

4A-1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 1, 2014 [] Consent [X] Regular [] Ordinance [] Public Hearing

Department Submitted By: Community Services Submitted For: Community Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) approve a revised scope of services to be included in the FY 2015 Behavioral Health Services request for proposal (RFP) under the Financially Assisted Agencies Program; B) authorize the County Administrator to execute a database sharing and use agreement with the Southeast Florida Behavioral Health Network for tracking of substance abuse and mental health (behavioral health) services; and C) approve a phased approach to eliminate the New and/or Continuing Initiatives and Innovative Programs category by FY 2017.

Summary: The Department of Community Services has conducted public forums, attended and received input from the OK2TALK series, and worked extensively with Southeast Florida Behavioral Health Network (SEFBHN), the managing entity for substance abuse and mental health services for the State of Florida, Department of Children and Families. For FY2015 there are three (3) service categories open for the Request for Proposal (RFP) process for program and services provided by community based organizations under the Financially Assisted Agencies (FAA) Program. These service categories are Special Needs, Substance Abuse and Mental Health. A change to the Substance Abuse and Mental Health service categories is being recommended by the Citizen's Advisory Committee on Health & Human Services (CAC) and department staff. The proposed change is to combine the two service categories into a single new service category to be titled Behavioral Health services. This will address the needs identified during the process to: recognize co-occurring disorders, increase care coordination across services and categories and better utilize data to support and improve client services, programming and resource development. Staff is also recommending that the County Administrator be authorized to enter into a data sharing agreement with SEFBHN and that the Board phase out the New and/or Continuing Initiatives and Innovative Programs service category by FY2017. Programs/Providers can initiate new and innovative programs, during the RFP process within the existing service categories and the four (4) agencies that currently receive funding in this service category will be advised to apply within one of the other appropriate categories as the category opens for competitive RFP. Countywide (TKF)

Background & Justification: (On Page 3)

Attachment:

- 1. PowerPoint Presentation 2. Scope of Services for Behavioral Health RFP

Recommended By: [Signature] 3/20/14 Department Director Date

Approved By: [Signature] 3/20/14 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------|------|------|------|------|------|
| Capital Expenditures | | | | | |
| Operating Costs | | | | | |
| External Revenue | | | | | |
| Program Income | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | 0 | | | | |

| | | | | | |
|---|--|--|--|--|--|
| # ADDITIONAL FTE POSITIONS (Cumulative) | | | | | |
|---|--|--|--|--|--|

Is Item Included In Current Budget? Yes _____ No _____

Budget Account No.:

Fund _____ Dept _____ Unit _____ Object _____ Program Code _____ Program Period _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

Taruna Malhotra, Director, Financial & Support Svcs

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

| | | |
|---|----------------------------|---|
| <p>_____ OFMB 3/24/14 cc 3/24</p> | <p>_____ 3/25/2014</p> | <p>_____ Contract Development and Control 3-25-14 BJC</p> |
|---|----------------------------|---|

B. Legal Sufficiency:

Chief Assistant County Attorney
3/26/14

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Background & Justification: Annually, staff works with the Citizens Advisory Committee (CAC) to recommend the scope of services for categories under Financially Assisted Agencies funding going through the RFP process. There is an established process for updating information in each category and getting provider and public input to identify gaps in services, changes in the community and new or evidence-based programs that can improve the outcomes and/or funding allocations. These recommendations are consolidated by staff, presented to the CAC, then sent to the Board of County Commissioners prior to issuance of the RFP. All proposals received are vetted by a panel in a public review process. Final funding recommendations are sent to the Board of County Commissioners prior to budget adoption for the new fiscal year.

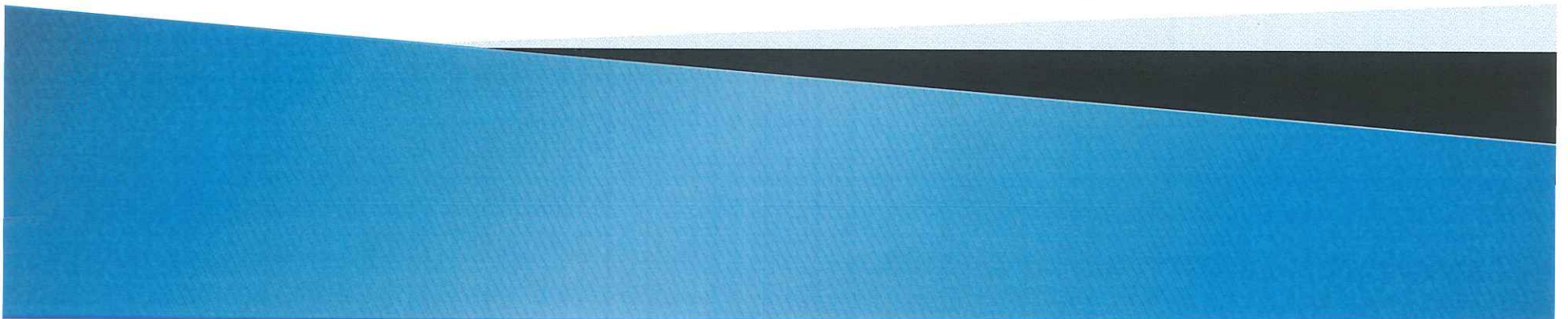


Financially Assisted Agencies Program Recommended Allocations for FY 2015


Board of County Commissioners

April 1, 2014


PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES



Presentation Outline

- I. Financially Assisted Agencies Overview
 - II. Behavioral Health Service Category
 - III. Data Base Agreement with Southeast Florida Behavioral Health Network
 - IV. New and/or Continuing Initiatives and Innovative Programs Phase-Out
- 

Financially Assisted Agencies

- ▶ The Financial Assistance Agencies (FAA) is a program within the Department of Community Services.
 - ▶ This program was established in the early 1980s to overcome the adverse impact of reduced federal funding.
 - ▶ Its purpose was to augment service provision in the community.
 - ▶ The program is now critical to the implementation of the Health and Human Services Element of the County's Comprehensive Plan.
 - ▶ There are currently Nine (9) Service Categories funding under the FAA program.
- 

FY 2015 Service Categories

- **Contract Extension until FY 2015**
 - Domestic Violence/Sheltering
 - Homelessness
 - New and/or Continuing Initiatives and Innovative Programs
- **Contract Extension until FY 2016**
 - Economic Stability/Poverty
 - Seniors
 - Youth Violence
- **RFP Service Categories FY 2015**
 - Mental Health
 - Substance Abuse
 - Special Needs

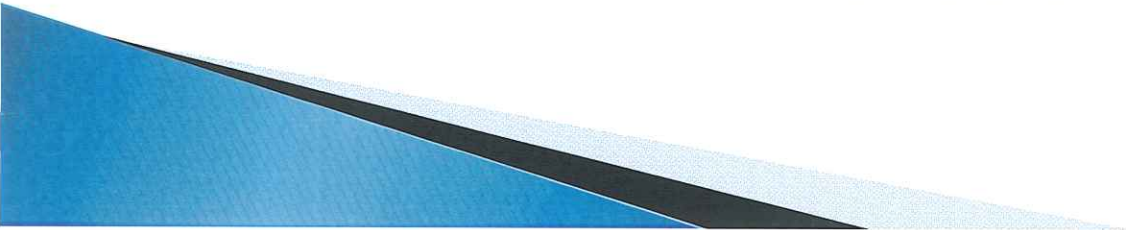


Behavioral Health Care

- ▶ Proposed change to combine Mental Health and Substance Abuse service categories into a single new service category to be titled Behavioral Health.
- ▶ This change will identified needs of these service categories:
 - Recognize co-occurring disorders
 - Increase care coordination across services
 - Better utilization of data to improve client services
- ▶ Extensive work with Southeast Florida Behavioral Health Network as the managing entity for the State of Florida mental health and substance abuse funding.

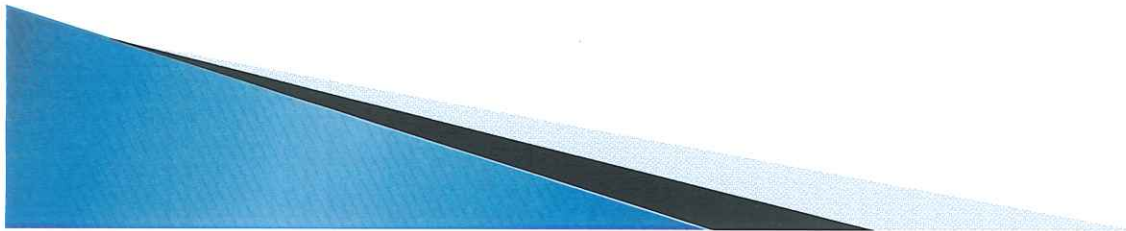


Database Sharing Agreement with Southeast Florida Behavioral Health Network

- ▶ Single source for 95% of Behavioral Health Data.
 - ▶ Single entry point for all Behavioral Health service providers.
 - ▶ Client tracking and referral to ensure care coordination is efficient and effective.
 - ▶ Outcomes system validation across funding sources.
 - ▶ Elimination of duplicate or over-billing of services between funders.
- 

New and/or Continuing Initiatives and Innovative Programs

- ▶ Staff is recommending that this category be phased out over the next three (3) funding cycles.
 - Current service categories address the Health and Human Services Element.
 - Agencies currently funded in this category will be able to apply in the category most appropriate for their services.





REQUEST FOR PROPOSALS & RENEWAL INFORMATION

Financially Assisted Agencies
FY 2015

**Palm Beach County
Department of Community Services
810 Datura Street, Suite 200
West Palm Beach, Florida 33401
(561) 355-4700**

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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I. GENERAL INFORMATION

The purpose of this Request for Proposal (RFP) is for the Department of Community Services (DCS) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payment to Delegate Agencies." The Health and Human Services Element of the *Comprehensive Plan of Palm Beach County* delineates goals and objectives that address the availability of health and human services necessary to protect the health, safety and welfare of its residents. In conjunction with the HHS Element, the Board of County Commissioners adopted Resolution R-2001-0913 which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS). The CAC/HHS through, Section 3. Roles & Responsibilities, D. of Resolution R-2001-0913 makes recommendations on an annual basis during the Financially Assisted Agency funding process regarding the service and funding priorities, outcomes and contract requirements).

Organizations will clearly identify how their service/program(s) address the Service Categories and system of care as approved by the Board of County Commissioners. The relationship of the outcome measures to applicable social indicators will be evaluated in terms of the anticipated impact of the service/program(s). All applicants seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months. **All applicant agencies must hold current and valid 501(c) (3) status as determined by the Internal Revenue Service or be public entities.**

II. OFFICIAL NOTICE OF REQUEST FOR PROPOSALS

**PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2015
NOTICE OF REQUEST FOR PROPOSALS**

Palm Beach County, Department of Community Services (DCS), will be accepting proposals for the Financially Assisted Agencies program for Fiscal Year 2015 (October 1, 2014 – September 30, 2015). Contracts issued will be for one (1) year with two (2) one-year extensions at the option of the County. Guidelines for proposals will be available on April 6, 2014.

FINANCIALLY ASSISTED AGENCIES 2015

Eligible Applicants: Not-for-Profit agencies holding current and valid 501(c) (3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County, or other currently funded entities.

Service Categories:

- Behavioral Health
- Special Needs

For a complete description of Service Category eligible activities, please refer to the Proposal Attachments.

For current contracts which will be extended this year, please refer to Attachment 3 at the end of this document.

Proposals and Amount of Funds Requested: All proposals must be category-specific in service categories that are accepting RFPs. Applicants are not limited in the number of proposals submitted. The funding available for this RFP will be determined by the Board of County Commissioners.

Mandatory Bidder's Conference: There will be a mandatory bidder's conference held on April 16th for all agencies submitting proposals. Confirmation of attendance must be received no later than April 14th at 5:00 p.m. Please confirm your reservation and Service Category (ies) that you will be submitting proposals for at the department through Alcine Dorival at adorival@pbcgov.org. Verification of attendance will be sent via email. Please let our staff know if you do not receive a timely confirmation. Agencies are asked to limit their reservations to three (3) attendees due to space limitations.

Proposal Guidelines

RFP guidelines are available in paper copy. All proposals will have to be submitted through the Florida Funders Application (FFA) website which is located at <http://www.cybergrants.com/ffa/index.html>. Proposers must complete the initial Letter of Inquiry (LOI) portion of the FFA and submit it back to DCS. DCS will approve and allow the proposer to complete the balance of the application after successful receipt of the LOI section of the RFP. Submission through the website must be completed by May 9, 2014 at 5:00 p.m. in order for a proposal to be considered. Additional resources and information will be available at:

<http://www.pbcgov.com/communityservices/programs/financiallyassisted/> and
<http://www.pbcgov.com/communityservices/citizenadvisory.htm>

Paper Copy Version of Guidelines can be picked up at DCS's main reception desk at 810 Datura Street, West Palm Beach, FL 33401; Monday through Friday, 8:00 a.m. to 5:00 p.m. This will be for reference purposes only as the proposal must be submitted through the Florida Funders Application website.

DEADLINE DATE: Completed proposals, submitted through the online application website must be completed and received by DCS's close of business day, 5:00 p.m., on May 9, 2014. Proposals submitted after 5:00 p.m. to the website will not be accepted or reviewed.

Technical Assistance: Will be provided by staff via email requests. All questions and answers will be made available for the public to review at

<http://www.pbcgov.com/communityservices/programs/financiallyassisted/>. Staff will not be available to answer questions after May 8, 2014 which is one day before the submission deadline.

Presentations: Proposers may be asked to make an oral presentation before a review panel in advance of contract awards.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS AD AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE DAYS NOTICE (CONTACT DCS AT (561) 355-4701 or adorival@pbcgov.org

PUBLISH: April 6, 2014

III. TIMELINE

FINANCIALLY ASSISTED AGENCIES FY 2015 PROPOSED FUNDING TIMELINE

FY 2015

- November '13:** Assign CAC members to RFP writing group (Special Needs, Substance Abuse, Mental Health; work with SEFBHN staff.
- January – February:** Conduct public forums in each of the service categories
- March 13:** Citizens Advisory Committee (CAC) information update on RFP process
- April 1:** Presentation to BCC updating on RFP process for FY 2015
- April 6:** RFP advertised
- April 7:** RFP available for public; reapplication for contract extensions open
- April 16:** Mandatory Bidder's Conference
- May 1:** Reviewer Training
- May 9:** RFPs submission deadline; applications for contract extensions due back to DCS
- May 27 – 30:** Special Needs Review Panel meets to finalize reviews and proposal scoring. DCS Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- Behavioral Health Review Panels (Youth, Adult, Acute Care) meet to finalize reviews and proposal scoring. DCS Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- June 2:** Proposals Review Complete
- June 2 – June 20:** Staff reconciles committee rankings, funding availability and develops recommended allocations
- June 20 – July 11:** County Administration reviews FAA recommendations
- July:** Presentation of FY 2015 FAA recommendations to BCC

IV. CRITERIA FOR SERVICE CATEGORIES

Financially Assisted Agencies RFP 2015 Criteria for Service Categories

3-Year Funding Cycle:

The following service categories that will be up for competitive proposals will be issued a one (1) year contract with two (2) possible renewals, depending on BCC approval each year.

1. Behavioral Health
2. Special Needs

V. CONE OF SILENCE

CONE OF SILENCE FINANCIALLY ASSISTED AGENCIES FY 2015

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP is due back to the department which is May 9, 2014 until the final FAA allocations are approved by the Board of County Commissioners.

All parties interested in submitting a proposal will be advised of the following:

Lobbying - "Cone of Silence"

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: <http://www.pbcgov.com/legislativeaffairs/lobbying.htm>, is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

VI. PROPOSAL GUIDELINES

2015 Financially Assisted Agencies Proposal Guidelines

****START A NEW APPLICATION – DO NOT USE AN OLD ONE****

General Information – complete the “Cover Page” which is in the Addendum section of the Florida Funders Application (FFA) website:

1. Name of Applicant Agency
2. Service Category - identify the service category in which the proposal is being submitted.
3. Program Title
4. Specific Target Population
5. Geographic Area Served
6. Commission Districts Served
7. Program Status (existing or new program)
8. Program Start Date (if a new program)
9. Total Program Budget (program’s total budget during the time period for which you are requesting funding)
10. Amount of Funding Request (how much you are requesting in the proposal)
11. Identify if agency is currently certified by Nonprofits First (3 pts. for agencies currently certified)
12. Overview (**3 sentence overview of the program** – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)

Summary

Please submit a proposal:

- Addressing all components of the Florida Funders Application (FFA) website www.cybergrants.com/ffa/ – both the Letter of Intent (LOI) and the full proposal. All proposals must submit the LOI as soon as they are able so that they can then be given access to the full proposal documents. All applicants completing the LOI and attending the mandatory bidder’s conference will be approved through to the full proposal. Both the LOI and full proposal can be revised prior to final submission which is due no later than May 9, 2014 at 5:00 p.m.
- Written in plain language; a narrative that fully addresses all questions in the Guidelines.
- Understandable to people unfamiliar with your organization or your area of expertise.
- That specifically addresses the funding priorities set out in this Request for Proposal.
- That specifically addresses the questions in the addendum which is part of the proposal and will be found on the FFA website.
- Please refer to the guidance provided throughout the website for further description or definition of any of the required areas. You can reach that assistance through clicking on any of the titles as they appear in on the website itself or through this link:
http://www.cybergrants.com/fca/fca_application_guide.html#approach_design

Guidelines for Proposals include:

1. Need for Assistance (15 pts)

- What is the need (or problem) in Palm Beach County that you are proposing to address (or solve)?
- Who does this need (or problem) impact in Palm Beach County? (*This specifically references the population that you serve – who walks in your doors for services – a profile*)
- What local Palm Beach County data or evidence exists to document the need (or problem)?

2. Approach and Design (25 pts)

- What will your program do to meet this need (or solve this problem)?
- What specific activities will your program complete?
- What services will your program provide?
- How many people in Palm Beach County will your program provide services to?
- What will your program accomplish during the funding period?
- How will your program accomplish it?
- How responsive to the FAA RFP service category criteria is this proposal?

3. Evaluation Approach (25 pts)

- Completion of the Financially Assisted Agencies Evaluation Plan/Logic Model 2015, which will be found in the addendum section of the FFA website application. **Do not complete the Evaluation Model as currently a part of the website application.**
- Outcomes and activities are clearly descriptive of the program being proposed.
- Evaluation methods and tools are generally accepted for demonstrating the outcomes proposed.

To be answered in the Addendum:

- Prior outcomes/data that demonstrate success of the services in this proposal.
- Use of indicators that have current state or national data documentation available is highly recommended. Please utilize “A Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators 2010”. You can find this document at: <http://www.pbcgov.com/communityservices/pdf/Health-Human-Services-Report.pdf>.

4. Available Resources and Sustainability (15 pts)

- What other funding is available to support your organization in addressing this need (or solving this problem)?
- Are there any partners who will assist your organization in addressing this need (or solving this problem)? If so, please provide concrete Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) which explain how you will address the need.
- What other funding has your organization received to address this need (or solve this problem)?
- How will your organization continue to address this need (or solve this problem) if current funding ends?

To be answered in the Addendum:

- Please describe your use of volunteers in support of program and other agency activities.
- Please describe how awarded funds will allow you to leverage additional dollars.

5. Budget (20 pts)

- Completion of proposed program budget
- Budget Justification (This would be additional description of budget items that might be considered unusual. If there are no such items, please put N/A). If there is an indirect cost percentage requested in the proposal then there should not be any indirect costs in the budget lines.
- Agency Budget – to be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget.

To be answered in the Addendum:

- Unit Cost service description (is this an industry standard and if so please state source)
- Unit Cost of service (is this an industry standard and if so please state source)
- What percentage of the agency's overall budget does this request represent?

Additional Scoring Components

The following areas will be reviewed and evaluated by the Review Panels after the proposal itself has been read and scored. Proposers are not to write additional information relevant to these areas. This is for informational purposes only.

1. Underserved Population(s) Served (5 pts)

Clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population compared to their percentage of the overall population by greater than 10% deviation.

2. Underserved Area(s) Served (5 pts)

A clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close proximity to the area. This zip/census tract should also be underrepresented amongst the service population.

3. Performance History (10 pts) *To be provided to the Review Panel by staff. If the program has no history with the County, points will be given based on the Review Panel's knowledge of the program/agency.*

4. Nonprofits First Certification (3 pts)

5. Priority Area Score *(Range of points based on number of proposals in each Service Category. The Review Panel will rank all proposals. If there are 10 proposals, the top-ranked proposal will be awarded 10 points and so on.)*

VII. TERMS AND CONDITIONS

1. Proposal Guarantee:

Proposer guarantees their commitment, compliance and adherence to all requirements of the RFP by submission of their proposal.

2. Modified Proposals:

Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the Deadline for receipt of proposals. The County will only consider the latest proposal submitted.

3. Late Proposals, Late Modified Proposals:

Proposals and/or modifications to proposals submitted after the deadline (5:00 p.m on May 9, 2014) for receipt of proposals specified in the RFP Timetable on page 5 are late and shall not be considered.

4. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

5. Public Record Disclosure:

Contracted providers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

6. Proprietary/Confidential Information:

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

7. Palm Beach County Office of the Inspector General Audit Requirements:

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

8. Commencement of Work:

The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon written notice to the proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

9. HUD Supportive Housing/ HIPAA Privacy Rules

Services that provide transitional housing and support services to individuals and/or families whose goal is to gain or regain economic independence will be required to comply with and report according to HUD Supportive Housing Program Regulation 24 CFR Part 583.

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in your RFP information. Provide this information in the Cover Sheet.

Recommendations for Services: Special Needs/Developmental Disabilities Palm Beach County

In anticipation of the FY 2015 Financially Assisted Agencies (FAA) Request for Proposals (RFP) process, Palm Beach County Community Services staff collaborated with service providers and community partners to gather information about the Special Needs/Developmental Disabilities needs of our community. The providers and collaborating partners came together and met on January 27, 2014. The community service providers represented a broad scope of services and actively participated in the information-gathering process. The results of this meeting are summarized below and will be utilized for purposes of plainly defining the service category target for contracted services.

Programs and services in this category should address outcomes and performance measures that help children and adults with special needs/developmental disabilities achieve their personal goals to maximize their independence in community settings. Services provided in this category should address at least one of the following life areas: Employment/Income, Residential/Living, Advocacy, Support Services. Respondents should be able to demonstrate how the provision of their service maximizes the independence of participants.

LIFE AREAS:

Employment/Income – Vocational Training and/or assistance to obtain a minimum wage or higher job in the community based on identified needs and interests. Services also include broadening skill sets for employment, assistance in maintaining employment and increasing earned income in the household. Includes job development activities with employers to increase capacity and facilitate matches as identified in a person-centered career plan.

Residential/Independent Living – Services focused on addressing the needs and limitations of participants which will allow them to obtain/maintain the most independent living situation in the community. The focus of the programs should address service areas such as budgeting, health and safety, public assistance/resources, social engagement and community inclusion. Stepping-stones to independent living, including all non-institutional options as well as Supported Living Coaching for people capable of living independently with some supports are included in the service array.

Community Based Day Supports - Programs designed to enable an individual to enrich his or her life and enjoy a full range of community activities. Services include but are not limited to career exploration, volunteer experiences, community integration experiences to support participation in community life, skill development and training, development of activities of daily living and independent living skills, socialization experiences and support to enhance interpersonal skills and pursuit of personal interests and hobbies. Also includes transition services to integrated employment.

Advocacy – Supports focused on assisting children and adults as well as their family members identify and access available programs and services in the community. Projects should provide support in areas such as generating awareness and the understanding of laws that protect citizens with special needs, program management services, referral and follow-up assistance, and accessing available supports and programs. Optimize opportunities to present information/education to public service providers to help them understand their roles, responsibilities and legal obligations.

Special Needs and Support Services – Discreet programs which provide specialized supports and services to identified populations who are underserved or who have unique needs due to the nature or severity of their disability. Services could include day services, respite care, behavioral supports and other programs that provide services to keep the individual in a community based setting.

Recommendations for Services: Behavioral Health Services Palm Beach County

In anticipation of the FY 2015 Financially Assisted Agencies (FAA) Request for Proposals (RFP) process, Palm Beach County Community Services staff collaborated with service providers and community partners to gather information about the mental health and substance abuse service needs of our community. The providers and collaborating partners came together and met on February 5th & 6th in two public forums. The community service providers represented a broad scope of services and actively participated in the information-gathering process.

Recommendations from both funding partners and service providers clearly demonstrated the need for a centralized care coordination function. Providing an ideal array of services and treatment options is significant at this time, especially with the existing continuum of care and its funding going through considerable change. A major partner in this process is Southeast Florida Behavioral Health Network which is a community-based agency with a dedicated Board of Directors. They are contracted with Florida's Department of Children and Families to administer the Substance Abuse and Mental Health Service System. As the "managing entity" for Palm Beach County they will offer a wealth of valuable resources related to mental health and substance abuse services that are available to meet the needs of our consumers, family members and other stakeholders.

The County shares their vision of a seamless, accessible, recovery-oriented system of behavioral health care driven by consumers, providers, and other stakeholders, in which innovation and collaboration are the norm and diversified financial resources comfortably support an array of prevention and treatment practices leading to excellent outcomes for individuals served, providers, and the community. This will be accomplished by developing, supporting, and managing an integrated network of behavioral health services to promote the emotional and mental well-being and drug-free living of children and adults.

Programs and services proposed in this category should address outcomes and performance measures that speak to behavioral health acute care services, children's and/or adult's behavioral health services. Respondents should be able to demonstrate how the provision of their service maximizes programming, collaboration with other service providers in the community to provide a continuum of care, treatment in the least restrictive and most appropriate level of service and assistance to clients and consumers to move toward the highest level of independence that is possible based on their individual needs and capabilities. **The priority funding for the County will be care coordination. Agencies applying in this Behavioral Health Services category must indicate that not only will they utilize the wrap-around training and uniform assessment tool, but also how they will coordinate the full spectrum of services across agencies.**

Request for Proposals will be accepted in the following areas:

1. Children's Behavioral Health Services

Care Coordination Services to include:

Proposals submitted in this service area should include Crisis Planning, Recovery Supports, Care Management (pre/post), Peer Support (mentors/drop-in centers), Psycho-Social Rehabilitation, Family Psych-Education, Co-Occurring Illness Management, Prevention/Intervention (services intended to divert deeper-end services and to include targeted education for the client, family and community), advocacy and outreach.

Treatment Options to include:

Proposals submitted in this service area will address mental health, substance abuse and co-occurring illness to include Individual Therapy, Family Therapy, Group Therapy, Psychiatric Services, Residential Treatment, Outpatient Services, Medication Management.

2. Adult's Behavioral Health Services

Care Coordination Services to include:

Proposals submitted in this service area should include Crisis Planning, Recovery Supports, Care Management (pre/post), Supported Housing, Supported Employment, Peer Support (mentors/drop-in centers), Psycho-Social Rehabilitation, Family Psych-Education, Co-Occurring Illness Management, Prevention/Intervention (services intended to divert deeper-end services and to include targeted education for the client, family and community), advocacy and outreach.

Treatment Options to include:

Proposals submitted in this service area will address mental health, substance abuse and co-occurring illness to include Individual Therapy, Family Therapy, Group Therapy, Psychiatric Services, Residential Treatment, Outpatient Services, Medication Management.

All treatment proposals should include how they will ensure linkage, coordination and follow-up on all clients served.

Care Coordinators funded will be required to be trained in the system of care wraparound training adopted by the State of Florida's Department of Children and Families Office of Substance Abuse and Mental Health. Additionally, service providers will utilize a County-wide approved uniform assessment tool.

3. Behavioral Health Acute Care Services

Proposals submitted in this service area should address issues that can include Mobile Crisis Team, Crisis Stabilization, 23.5 Hour Observation, Virtual Crisis Support, Medical Detox, Social Detox. Proposals will be evaluated as to how the provider addresses the most appropriate placement in mental health, substance abuse and co-occurring cases.

All FAA recipients will be required to provide database information through the Southeast Florida Behavioral Health Network which will include **(SEFBHN to provide language)**

Annual contract extensions will be subject to data analysis, performance, contract adherence and modifications resulting from recommendations to improve the behavioral health care system.

INSTRUCTIONS FOR FY 2015 CONTRACT EXTENSIONS

There are six (6) service categories not required to participate in the competitive RFP process for FY 2015. Those not required are stated below.

Contract Extension until FY 2015:

Domestic Violence/Sheltering

Homelessness

New and/or Continuing Initiatives and Innovative Programs

Contract Extension until FY 2016:

Economic Stability/Poverty

Seniors

Youth Violence

- ✓ Agencies requesting contracts extensions for programs approved in the FY2013 and FY 2014 service categories above will need to resubmit information through the Florida Funders Application (FFA). Community Services staff will clone your proposal from last year and send to you so that you do not have to re-enter all of last year's information.
- ✓ Please indicate if there have been any changes in the program as it was proposed.
- ✓ Complete the Financially Assisted Agencies Evaluation Plan/Logic Model 2015, which is attached to the website application. **You will not be required to complete the Evaluation Model currently a part of the website application.**
- ✓ Submit a new program budget in the website format. Upload a new total agency budget. The agency budget does not need to be completed in the website format.
- ✓ When the FFA website is re-opened the required documents will be part of the application. Please be clear regarding the charges you will be incorporating into your program budget(s). If you are charging an indirect/administrative percentage fee then you must remove any other line items related to indirect/administrative expenses. Please only include those positions and charges that are directly linked to the program being funded under the FAA. We require an overall agency budget which will provide information regarding other programs being operated. Also, for any "miscellaneous" or "other" budget requests, please clearly identify what is covered in the request.
- ✓ The FFA website is scheduled to be available on April 7, 2014 and all information must be completed by May 9, 2014. You will not need to provide a hard copy to our office of the information submitted.
- ✓ Until the Board of County Commissioners (BCC) meets and approves the final FAA budget staff will not know what the final funding amount will be.
- ✓ **There is no guarantee of funding awards for any contracts until the BCC's final decision.**