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September 8, 2010

**HCJFS' & BCCS' REQUEST FOR PROPOSAL  
GROUP HOME SERVICES RFP#SC0310-R**

**ADDENDUM 2**

RFP Conference Attendees:

Adriel School, Inc.  
Berea Children's Home  
Bunker Hill Haven for Boys  
Changing Lives Youth Services  
Consumer Support Services  
David L. Brown Youth Center  
Hearne House, Inc.  
Helping Hands, H.C.C. LLC  
K.E.L.L.Y. Youth Services, Inc.  
Lifeline Youth & Family Services  
Lighthouse Youth Services

The Marsh Foundation  
Mayo Home for Youth Development  
Mid-western Children's Home  
My Brother's Keeper  
New Beginnings Residential  
One Way Farm of Fairfield  
Pressley Ridge  
Syntaxis  
Youth, Incorporated

To All Potential Proposers:

**Corrections to RFP**

1. Attachment A – Cover Sheet. Please remove this from RFP and replace with the revised version.



Questions Received during RFP Conference

- Q1.** Are the levels of care guidelines for RGH-1, RGH-2 and RGH-SN included in RFP?  
**A:** We will send out a new Attachment A, Cover Sheet with Addendum
- Q2.** On page 2 of the Cover Sheet, if Provider's services are all the same, do you have to supply information for RGH-2/year 1, RGH-SN/Yr., etc?  
**A:** If Provider only has 2 levels of service, please place rates in all sections.
- Q3.** What are the advantages and disadvantages of an agency submitting a proposal from out of state?  
**A.** Our preference is to place locally to engage families. However, our placement decisions are based on the treatment needs of the child.
- Q4.** Since detention youth are served in this RFP, can agencies (Providers) have communication with detention agencies, etc. to better understand their process and protocols?  
**A.** Unable to answer this question as these are not detention youth but youth who are in the custody of Children's Services for Butler and Hamilton Counties. However, group home Providers should develop communication with your local detention facilities and know their protocols.
- Q5.** Is BCII plus local police/sheriff required? Is BCII and FBI ok?  
**A:** No, must have local also. Local background checks give a more detailed history.
- Q6.** We must use Daniel Memorial? Can the Ansel Casey be used?  
**A:** Although Ansel Casey can be used, we prefer Daniel Memorial. Both counties use the Daniel Memorial assessment tool. If your agency uses another method to assess the needs of the child, describe, in detail, how they meet the individual skills as listed on page 18 of the RFP.
- Q7.** Incentives/disincentives – can you clarify what this is?  
**A:** We are asking your agency to provide us with information (3) on what would be an incentive/disincentive for meeting performance measures.



**Q8.** Is one proposal dispersed to each county ok, or a different one to each county required? Is it one or two contracts?

**A.** You must submit a proposal to each county, clearly indicating which county each proposal is for. You must also submit the correct number of copies for each county (Hamilton County – 1 original and 8 copies; Butler County – 1 original and 5 copies).

**Q9.** Youth transitioning from one placement to another, what is the typical timeframe?

**A.** When it is a planned placement we are waiting for services to be in place prior to the move. Several of our GH placements are emergencies and occur same day.

**Q10.** What is the MCP system?

**A.** MCP is Managed Care Partnership. This is Hamilton County's authorization and case management system.

**Q11.** Are all the budget forms available on line?

**A.** Excel spreadsheets along with Property Tax Delinquency and Terrorist Declaration forms were e-mailed with Addendum 1. Attachment A is attached to this Addendum.

**Q12.** We have a staff asleep in group home. Does not having an awake staff disqualify our program automatically?

**A.** Yes.

**Q13.** Do you have service gaps in the programs you currently use? What are they?

**A.** Placement for teen girls and sex offenders. Small number in the GH cuts down on disruptions.

**Q14.** Is getting "crossover" kids away from negative friends and neighborhoods a consideration?

**A.** Yes, but we continue to look locally for placement to assist in engaging families.

**Q15.** Do you currently use programs more than 50-100 miles away?

**A.** Yes.



- Q16.** Where can we access the budget forms (with formulas)?
- A.** Please see answer to Q11.
- Q17.** Section 2.8, page 27: Personnel Qualifications – Define key clinical personnel.
- A.** Examples of key personnel would include Agency Director, Clinical Director, CFO, any administrators, and any staff providing direct services to youth who will be working with the program.
- Q18.** Will you publish a list of Providers at the bidders' conference?
- A.** Please see beginning of Addendum 1.
- Q19.** Are you going to distribute forms (i.e. Attachment A)?
- A.** Please see answer to Q11.
- Q20.** Will staff to child ratio be based on child needs and level of care? Or is it mandated to be 1:5?
- A.** The ratio is 1-5 during peak hours.
- Q21.** You stated that response to A-K need to be attached to the original and all copies. What did you say following regarding L - ?
- A.** L, M and N need to be attached to original proposal only.
- Q22.** How many Providers will be selected?
- A.** No certain number of Providers will be selected. Selection will be based on Provider's ability to satisfy the requirements of the RFP. We must fill capacity.



**Q23.** The current RFP references “Group Home Services” only. On the Adriel Campus a majority of our homes are licensed as group homes. We do have two homes, Harmony Hall South and Harmony Hall North, which are licensed as Children’s Residential Centers (CRC) by ODJFS because they are both 12 bed facilities. This is the only difference between these two homes and the remainder of our homes on campus as we continue to provide the same program interventions ,staffing ratios and per diems. Should we include in our current RFP the Harmony Hall programs or will there have to be a separate RFP for this particular service?

**A.** Based on information we learned from the state, you can operate as a GH and respond to the RFP. However, it is your responsibility to ensure you meet CRC licensing requirements and be able to maintain your license, even though you are operating as a group home.

**Q24.** During the meeting on 8/24/10 a comment from Butler County that they only recognize two levels of care: “specialized group homes” and “group homes.” This, again, raises the question concerning our Harmony Hall programs. Will the fact that ODJFS has licensed them as CRCs affect our ability to serve Butler County youth in these two particular homes?

**A.** If a provider chooses to operate a facility that is licensed as a CRC as a group home facility, it is the provider's responsibility to determine the LOC for group home services they intend to provide such as regular group home and/or special needs group home services.

**Q25.** Can you please give us an explanation of grid on the back of Attachment A.

**A.** RGH is regular GH and RGH-SN is Special needs.

**Q26.** If there is a program difference required, how do we explain things such as staffing hours?

**A.** The ratio for GH during peak hours in either GH is 1-5.

**Q27.** Page 11, Item R of the RFP states “...will annually complete criminal record checks on all individuals assigned to work with, volunteer with or transport youth.”  
Page 9, Item #22 of the Butler County contract states “....all record checks shall be completed...every six months.....”

Which statement takes precedence in this issue?

**A.** Annual record checks are required.

