort between the District and Contractor(s) to ensure caseloads are managed appropriately, while meeting the goal of each therapist providing a minimum of 6 hours of direct, clinical therapy per day. This may require therapists to “split” serve multiple campuses. We estimate that for the District’s current 43 School Mental Health Centers that we have operating, there would be a need for about 25-35 full-time therapists to effectively serve those campuses, with each therapist providing 6 hours of direct, clinical therapy (face-to-face) daily.

19. What is the process of utilizing VOCA funding? Is there a set rate/hour or an annual amount? Is there a maximum amount that can be used?

Grant funding is not guaranteed funding; therefore, the amount and availability of grant funds changes year-to-year. If grant funding is awarded to the District, the District will follow all grant requirements for funding associated mental health projects.

Contractor(s) provide evidence-based, direct, clinical therapy services and associated client advocacy services on AISD campuses to insured and uninsured victims and non-victims, who are affiliated with AISD, including students, family members, and staff. Victims of crime are defined by one of the following categories:

- Child abuse and neglect;
- Family violence;
- Sexual assault;
- Human trafficking;
- Other types of violent crime.

20. What is the maximum amount that AISD can reimburse per year for uninsured clients?

The contractor(s) will maintain the financial stability of this program with revenue generated through third party billing private insurance, Medicaid, CHIP and other insurers. Billing for uninsured encounters will be provided to AISD on a monthly basis with a detailed invoice. Contractor(s) must provide an itemized list of services, and AISD will provide the format and details required for the invoice. The reimbursement model below is based on rates the District will reimburse for students who are uninsured and do not have a payor source.

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Psychotherapy, 38-52 minutes	\$ 71.01	\$ 49.71
Psychotherapy, over 53 minutes	\$106.66	\$ 74.66
Family Psychotherapy with Patient Not Present	\$ 85.89	\$ 60.12
Family Counseling with Patient	\$ 89.25	\$ 62.48
Group Counseling	\$ 24.70	\$ 17.29