



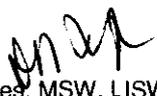
Numbered Advisory Memorandum

Date Issued: June 25, 2012

Number: 6-FY-12-3

Originator(s):
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Assistant Chief
Community Supports and Emergency Preparedness

Subject: Allocations
 Certification
 Licensure
 Medicaid
 Policy and/or Procedure
 Other Critical Information

Approval(s): 
Debbie Nixon-Hughes, MSW, LISW-S
Deputy Director, Program and Policy Development

To: ADAMH/CMH Boards

Contact(s):
Kendra Cook, Executive Secretary
Kendra.Cook@mh.ohio.gov
(614) 728-1522

Required Action: No Yes, by this date: 7-20-12

All ODMH policy memoranda are posted on the ODMH Web site at mentalhealth.ohio.gov/partner-resources

Title: Request for Application
Ohio's State-wide Adult Care Facility* Training Program
State Fiscal Year: 2013

I. Introduction of the Initiative

- Residential Facilities Training Program*
This Training Program is intended to provide a means for operators and staff at those facilities currently designated as Adult Care Facilities to comply with the training requirements as set forth in sections 5122-33-13 and 5122-33-14 of the Ohio Administrative Code. Under proposed new statutory language, these facilities will be defined as those residential facilities providing accommodations, supervision, and personal care services for three to sixteen unrelated adults as set forth in section 5119.22(A)(9)(b) of the Ohio Revised Code. The term Adult Care Facility (ACF) used throughout this Request for Application and any responsive Applications will be deemed to refer to those residential facilities described herein.
- Demonstration of the Need

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The Ohio Department of Mental Health (ODMH) recognizes the critical role adult care facilities (ACF) play in the continuum of community housing options for adults with severe and persistent mental illnesses. Stable housing is essential in preventing homelessness and in reducing institutional recidivism from settings such as jails, prisons, nursing homes, and psychiatric hospitals. Safe, decent, and affordable housing that is not dependent upon the acceptance of treatment is a critical component of engagement, resiliency, and recovery and is a cornerstone in a person's life for establishing stability and instilling hope.

Currently, Ohio has approximately 714 licensed Adult Care Facilities in 61 counties. The relative percentage of ACFs located in the ODMH regional psychiatric hospital catchment areas are as follows:

Northcoast	39%
Summit	19%
Northwest	15%
Heartland	12%
TVBH	8%
Athens	7%

- Purpose of the Initiative

ODMH is seeking one or more entities to provide available, accessible, and comprehensive trainings on resident care, facility operations and mental health to ACF operators and staff throughout Ohio. ODMH will consider an award to a single entity for provision of training throughout the state or awards to multiple entities providing regional training such that all regions of the state will have reasonable access to training. The goal of the trainings is to achieve the following outcomes:

1. Improved quality of care in ACF homes through targeted focus trainings on core competencies and skill development.
2. Increase the sustainability of current ACF homes and better prepare operators and staff.

The ODMH contracted entity or entities will develop and provide a comprehensive training curriculum, consultation, and technical support to ACFs throughout the state consisting of, but not limited to the following:

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1. Training regarding the rules and requirements attached to ACF licensure (fire emergency, evacuation procedures, facility policies, residents' rights, staff responsibilities, first aid training requirements, personal care services, job competency, sanitary conditions, conflict resolution, documentation, financial management, screening and referrals, role of ombudspersons, ACF administrative rules, changes in residents' physical health and behavioral status, incidents, etc.).
2. Training on providing quality services and enhancing mental health care in ACFs throughout the state.
3. Consultation and technical assistance to the operators of ACFs.
4. Training designed to support the recruitment, development and retention of qualified, diverse, culturally competent staff within ACFs.
5. Operator and staff training on resident management and support (motivational interviewing, engaging difficult to manage consumers, etc.).
6. Operator training on operational /business strategies.

Trainings and consultation as proposed are to be provided at no cost to attendees and must demonstrate availability and accessibility to ACF operators and staff across the state or region.

II. **Scope of Work (Narrative)**

Contracted entity or entities will develop an ACF training plan that addresses training needs of ACF operators and staff throughout the state or across a defined region and describes how the training will be conducted and provided. The final training plan will be developed in collaboration with ODMH Offices of Licensure and Certification and Capital Planning and Management. The plan must include following:

1. The subject areas covered by the training, including itemization of the topics to be covered, the length of time assigned for each topic, and the training methods to be utilized, (e.g., lecture, roundtable discussion, video presentation, etc.).
2. A proposed training calendar indicating target audience, training dates and locations, audience capacity and training topics.
3. The length of time needed to accomplish the training (e.g., half-day, full-day, etc.) and agenda.
4. How trainers are to be selected and prepared.

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5. The number of trainings to be held (note: if multiple trainings on different topics are contemplated, the number of trainings to be held on each topic must be indicated).
6. A plan for training locations, taking into account demographics of the state or region.
7. How the success of the trainings will be measured, e.g., pre- and post-tests, process evaluations, product evaluations, etc.
8. How the training will be culturally competent.

III. Availability of Funds

The federal Block Grant funding for Ohio's ACF training program is available from the time of the award (approximately July 1, 2012) until June 30th, 2013. Applicant should provide a project budget on the attached Budget Table Form.

IV. Application Requirements

A. Eligible Applicants

1. Community Mental Health or Alcohol Drug Addiction and Mental Health Services Boards. Boards may partner and apply jointly with other Boards or mental health providers (please designate single fiscal agent for the project).
2. Private or Public Corporations within the state of Ohio.
3. Universities or Institutions of higher education within the state of Ohio.

B. Application Guidelines

The following items **must be included** in a proposal narrative:

1. Organization Name, contact person, dollar amount requested.
2. Description of proposed training plan, including the proposed amount and types of training to be offered and a proposed implementation plan (see section II. Scope of Work)
3. Estimate the number ACF operators and staff to be served.
4. Description of the plan for evaluation of the training program and provision of technical assistance, e.g., pre- and post-tests, number of people trained, number of trainings held, etc.
5. Budget Narrative (brief supporting description of major expenses and/or unusual items).

C. Attachment Section shall include

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1. Budget Table (see attached), providing a project budget with financial components.
2. Statement of assurance that these funds will not supplant current local, state, and federal funds for current service activities, if applicable.
3. References, to include a contact name and a description of the types of training and consultation completed.
4. Executed copy of attached Agreement and Assurances Form

D. Reporting Requirements

1. Awarded applicants will complete a quarterly ODMH Narrative and Fiscal Reporting Form in a form and format determined by ODMH, describing accomplishments, challenges and/or obstacles, trainings produced, etc.
2. Awarded applicants will complete a quarterly ODMH Performance Measurement Worksheet reporting on the training, consultation and technical assistance objectives and projected impact on the ACF operators and staff.

V. Criteria for Evaluation of Proposals

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|--|-----|
| 1. Assessment of the proposal | 30% |
| 2. Contractor’s experience with conducting trainings | 20% |
| 3. Contractor’s familiarity with Ohio Revised and Administrative Code provisions regarding ACFs licensed by ODMH | 15% |
| 4. Contractor’s experience with facilitating group processes | 15% |
| 5. Quality of contractor’s references | 10% |
| 6. Cost proposal | 10% |

VI. Application Submission Process

• **Application Due Date**

The submission deadline for applications is 5:00 p.m. on Friday, July 20th 2012. Applications received after this deadline will not be reviewed. Risk of delay or failure of delivery rests with the Applicant.

• **Where to Send Application**

All applications are to be submitted to:
 Kendra Cook, Executive Secretary
 E-mail: Kendra.Cook@mh.ohio.gov
 Phone: (614) 728-1522

• **Method for Submission**

All applications must be **submitted electronically via e-mail to Kendra Cook at Kendra.Cook@mh.ohio.gov**, only in MS Word format by the deadline noted above. An electronic receipt will be issued for each application. Incomplete or late

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submissions will not be considered. The risk of delay or failure of delivery rests with the Applicant.

- **Conditions of Submission**

All applications must be submitted in MS Word 12 point type. The proposal narrative section may **not exceed five (5)** pages, excluding the cover sheet (outlined below) **and** any references, Agreement and Assurance Form, and Budget Table Form. Applications must meet all requirements set forth in this RFA.

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

- Applicant's name(s)
- Applicant's primary contact person
- Name of collaborating Mental Health Boards or Provider(s), if applicable
- Applicant's address
- Applicant's phone number
- Applicant's email address

- **Questions/Inquiries**

Questions and inquiries may be submitted only electronically. Questions received by 5:00 p.m. on July 9th, 2012, with responses, will be posted on the ODMH Website by 4:00 p.m. on July 13th, 2012. Please submit questions to:

Chris Nicastro, LPCC
Assistant Chief
Community Supports and Emergency Preparedness
E-mail: christopher.nicastro@mh.ohio.gov

VII. 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 applications do 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). ODMH reserves the right to waive errors and omissions

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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.

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