



July 15, 2021

Region 2 CSIDD and Resource Center Implementation

Questions and Answers

Q1. Can you please provide me with the reimbursement rate for Crisis Services for Individuals with Intellectual and/or Developmental Disabilities (CSIDD)?

A. CSIDD Reimbursement Rates are listed in SPA 19-0014 Exhibit VII of this RFA. The CSIDD SPA can be found here: https://www.health.ny.gov/regulations/state_plans/status/non-inst/approved/docs/app_2019-12-16_spa_19-14.pdf

Q2. Could the Resource Center beds be co-located in a Behavioral Urgent Care Center?

A. The Resource Center should have its own building and entrance, separate and apart from other clinic operations. Additional information would be needed related to other entities licensing or certifying potential Resource Center sites for consideration of allowability.

Q3. Is the expectation that the Resource Center serve children and adults separately?

A. The Resource Center serves adults 21 and older. Ages 18-20 may be considered with OPWDD approval.

Q4. Could additional Resource Centers be added further into the grant period?

A. Before a second Resource Center location is considered, the first one must be fully operational, and utilization must be at 95% occupancy.

Q5. What are the reimbursement rates for Resource Center crisis respite- are they the same as the OPWDD Respite schedule issued effective April 1, 2020?

A. Intensive Respite Rates for DOH Region 4 (OPWDD Region 2) can be found here: https://www.health.ny.gov/health_care/medicaid/rates/mental_hygiene/2020/2020-04-01/respite.htm

Q6. How soon would the Resource Center need to be fully operational?

A. As written in section 6.8.4 of the RFA, we are expecting 95% utilization by the end of Year 3 of the contract.

Q7. How centrally located would the Resource Center need to be- would Ogdensburg be an acceptable location?

A. The Resource Center must be as centrally located as possible. Because of the extensive geographical area that covers Region 2, Ogdensburg may be hard on families with the commute. With a detailed plan for travel/helping families secure or fund transportation, it may be an option.

Q8. For the Grants Gateway Work Plan Overview Form, please confirm what the work plan period should be. Instructions say this should be the first period of the project term. Would this be Year 1: October 1, 2021- September 30, 2022?

A. **Please NOTE:** During the Conference Call, OPWDD confirmed the first period will be 10/1/2021 - 9/30/2022. While this is true, Applicants must submit the Work Plan Overview Form for the full three-year term of the contract. Per 6.7.7 of the RFA, and CSIDD Opportunity, Question 21, of the Program Specific Questions, applicants are instructed: "Using the Work Plan template within Grants Gateway...provide the estimated timeframes required for full implementation of the Region 2 CSIDD program as described in this RFA. Include specific time estimates for each item identified in the Description of Services section 6.7.5 of this RFA."

OPWDD highly recommends that the Work Plan encapsulate the services as proposed in the Funding Request Summary, required in section 6.8.1.2 of the RFA, where a summary is required for each year

that demonstrates an understanding of annual expenditure requirements for clinical team, Start-Up and Non-Personal Costs. The Work Plan must also be reflective of the CSIDD services outlined on an annualized basis, in 6.8.4. of the RFA.

Q9. For the Non-Collusive Bidding Certification form (page 94 of RFA): For a not-for-profit incorporated agency, does this need to be signed by the Board of Directors? If so, do you need their full addresses, or just the state in which they live?

A. An authorized and responsible person must sign the non-collusive binding certification on the Applicant's behalf. The Name, City and State would complete the required information for Corporate President, Secretary and Treasurer.

Q10. Question 12 in Grants Gateway and section 6.7.5.2.5 in the RFA, is cut off. What is the remainder of that question? (Comprehensive Service Evaluations. Describe how your agency will: Utilize its' experience to create and deliver CSE's; and (?))

A. Question 12 in section 6.7.5.2.5 is complete as is. Please disregard "and".

Q11. For the M/WBE and SDVOB Utilization Plans, since we do not yet have a site in Region 2, and since firms we may use would be part of a bidding process, should we put names of potential providers on these forms? Firms we solicit for construction and commodities from the certified M/WBE and/or SDVOB lists will depend on the location of the properties we acquire, so it is difficult to know now which ones we may solicit for bidding.

A. Property acquisition, construction, and/or property renovations are not covered under this contract.

Q12. For the Program Specific Questions, it seems that most require a response and an upload. If our response is below 4000 characters and can be submitted as a response, what should we upload (or should we just upload the response to each question and indicate "see upload" in the response section for the question?).

A. If "YES" is indicated under "Upload Required" in the Program Specific Questions of the Grant Opportunity, you will get page errors if you do not upload anything for that section. The system will not allow you to submit an application until all the page errors are cleared out. You may indicate "see upload" where you have uploaded a response.

Q13: In terms of partnerships, what could that look like if an organization wanted to partner with another agency?

A: In order to operate a Resource Center, you must be a provider of CSIDD services. Only CSIDD providers certified by OPWDD can bill for CSIDD services. Additional billing requirements that must be met are available in CSIDD ADM#2021-01R1, Exhibit IX.

Q14: What is the population of individuals you expect to serve in terms of levels of functioning?

A: The population served by CSIDD includes individuals with intellectual and/or developmental disabilities who have significant behavioral or mental health needs. Additional information on the demographics of the individuals served can be found in the Regional Annual Reports, found here: <https://centerforstartservices.org/locations/new-york>.

Q15: Is it possible to push the RFA application deadline back a bit?

A: The application due date has been extended to 2:00 p.m., Wednesday, July 28, 2021. Likewise, the Cost Proposal must be submitted to Connie.x.Blais@opwdd.ny.gov no later than 2:00 p.m., Wednesday, July 28, 2021.

Q16: Should the response to this RFA include telehealth. Region 2 is a vast region in which a two hour in person response will be challenging.

A: At this point, the only telehealth flexibilities CSIDD has been granted are through the Emergency SPA, which will expire at the end of the Federal Public Health Emergency, with at least 60 days' notice from CMS. Applicants should assume they will be operating in a face-to-face capacity to the greatest

extent possible. Taking the vast demographic area into consideration, applicants should plan to have hubs scattered throughout the region to ensure appropriate coverage.

Q.17: Can any additional clarity be provided regarding the budget (anticipated salaries for that region etc.)?

A: Anticipated salaries, operating expenses, and start-up costs must be reasonable and appropriate, and it must be clear during OPWDD’s review how each line item will be phased in throughout the term of the contract. It is expected that by the end of the contract term, teams are fiscally sustainable solely utilizing the CSIDD Reimbursement Rates and the Intensive Respite Rates as posted. It is expected that the R2 CSIDD clinical team will have sufficient staffing to maintain a minimum caseload of 225 active cases and a minimum of 95% utilization of their Resource Center.

Q.18: Can existing CSIDD providers split consultant staff between existing regions and Region 2 if awarded the contract, additionally can telehealth be utilized for example; during Medical Director or Psychologist consults.

A: CSIDD providers may split consultant staff between existing regions and Region 2 if appropriate, noting that only CSIDD providers certified by OPWDD can bill for CSIDD. The Clinical Director, Medical Director or consultant must approve of, and have ultimate responsibility for, all services delivered by the CSIDD team. The Clinical Director, Medical Director, or qualified consultant must include their National Provider Identifier (NPI) on all CSIDD claims for the claims to be paid. Applicants should assume they will be operating in a face-to-face capacity to the greatest extent possible.

Q. 19: Will the awarded provider be required to do full launch presentation for stakeholders and community partners as took place in other regions?

A: In the first phase of program development, the program will focus on developing linkages and relationships with community stakeholders. The successful applicant will host an introductory-type meeting, with attendees including local stakeholders, community partners, family members, advocates, and any other potential advisory council members. The meeting would include an overview of the program with service expectations and referral information.

Q. 20: RFA section 6.8 directs that the cost proposal form be submitted separately from the technical proposal, which will be submitted via Grants Gateway. There is still an expenditure summary form in the GG that creates a Page error message “Expenditure Summary cannot be \$0.00.” Should we be presenting any cost information here? If not, how do we work around this error so that Grants Gateway will accept the submission?

A: Thank you for bringing this to our attention. The Grants Gateway budget does not support \$0, at least \$1 needs to be entered. Please enter \$1.00 on the last line of the Expenditure Budget section “Other Expenses Detail” as a place holder and make a note in the field labeled Other Expenses - Type/Description to “See Cost Proposal”.

RFA Revisions

Revision #1:

The underlined words have been removed from:

7.1.2.1 Congruence between site visits and applicant’s written proposals will directly influence bonus points awarded during the technical review phase.

and now reads:

7.1.2.1 Congruence between site visits and applicant’s written proposals may influence points

Revision #2:

In response to the concerns raised regarding the Application submission due date, we have updated the following Key Events and Dates in Section 1.2 of the RFA as follows:

Key Events and Dates:

Release of RFA	Friday, June 18, 2021
Mandatory Letter of Intent/Registration for Applicant’s Conference	Friday, July 2, 2021
Mandatory Applicant’s Conference	10:00 a.m. Friday, July 9, 2021
Questions Due Date	11:00 a.m. July 15, 2021
OPWDD Responses to Questions	Friday, July 16, 2021
Application Due Date.....	2:00 p.m. Wednesday, July 28, 2021
OPWDD Technical and Cost Evaluations	Thursday, July 29, 2021 - Friday, August 13, 2021
Resource Center Site Visits and Interviews Completed	Friday, August 20, 2021
Preliminary Contract Award Announcement.....	Friday, August 20, 2021
Contract Execution and Submission to Control Agencies	Wednesday, September 1, 2021
Contract Start Date	Friday, October 1, 2021

Revision #3:

6.2 of the RFA has been updated to reflect the revised Application Due Date of July 28th, 2021.