

State of Hawaii  
Department of Health  
Adult Mental Health Division

# **Addendum Number 1**

**September 15, 2008**

**To**

**Request for Proposals**

**RFP No. HTH 420-1-09  
Community-Based Intervention (CBI)  
Statewide**

**Proposal Deadline**

**October 3, 2008**

September 15, 2008

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS**

**RFP NO. HTH 420-1-09**

The Department of Health, Adult Mental Health Division, is issuing this addendum to RFP Number HTH 420-1-09, Community-Based Intervention (CBI) - Statewide for the purpose of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to .
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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Honolulu, Hawaii 96813

RFP No. HTH 420-1-09, Community-Based Intervention (CBI)  
Statewide is amended as follows:

*Subsection Page*

**Section 1, Administrative Overview**

No  
Changes

**Section 2, Service Specifications**

I.E. 2-3 Paragraph I.E. The following sentence is added to this paragraph:  
Geographic coverage of service

“A separate proposal is required to be submitted for each island the applicant is proposing to provide CBI services.”

II.C. 2-11 Multiple or alternate proposals. The “Not Allowed” box was selected. The “Allowed” box should be checked, since applicants are required to submit a separate proposal for each island the applicant is proposing to provide CBI services. However, alternate proposals are not allowed.

III.A.4.i) 2-17 The word, “coloration” should be changed to “collaboration.”

III.A.4) 2-18 CBI Home Health Aide, LPN, RN, etc. should be renumbered as 3) instead of 4)

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

No Changes

**Responses to Questions Raised by Applicants for RFP No. HTH 420-1-09  
Community-Based Intervention (CBI) – Statewide**

**1. Question:**

What is AMHD's definition of a subcontractor?

**Answer:**

A subcontractor is an entity or individual contracted by the provider who is being contracted with AMHD to provide a specific service.

**2. Question:**

Currently where are CBI services utilized – geographic locations?

**Answer:**

Currently there are twenty five (25) consumers utilizing CBI services on Oahu and two (2) on the Big Island.

**3. Question:**

Does AMHD have fidelity scales for this service?

**Answer:**

There currently are no fidelity scales for CBI.

**4. Question:**

Who makes the final decision that CBI services are no longer necessary for a consumer?

**Answer:**

AMHD Utilization Management determines whether consumers meet the admission, discharge, and continued stay criteria based on the authorization requests submitted by case managers. The Recovery team, which includes the consumer, case manager, psychiatrist, CBI worker and other interested participants, shall collaborate to determine the ongoing necessity and appropriateness of CBI services.

**5. Question:**

Will attendance at the recovery team meetings be billed at the rates outlined on page 2-29?

**Answer:**

Participation in Recovery Team meetings shall be billed at the same rate as the level of services being provided. For example, CBI Level 2 workers should bill at \$7.25 per 15 minutes of participation in a Recovery Team meeting.

**6. Question:**

What levels are currently utilized by the twenty five (25) CBI consumers and how often?

**Answer:**

Of the twenty five (25) consumers currently receiving services, the majority utilize services that are comparable to Level 2 in the proposed scope of service, with three (3) consumers requiring Level 3 services and one (1) in Level 4.

**7. Question:**

What is the service rate for CBI home Health Aide's?

**Answer:**

Due to the potentially varied nature of this level of service, the service rate for this level has not yet been determined and will be negotiated with the new CBI provider as needed.

**8. Question**

What is considered an urgent request? Who would the provider/applicant call if the request for CBI services is made on the weekends, holidays or after work hours?

**Answer:**

An urgent request is a clinically necessary intervention to ensure the safety and well being of a consumer, without such immediate intervention may result in the need for more restrictive services. Urgent CBI requests may not substitute for the intervention and services which may otherwise be provided by the Community-Based Case Management (CBCM) team. To initiate an urgent request after work hours, the CBI provider would call the ACCESS line for assistance. ACCESS

staff would notify the appropriate DIVISION staff to make the determination if the urgent request is authorized for CBI services.

**9. Question:**

Are only the case managers submitting requests for authorization of services to AMHD UM?

**Answer:**

All authorization requests for CBI services must be initiated by the AMHD designated case manager.

**10. Question:**

Who verifies and signs the timesheets?

**Answer:**

The CBI provider is responsible for maintaining appropriate schedules and timesheets for all CBI workers, as well as verification that services were rendered.

**11. Question:**

On page 2-17, i), "Prior to the authorization of CBI services, the Recovery team (including the consumer) shall determine the scope, frequency and duration of the CBI service required. How does this information get shared with the CBI Provider?"

**Answer:**

At the time of the request to the DIVISION for authorization of CBI services, CBCM teams will be expected to provide a copy of the Recovery Plan indicating the need for this service, and this plan will be relayed to the CBI provider prior to the start of services. CBCM teams are also expected to collaborate either telephonically or in person with the CBI provider in preparation for the onset of services.

**12. Question:**

Will the AMHD assist with the transition of consumers from the current Provider to the new awarded Providers?

**Answer:**

The DIVISION will make every effort to assist with the transition of consumers currently receiving CBI one-to-one services to their new CBI provider.

**13. Question:**

If there are no proposal applications submitted to provider coverage on the neighbor islands, how will these consumers be served?

**Answer:**

Service requests in a geographic area for which a CBI provider was not awarded will be handled on a case-by-case basis.

**14. Question:**

What happens to the Peer Coaching service? Will there be more business for this service, now that CBI Level 1 service was removed from CBI services?

**Answer:**

Due to the differences in admission criteria and the scopes of services, there is no service duplication between Peer Coach and CBI services.