

## Request for Application

### Health Home Family Education Grant

Federal Fiscal Year 2013  
(State Fiscal Year 2013)

The Ohio Department of Mental Health is issuing this Request for Application (RFA) for award of federal Block Grant dollars to interested parties to fund the development of educational materials and strategies, and an implementation plan to assist families and the public in understanding the health home service and related rights and responsibilities. Applicant eligibility, project details, and proposal requirements are set forth below. **Applications MUST be submitted by 4:00 p.m. on Monday, November 26, 2012.** The award is expected to be announced by November 30, 2012 with work to commence on December 3, 2012 and be completed by June 30, 2013.

#### I. Introduction of Initiative

##### Demonstration of Need:

Ohioans with Serious and Persistent Mental Illness (SPMI) experience rates of somatic physical health morbidity and mortality that far exceed those of the general population. State and national research has revealed that the years of life lost attributable to this common co-morbidity are significant. Causes of high morbidity and premature mortality are often preventable and treatable medical conditions associated with modifiable risk factors such as obesity, poor nutrition, lack of exercise and smoking. Creating linkages to other medical, wellness and preventive services are as important as mental health treatment and rehabilitation. In order to truly improve outcomes and the quality of life for the individuals with SPMI, it is important to focus more attention on the general health care problems that interfere with recovery.

With this in mind, the Ohio Department of Mental Health (ODMH) promotes the development of bi-directional integration of physical and behavioral health services to prevent and reduce co-morbidity and early loss of life of persons with mental illness. ODMH supports adoption of integrated health care service delivery approaches by offering Technical Assistance and resources, funding health integration projects, conducting research studies, participating in statewide initiatives, setting policy and enacting or amending rules & statute that support integrated care. ODMH has also created a designated office, the Office of Health Integration, to lead and coordinate the department's diverse health integration efforts including implementation of the health home service for individuals with SPMI.

ODMH teamed up with the Office of Medical Assistance (Ohio Medicaid) to design and implement Medicaid health homes for individuals with SPMI. On September 17, 2012, Ohio was notified of the approval of its State Plan Amendment submitted to the Centers for Medicare and Medicaid Services (CMS) to add the Health Home benefit to the array of services available to Medicaid beneficiaries with SPMI.

Health Homes treat the whole person through an integrated and coordinated system of service delivery using a multi-disciplinary team approach that addresses an individual's multiple chronic and complex conditions, and also links them to non-clinical community supports. More coordinated care among clinical specialists and service providers, and better communication with the consumer and caregivers, will result in a better quality of life.

The Health Home service for individuals with SPMI is designed to: improve care coordination; improve integration of physical and behavioral health care; improve health outcomes; lower rates of hospital emergency department use; reduce hospital admissions and readmissions; decrease reliance on long term care facilities; improve the experience of care and consumer quality of life; and reduce healthcare costs.

The following Health Home service components are available for individuals with SPMI: comprehensive care management; care coordination; health promotion; comprehensive transitional care and follow-up; individual and family support; and referral to community and social support services. Adults and children who have Medicaid benefits and meet the ODMH definition of SPMI -- which includes adults with serious mental illness and children with serious emotional disturbance -- are eligible for health home service in community behavioral health centers (CBHCs).

CBHCs, that meet state-defined requirements, including integration of primary and behavioral health care services, can qualify as health homes. Health home service is provided by a team consisting of the following health care professionals: Health Home Team Leader; Embedded Primary Care Clinician; Care Manager; and Qualified Health Home Specialist.

A phased-in addition of the health home service began October 1 in five counties. The phase I counties include Scioto, Adams, Lawrence, Butler and Lucas. Phase I implementation will be followed by Phase II in 30 additional counties, tentatively on April 1, 2013 and Phase III in the remaining 53 counties, tentatively on July 1, 2013.

### Purpose of Initiative

The purpose of this grant is to raise family and public awareness of the new health home service for individuals with Serious and Persistent Mental Illness. ODMH is committed to inclusion and education of families and the public in the implementation of the health home initiative as their family members and friends with SPMI are potential participants in and recipients of the health home service. The development and implementation of educational

strategies and materials about the health home service will enable and empower families and guardians to make informed decisions, better support and advocate on behalf of their family members with SPMI and maximize their participation in this new initiative.

## **II. Scope of Project Work**

The health home family education initiative will include the development of educational materials and strategies, and an implementation plan to assist families and the public in understanding the health home service and related rights and responsibilities. The educational materials should provide families and the public with appropriate, helpful, and easy to understand and culturally sensitive information about the health home service. The materials may be written, electronic or audiovisual and will need to be distributed and disseminated state-wide.

The educational materials and presentations must address the following: what is a health home; what are the goals of the health home; what are the health home service components; what are the eligibility requirements; how families do fit with the health home service; what are the potential benefits of the health home service; and where, when and how can the health home service be accessed; how can families and guardians refer for the health home service; and what are the rights and responsibilities of consumers, families and guardians. The educational materials and activities may be presented to a combined audience of consumers, families, friends, significant others, neighbors, colleagues, non-mental health professionals and the public.

The scope of work for this project is:

- a. Develop presentations and educational materials based on the Ohio CBHC health home model for the target audience.
- b. Organize presentations and educational/informational activities in targeted health home regions in consultation with the ODMH Office of Health Integration.
- c. Deliver a minimum of 3 presentations, trainings or informational sessions.
- d. Distribute and disseminate health home educational materials statewide.
- e. Complete and submit project reports to ODMH.

## **III. Available Funding**

ODMH will make available a maximum award of \$15,000, for one selected application. Work must be completed between December 3, 2012 and June 30, 2013.

## **IV. Proposal Requirements**

**A. Applicant Eligibility**

Through this RFA, ODMH plans to fund one project. Applications for SFY13 funding for Health Home Family Education pursuant to this Announcement may be submitted by domestic public or private non-profit entities including consumer and family advocacy organizations, member societies and other not-for-profit entities. Collaborations between organizations on an application are encouraged.

To be considered for funding, applicants must be experienced in providing mental health education to individuals with Serious and Persistent Mental Illness, families, and the public on a state-wide basis. Applicants must demonstrate that they have a state-wide presence with the mental health consumer community and the capacity to reach the target population on a state-wide basis.

**B. Proposal Narrative**

Proposal narrative shall be a maximum of 3 pages, single spaced, in 12 point Times New Roman font and must address each of the following questions or requests for information:

- a. Describe in detail the proposed activity(s) to be funded that will promote family and public awareness about the health home service for individuals with SPMI. Include educational strategies, development of educational materials, and an implementation plan, and related materials to assist families, guardians, and the public in understanding health home services and related rights and responsibilities;
- b. Provide a project plan, with timeline, that demonstrates the organization's capability to perform the proposed activities in the required timeframe;
- c. Provide a detailed project budget for the proposed activities;
- d. Describe how the funded activities will provide benefit to families, guardians and the public who are the recipients of the funded activities.

**C. List and describe proposed staffing/contractors required to perform activities**

- a. Positions
- b. Duties, services or work to be provided
- c. Professional Qualifications
- d. FTE% and/or amount of service or work provided
- e. Organization's project manager/supervisor for this project

**D. Attachment Section shall include**

- a. Budget
- b. SFY 2013 Application for Funding of New Programs and Projects

**NOTE: Do NOT complete pages 1, 2, and 3 of the application. Begin the application on page 4. Applicants MUST refer to specific sections of the RFA on page 4 AND complete the budget section.**

**V. Evaluation Criteria**

**A.** Selection for funding will be based on evaluation of the following questions:

1. Does the applicant have experience in providing advocacy and support for persons in recovery from mental illness and/or families?
2. Does the applicant have experience with public sector projects, particularly relating to behavioral health system?
3. Does the applicant have experience with successfully developing and implementing training and educational activities for consumers, families and the public?
4. Is the applicant knowledgeable about the design and implementation of CBHC Health Homes?
5. Will the project enhance Ohio's implementation of the health home service?
6. Does the applicant demonstrate a feasible and effective plan to carry out the activities required for this project?
7. Does the applicant's project plan demonstrate a readiness and ability to complete the activities/work within the required timeframe?
8. Is the budget within the limits specified, for allowed types of purchases and reasonable for activities/work proposed?

As part of the selection process, finalists may be asked to present their proposals to key stakeholders in Columbus, Ohio.

**VI. Requirements for Award**

The selected applicant for award must execute the department's Agreement and Assurances document, as well as appendices to that document, unless current executed versions of the Agreement and Assurances are already on file with the department.

**VII. Application Submission Process**

**A. Application Due Date**

**The submission deadline for Applications is 4:00 p.m. on Monday, November 26, 2012. Late submissions will NOT be considered.** The risk of delay or failure of delivery of an application rests with the submitter.

**B. Where to Send Application**

**All applications must be submitted as hard copies with an electronic file on a disk, thumb drive, or by e-mail by November 26, 2012 at 4:00 PM Eastern Standard Time, via hand delivery, U.S. mail, or other courier service to:**

Heather King  
Office of Health Integration  
Ohio Department of Mental Health  
30 East Broad Street, 7<sup>th</sup> Floor  
Columbus, OH 43215-3430  
E-mail: [Heather.King@mh.ohio.gov](mailto:Heather.King@mh.ohio.gov)

**C. Application Requirements**

**All applications must be submitted in MS Word, 12 point Times New Roman font. Five (5) hard copies must be submitted. Applications must meet all requirements set forth in this RFA.**

A cover sheet that includes the following must accompany the application:

Applicant's name  
Applicant's business address  
Applicant's business telephone number  
Applicant's email address  
Name, phone number, and email address of Applicant's grant contact person.

**D. Questions/Inquiries**

Inquiries about the content of this RFA, or the process for submission or evaluation of an application may be submitted in writing only, by electronic mail, U.S. mail or other courier on or before November 19, 2012, 4:00 PM Eastern Standard Time, to:

Afet Kilinc  
Office of Health Integration  
Ohio Department of Mental Health  
30 East Broad Street, 7<sup>th</sup> Floor  
Columbus, OH 43215-3430  
Phone 614-752-9703  
E-mail: [Afet.Kilinc@mh.ohio.gov](mailto:Afet.Kilinc@mh.ohio.gov)

Responses to inquiries will be posted to the ODMH website at <http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/medicaid/hhc-main.shtml> under "Updates" by 5:00 PM Eastern Standard Time, on November 20, 2012.

**E. Award Date**

ODMH anticipates making funding decisions (selections) by **November 30, 2012**. The Director of ODMH or designee, in her capacity as chief executive and administrative officer of the department and the state's designee to administer federal Community Mental Health Block Grant, will make final grant sub-awards based on her consideration of the recommendations of the review team and, if applicable, consideration of the application materials. The decision made by the Director or designee to award, modify or not-award is final.

**F. Commencement of Work**

The awarded projects should begin work as soon as all agreements are in place.

**VIII. Conditions**

The Department reserves the right to reject, in whole or in part, any and all applications where the Department, taking into consideration factors including, but not limited to, cost and the results of the evaluation process, has determined that the award would not be in the best interest of the Department.

All eligible applicants for funding must submit written applications in the format specified in this Request for Applications Announcement. If the application does not meet the review criteria, ODMH reserves the right to make no sub-award, make a sub-award for a lesser amount, make alternative sub-award for the specified

project or make sub-award for a shorter duration. ODMH reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final application with one or more applicant(s). Failure to submit an application by the required deadline will result in rejection of the application. ODMH reserves the right to waive errors and omissions that do not materially affect the outcome of said application. Errors and omissions may result in lower evaluation scores or rejection of the application.

Applicant will be solely responsible for reporting, withholding, and paying all employment related taxes, payment and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.