



Office of the Administrative Director – Financial Services Department

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Date: February 13, 2023

To: All Interested Providers

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

Subject: **Request for Information for Housing for Mothers and their Children in Residential Programs, The Judiciary, State of Hawaii, First Circuit RFI J24044**

The Judiciary, State of Hawaii is publishing this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to obtain comments and suggestions from interested providers for the planned purchase of Housing for Mothers and their Children in Residential Programs. Draft service specifications are attached to this RFI for your review.

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

The deadline for the receipt of comments is 2:00 p.m., H.S.T., on February 22, 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 March 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 period indicated in the service specifications.

2.1 SVC SPEC TITLE: Act 246: Housing for Mothers and their Children in Residential/Housing Programs.

2.1.1 Description of Service

A. Description of the goals of the service

The goals of the requested service are: (1) To provide a comprehensive evidence-based, offender-oriented, continuum of residential substance abuse treatment services and clean and sober homes to mothers with alcohol/and other drug problems, who are ordered or directed by the court to obtain treatment; and, (2) the goal of treatment will be to assist adult mothers, abusing or addicted to alcohol and/or other drugs the opportunity to have their minor children reside with them while attending treatment. This is needed to reduce the trauma and mental health development for both mother and child. The overall goal is to provide effective strategies, skills, and knowledge to the mothers which will result in long-term abstinence and a reduction of their re-offending behaviors. The continuum includes Residential Drug Treatment, Therapeutic Living Programs, Mental Health Residential Programs, and Clean and Sober Homes for women and children.

B. Description of the target population to be served

The target population includes adult women offenders, who have minor children, referred to the Judiciary, age 18 or older, and supervised by the Adult Client Services Branch in the First Circuit of the Judiciary. The target population shall be women who have custody of their minor children, with alcohol and/or other drug related problems and/or with co-occurring disorders.

C. 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 areas for which it is applying.

D. Probable funding amounts, source and period of availability

Probable funding amounts:
FY 2024 and FY 2025

The funding for this amount totals \$200,000 each fiscal year. Applicants shall propose funding amounts based on their best estimates for the cost of providing the services as described in the proposal.

Funding sources: State General Funds

Period of availability: The aggregate term of the contract shall not exceed two (2) years, e.g. July 1, 2023 to June 30, 2025. Subject to the appropriation and availability of funds, the fiscal soundness of the Applicant, and the Applicant's history with contract service performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awards of grant applications. Contract award is contingent upon the appropriation and availability of funds.

A.1.2 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.
 - a. Residential programs must meet the requirements of the State of Hawaii, Department of Health's (DOH) Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility. Programs must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse treatment programs.
 - b. Therapeutic Living programs must meet the requirements of the State of Hawaii, DOH's Administrative Rules: Title 11, Chapter 98, pertaining to Special Treatment Facility as it pertains to Therapeutic Living. Programs must have an appropriate license to operate from the DOH, Office of Health Care Assurance (OHCA).
 - c. Clean and Sober Homes must be on the Department of Health, Alcohol and Drug Abuse Division (ADAD) Clean and Sober Home Registry and be in good standing.
 - d. The proposed services must meet all required state licensing or certification standards, provide assurances for fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage and identification as applicable.

2. 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.
3. The Applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase 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, Proposal Application Checklist, for the website address).
4. The Applicant shall have an accounting system in compliance with generally acceptable accounting principles.

B. Secondary Purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact Secondary Purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed Not allowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

Single Multiple Single & 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 §3-149-302, HAR)

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

Contract award is contingent upon the appropriation and availability of funds. The contract term will cover the period from July 1, 2023 until June 30, 2024. The contract may be extended for one (1) year, subject to appropriation and availability of funds and the satisfactory performance of services by the provider.

F. RFP Contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted through the State of Hawaii Electronic Procurement System (HIePRO) before the day and time specified in HIePRO.

Buyer Information:

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

Specifications Contact Information:

Oahu Adult Client Services, First Circuit
Kathi Fujii at (808) 539-4510 Fax: (808) 539-4559
Kathi.K.Fujii@courts.hawaii.gov

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

1. Applicants will provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Residential and/or Mental Health Residential Drug Treatment, Therapeutic Living Programs, and clean and sober housing, to mothers, with alcohol and/or other drug related problems, accompanied with their children, who are ordered or directed by the court to obtain such services. Applicants may propose parts of the continuum of treatment as listed below:
 - a. Residential Treatment – A Residential Treatment Program shall provide 24 hour per day non-medical, non-acute care in a residential treatment facility that provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring and treatment are available 24 hours a day, seven (7) days a week, with minimum of one (1) individual counseling session per week with each client. This includes mothers who have co-occurring disorders.
 - b. Therapeutic Living – A Therapeutic Living Program shall provide structured residential living to mothers who are without appropriate living alternatives and who are currently receiving substance abuse treatment in a Day, Intensive Outpatient, or Outpatient treatment program, or who have been clinically discharged from residential treatment. This includes women who are attending a dual diagnosis program. Therapeutic Living Programs shall provide therapeutic rehabilitative activities. Activities can include, but are not limited to, needs assessment, service planning, individual and group skill building

and practice, referral and linkage, employment, case management, client support and advocacy, monitoring and follow up.

The primary focus of this program is to provide the necessary support and encouragement to enable the mother to complete treatment outside of a residential program, to adjust to a chemically abstinent lifestyle and to manage activities of daily living so that the mother can move towards independent housing and life management along with her minor children.

- c. Clean and Sober Homes- A Clean and Sober Home shall provide accommodation to unrelated adults who are without appropriate living alternatives and who may be participating in a drug and/or alcohol program's continuum of care or have been clinically discharged from a program. The Clean and Sober Homes shall provide the necessary support and encouragement for the mother to adjust to a chemically abstinent lifestyle and manage activities of daily living in order to move toward independent housing and life management. Clean and Sober Homes are different from Therapeutic Living Programs in that mothers do not require 24-hour supervision, rehabilitation, therapeutic services, or home care. Rather, it provides mothers in recovery an environment that is free from alcohol and/or drugs; are independent; and share household expenses. The Clean and Sober Home must be under the Department of Health, Alcohol and Drug Abuse Division Clean and Sober Registry and be in good standing.

2. Proposals shall delineate the following:
 - a. Identification of target group(s) to be serviced by the Applicant, including any applicable admissions, eligibility, or exclusionary criteria.
 - b. Identification of the evidence-based treatment model(s) to be used for mothers and children.
 - c. Justification for the selection of the evidence-based treatment model(s).
 - d. For Residential and Mental Health treatment programs, the nature and amount of time the client will be involved in structured activities per week.
 - e. (1) Identification of assessment instrument(s) to be used for mothers and children; (2) the purpose of the instruments; and (3) how the

instruments will be implemented.

- f. Identification of training(s) to be provided to staff; the frequency of the training(s); and, supervisory oversight for quality assurance.
- g. Identification, description, and references for the curriculum to be used.
- h. Identification of the program targets for change.
- i. Identification of the program's completion criteria for the clinical discharge of the client.
- j. Identification of the program's termination or discharge criteria.
- k. Description and length of the treatment services.
- l. Identification and description of a quality assurance program that involves client care and the delivery of services, the personnel who will implement the evaluation and review, and the procedures for corrective actions for problems identified.

(For those proposing to provide more than one modality of care, please describe how responses to the above listed items will differ, as applicable, across the continuum.)

- m. Provide evidence-based practice standards in the delivery services to include but not limited to cultural and gender appropriate services.
- n. Incorporate the use of trauma informed care in the delivery of services.
- o. Written policies and procedures governing client's rights, grievances, fees, charges, payments, and deposits.
- p. Written screening criteria for new clients (clean and sober houses)
- q. Written house rules (clean and sober houses)
- r. Written policies on maintaining an alcohol and drug-free environment.
- s. Written plan on emergency phone numbers, procedures, evacuation maps in marked locations including emergency resident contact information.

- t. Policies addressing neighbors' reasonable complaint regarding: smoking, loitering, parking, noise, offensive language, and cleanliness (Good Neighbor HAR §11-178-7(g))
3. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC-2R) for admission, continuance, and discharge and documentation shall be included in each client's clinical chart.
4. The Applicant shall have the capability and capacity to conduct alcohol and drug testing that would include urine and/or blood.

The Applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collection are required. The Applicant shall insure that chain of custody and confidentiality issues are addressed appropriately.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or possess College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising agency/probation officer.

5. Written discharge reports shall be provided no more than ten (10) working days after a client's discharge or earlier upon request of the supervising officer, for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable.
6. Programs shall notify the supervising officer or program of any prospective major change in a client's status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in team meetings with the Judiciary when it is determined to be in the best interest of the client's treatment and adjustment.
7. Applicants who provide Outpatient, Intensive Outpatient, Day and Residential treatment modalities shall develop and implement appropriate transition plans

for each client prior to discharge. The plan shall address transition and recovery issues and relapse prevention, and shall be forwarded to the supervising officer.

8. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.

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

1. Personnel

- a. Applicants shall possess and document knowledge, capacity, skills and experience in working with targeted population. Applicants shall describe the minimum qualifications for Program Director(s). The Program Director is defined as the person responsible for the overall management of the treatment program(s). The proposal shall include educational backgrounds and experience of any current program director(s).

At a minimum, applicants shall ensure that clinical supervision over program activities is provided by certified substance abuse counselors (CSAC) or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or hold an advanced degree in a behavioral health science, with at least one year experience working in the field of substance abuse addiction.

However, non-CSAC or non-master's level providers may be utilized as long as they are directly supervised by a CSAC or Master's level counselor, and are working toward certification.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. Therapeutic Living Programs shall be provided by staff knowledgeable in substance abuse problems and experience in case management activities.
- c. Clean and Sober Homes shall have a minimum of two (2) years' experience with clients in the Criminal Justice system. Applicants

shall monitor the reintegration process of the client from clean and sober living to independent living.

- d.. 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 provides care or care placement services to vulnerable clients such as children, disabled individuals, 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 or other program related vulnerable 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.
- d. The Applicant shall submit an agency organizational chart which includes and identifies all programs that the agency /Applicant oversees/administers, inclusive of subcontractors and consultants.
- e. The Applicant shall have on the premises at least one person currently certified in First Aid and Cardiopulmonary Resuscitation (CPR) for adults and children (in residential and therapeutic living programs)
- f. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray (in residential and therapeutic living programs)
- g. The staff and volunteers, if used by the Applicant shall be under the

supervision of the Program Director or his/her designee(s) and shall accordingly be trained in client confidentiality issues, ethics and program quality assurance requirements.

2. Administrative

- a. The Applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, group size, program content and methods of service delivery.
- b. Court testimony by an Applicant representative shall be provided as needed.

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.
- c. Applicants shall allow the Program Specialist to undergo periodic onsite visits, scheduled and unscheduled with a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with mothers with substance use problems and for contract monitoring purposes. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. The Applicant shall allow the Judiciary access to all materials, files, and documents relating to the provision of services. In addition, the Judiciary may, at its discretion, observe individual, group, and educational sessions conducted by the Applicant for contract monitoring purposes.

4. Output and performance/outcome measures

- a. Output: The Applicant shall record unduplicated clients served. The unduplicated count shall be recorded in the Applicants quarterly

reports and aggregated Year-End Report.

- b. Outcome: The Applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any which may be developed and utilized by the Judiciary.

5. Experience

- a. The Applicant must have demonstrated competence or qualifications to perform the required services.
- b. The Applicant must have experience in the provision of substance abuse treatment services, or in the provision of Therapeutic Living Program, or clean and sober home services for substance abuse mothers with or without mental health issues.

6. Coordination of Service

- a. Programs shall describe their ability to collaborate with other appropriate services, including, but not limited to, health, mental health, social, educational, vocational rehabilitation and employment services.
- b. Programs intending to provide only part of the continuum shall also have and document appropriate linkages to other services in the continuum.

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 of funds. Quarterly reports are due 30 days after the end of the quarter. Year end 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 shall include documentation of the Applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities engaged in. Furthermore, the Applicant shall furnish any additional reports or information that the Judiciary may ask from time required or request.
- d. Pursuant to HRS 601-21, the applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by ADAD, participate in the statewide data collection activities under the purview of ADAD.

8. Pricing methodology to be used

Negotiated unit of service.

9. Units of service and unit rate

Proposals shall include, as applicable, average expected lengths of stays proposed for each level of care; group sizes and frequency of services (i.e. number of sessions per week), as applicable; and provide fees for units of services as follows:

- a. Residential/Per Bed Day/Per Individual/per Child
(To include allowances for individual and family counseling, as applicable. Also include allowances for women who have co-occurring disorders). May include a separate rate for children while in residential program.
- b. Therapeutic Living/Per Bed Day/Per Individual
(To include allowances for individual and family counseling, as applicable. Also include allowances for women who have co-occurring disorders). May include a separate rate for children while in therapeutic living program.
- c. Clean and Sober House/Per Bed Day/Per Individual/per Child
Deposits or other related fees should be included. The service fee includes all taxes. Applicant should include any fees (e.g., WiFi) it

plans to charge the client that is not included in the unit cost per bed day per client.

d. Childcare

The rate shall include per hour of childcare while the mother is attending treatment (e.g., IOP or day treatment). Applicants may cite unit rates by the half or quarter hour as applicable.

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 admission and/or discharge, reason for discharge, level of service provided and number of units provided with corresponding dates and service unit fee billed
- 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 made known to the Applicant by the client for treatment, housing or subsistence. Payments to the Applicant shall be reduced by received third party payments if the amount is below negotiated rate.

2.1.4 Facilities

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide Residential Treatment, Therapeutic Living Program, and/or Clean and Sober Home Services shall describe and include in the proposals the following:
 - 1. How security and women accountability will be achieved.
 - 2. A site map of the facility designating all program locations, the location of each dwelling for Residential, or Therapeutic Living Program, and/or clean and sober homes. It should also provide the maximum capacity for each dwelling.
 - 3. The number of licensed beds for Residential and/or Therapeutic Living Program services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.