



Office of the Administrative Director – Financial Services Department

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

Rodney A. Maile
ADMINISTRATIVE DIRECTOR

Terri L. Gearon
FINANCIAL SERVICES DIRECTOR

Brandon M. Kimura
DEPUTY ADMINISTRATIVE DIRECTOR

Date: January 30, 2023

To: All Interested Providers

From: Terri Gearon, Financial Services Director /s/ Terri Gearon
The Judiciary, State of Hawaii

Subject: **Request for Information for Mental Health Assessment for
The Judiciary, State of Hawaii, First Circuit
RFI J24043**

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase of Health and Human Services for The Judiciary, First Circuit. The following draft service specifications are attached to this RFI for your review:

Written comments in response to the RFI shall be emailed to:
Louise.K.Crum@courts.hawaii.gov

The deadline for the receipt of comments is 2:00 p.m., HST, on Thursday, February 7, 2023.

Input received in response to this RFI may be incorporated into the specifications and be used in a formal Request for Proposals, tentatively scheduled for February, 2023

Note: Participation in this RFI is optional, and is not required to respond to any subsequent procurement announcements. Neither Judiciary nor any interested parties responding has any obligations under this RFI. Contracts resulting from the RFP will be for the periods indicated in the service specifications.

**2.16 SVC SPEC TITLE: Juvenile Client and Family Services
MHA - Mental Health Assessment Services**

2.16.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

Adolescents in the juvenile justice system exhibit high rates of mental health problems. Co-occurring disorders, histories of trauma and abuse, depression, self-mutilation, suicide attempts, substance abuse, and family conflicts are particular problems. Professional mental health assessment services are needed for adolescents who are involved in the juvenile justice system, and are not otherwise eligible for mental health assessment services from another state agency or private insurance plan. The goal is that by effectively identifying and addressing the mental health treatment needs of adolescents in the juvenile justice system, it will lead to better outcomes that include positive coping strategies, improved behavioral and life circumstances, and reducing the likelihood of recidivism.

D. Description of the target population to be served

Adolescents between the ages of 12-17 years who are adjudicated or non-adjudicated for law violations and/or status offenses.

E. Geographic coverage of service

Service areas include the following:
First Circuit- Island of Oahu

The applicant shall demonstrate actual capacity to provide the required services in the service area for which it is applying.

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

<u>FY 2024</u>	<u>FY 2025</u>	<u>FY2026</u>	<u>FY2027</u>
----------------	----------------	---------------	---------------

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in this specification.

Funding source: State general funds, federal and special funds should they become available.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract will not exceed four (4) years, e.g., July 1, 2023 to

June 30, 2027 subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriations. Funds are available for only the initial term of the contract which is for two (2) years.

2.16.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The applicant shall have licenses and certificates, as applicable in accordance with federal, state, and county regulations, and comply with all applicable Hawaii Administrative Rules. Applicant shall meet clinical standards as defined in the most current Child and Adolescent Mental Health Performance Standards (CAMHPS), including all relevant licensing requirements.
2. The applicant must have demonstrated competence or qualifications to perform the required services, and shall have experience providing adolescent mental health assessments and working with youth and families in the juvenile justice system.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices (i.e. 42 C.F.R Part 2, Section 325-101 HRS, Section 334-5 HRS, HIPAA, and FERPA), and provide proof of insurance coverage as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to Section 3-1143-608,HAR)

After-the-fact secondary purchases will not be allowed.

C. Multiple or alternate proposals

(Refer to Section 3-143-605,HAR)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to Section 3-143-206,HAR)

Single Multiple Single and Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded

(Refer to Section=149-302,HAR)

Single term (< 2 yrs) Multi-term (>2 yrs)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g. July 1, 2023 to June 30, 2027. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term contract will be awarded.

F. RFP contact persons

The individuals listed below are the points of contract from the date of release of this RFP until the selection of the winning provider. Written questions should be submitted through the State of Hawaii eProcurement System (HIePRO) by the day and time specified in HIePRO and Section 1.1 (Procurement Timetable) of this RFP.

Buyer Information:

Judiciary Contracts and Purchasing Office
Noreen Miyasato at (808) 538-5805
Email: Noreen.K.Miyasato@courts.hawaii.gov

Specifications Contact Information:

Program Specialist, First Circuit
Louise Crum at (808) 954-8226
Email: Louise.K.Crum@courts.hawaii.gov

2.16.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Applicants shall provide mental health assessment to juveniles who are referred by the Juvenile Client Services Branch (JCSB), of the First Circuit, Family Court. The assessment will be used to accurately identify adolescent behavioral health issues; evaluate existence or severity of a mental health or substance use disorder (SUD); and to guide case planning, court interventions, and service needs based on the recommendations.

Assessments shall include components that thoroughly assess biopsychosocial and family function and identify risk and protective factors. Assessments will take into consideration adolescent's history of trauma; substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; and family dynamics. As part of the assessment process applicants shall identify the adolescent's caregivers and shall interview family members and other supportive individuals important to the adolescent's recovery.

Applicants shall identify assessment tools used, and provide a detailed description of what would be included in the mental health assessment. Assessment tools shall be validated, standardized, and objective instruments that summarize the level of need through an actual score or objective criteria. The report shall include diagnostic impressions and substantiate the basis for the diagnosis.

Assessments reports shall include date(s) of assessment interview and report completion. Identifying information for the adolescent and guardian. Reason for referral and name of referral source. Sources of information used to gather data for the report, such as questionnaires, interviews, observations, test results, and collateral information shall be listed in the report. If records include prior mental health assessments, the applicant will include the date of the assessment, name and/or agency of report writer, and an acknowledgment that the assessor reviewed the report. The report shall include where the adolescent currently resides.

Applicants shall be available to meet with the adolescent in the community, including the adolescent's school, or out-of-home placement site. If the juvenile is incarcerated at the time, the Applicant shall conduct the assessment at the institution (i.e. Detention Center and/or Hawaii Youth Correctional Facility).

The applicant shall provide recommendations in the report to address factors that will maximize the adolescent's strengths, decrease risk, and address any behavioral health needs. The report shall be required to be submitted to JCSB no more than ten (10) working days after completing the assessment.

Mental Health Assessments:

1. A Comprehensive mental health assessment is the full scale mental health assessment.
2. A Focused mental health assessment is an updated mental health assessment expanding on a previous mental health assessment completed within one year. This type of assessment shall clarify diagnostic and treatment issues when new clinical symptoms have emerged. Includes any new challenges or recent significant events that have impacted or produced behavioral changes; current treatment services and compliance; and any changes in diagnostic impressions and/or recommendations.

Consultation

Applicants shall be available to have a consultation session upon request by JCSB, via telephone and/or virtual conference with the supervising probation officer, parent(s)/legal guardian(s) and/or adolescent, to explain the results of the report, go over recommendation, and answer any questions the parties may have.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population. The applicant shall have verifiable experience of three years in providing relevant services to adolescences and families in the juvenile justice system.
- b. Applicant shall indicate if training to perform the required services and clinical supervision is provided.
- c. The applicant shall conduct a State and Federal fingerprint- based criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to or unsupervised access to vulnerable clients such as children, disabled, and/or the elderly , or other program related vulnerable clients . In addition, the applicant will conduct a search of the State and National Sex Offender Registries, <http://sexoffenders.ehawaii.gov> (State Sex Offender Registry) and the www.nsopr.gov (National Sex Offender Public Registry). The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Further, the applicant will ensure the continued suitability of any officer, employee, volunteer

or subcontractor to work or provide services to vulnerable clients. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders). Prior to commencing any work or services on the contract, the applicant shall ensure that any officer, employee, volunteer or subcontractor is suitable to be performing work or services in close proximity to or with unsupervised access to children, disabled, and/or elderly clients will be of reputable and responsible character and will not pose a risk to the health, safety, security, or well-being of clients, staff and the general public.

2. Administrative

- a. The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content and methods of service delivery.
- b. The Judiciary reserves the right to shift resources at any time during the contract period when there is a monthly pattern of under-utilization indicating funds are better applied elsewhere. The reallocation of funds shall be determined by the Judiciary at its discretion to best meet the needs of the Judiciary.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.

- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.
- c. The applicant shall provide performance measures to evaluate timeliness of completing the mental health assessment and providing the report.

5. Experience

- a. The Applicant must have demonstrated competence or qualifications to perform the required services.
- b. The Applicant must have a minimum of five (5) years of experience in the provision of adolescent mental health assessments.
- c. The Applicant shall have a minimum of three (3) years of experience in the provision of services to adolescents and families in the juvenile justice system. In the absence of such experience, the applicant will provide supporting evidence why the three (3) year requirement should be waived.

6. Coordination of Service

- a. Applicants shall describe their ability to collaborate with the referral source and the adolescent's legal guardian to coordinate assessments and obtain information.
- b. Applicants shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, and juvenile justice.

7. Reporting requirements for program and fiscal data

- a. The applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the applicant during the reporting period,

identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the applicant, upon request shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.

- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report will include documentation of the applicant's overall effort toward meeting the program goals and objectives. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

8. Pricing or pricing methodology to be used

Negotiated unit of service rate.

9. Units of service and unit rate

<u>Service</u>	<u>Unit</u>
Comprehensive Assessments	Rate per Assessment
Focused Assessment	Rate per Assessment

Applicants shall indicate proposed unit rate per type of assessment. Include the average length of time per an assessment and describe what is included in the unit rate. If consultation cost are not included in the proposed unit rate, they shall be listed as a separate rate. Applicants may include a proposed unit rate for no-show appointments or cancellation notifications within 24 hours of scheduled appointments.

10. Methods of compensation and payment

- a. The Applicant shall be required to submit monthly invoices to ensure accurate payments for services rendered. Information to be included shall be client's name, date of assessment, services rendered and unit rate.
- b. The Applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance, the Department of Human Services or any other sources of payment known to the Applicant by the client for treatment. Payments to the Applicant shall be reduced by received third party payments.