

## **SUPPORTED HOUSING (FORENSIC POPULATIONS)**

### **REQUEST FOR PROPOSALS**

**September 11, 2015**

#### **INTRODUCTION**

The New York State Office of Mental Health (NYS OMH) communicated the availability of funding associated with the 2015/2016 Enacted State Budget authorizing the development of new supported housing units. This funding aligns with the NYS OMH commitment to enhance community-based services as part of the Forensic Housing Initiative. This initiative will assist individuals with serious mental illness who are currently living in a NYS prison and are referred from Central New York Psychiatric Center (CNYPC) Pre-Release Services and being released back into the Monroe County community.

The Monroe County Office of Mental Health (MCOMH) is soliciting information from organizations interested in operating a 10 unit Supported Housing program targeted at the forensic population. The Supported Housing units are expected to operate within the Supported Housing guidelines identified by New York State Office of Mental Health. Additional information on Supported Housing guidelines can be found at <https://www.omh.ny.gov/omhweb/adults/SupportedHousing/supportedhousingguidelines.html>.

Annual funding amount for the operation of the Supported Housing units will \$86,830, consistent with the Supported Housing rate of \$8,683 per unit.

#### **GOALS / DEFINITION OF THE SERVICE**

According to the New York State Office of Mental, the intent of Supported Housing is to ensure that individuals with serious mental illness may exercise their right to choose where they are going to live, taking into consideration the recipient's functional skills, the range of affordable housing options available in the area under consideration, and the type and extent of services and resources that recipients require to maintain their residence with the community. The Supported Housing initiative is an approach which will create housing opportunities for people through development of a range of housing options, community support services, rental stipends, and recipient specific advocacy and brokering.

Within the supported housing model, funding is available for rental stipends and a residentially focused case manager. The rent stipend is available to permit access to safe and affordable housing services that enable recipients to remain in permanent housing and is made available to every supported housing resident. Services provided by the supported housing case manager include: negotiating leases; assistance in resolving issues between the landlord and the recipient and financial consultations.

#### **POPULATION OF FOCUS**

The identified population of focus for Supported Housing for the Forensic Population is as follows:

- I. Adults, 18 years and older, who have
  - a. diagnosis of serious mental illness; AND
  - b. Are presently living in a New York State prison and will be returning to their community AND who would otherwise be homeless

#### **COMPONENTS OF THE SERVICE**

Access to residential programming, particularly supported housing, can be key to both diverting an individual from a state-operated psychiatric inpatient stay and forensic recidivism. The New York State Office of Mental Health (NYS OMH) has recognized the importance of supported housing in supporting the recovery goals of individuals with a diagnosis of serious mental illness.

The organization awarded this forensic supported housing service and individuals accessing forensic supported housing will have access to the following additional resources:

- A. Clinical Treatment Services
- B. Health Home Care Management – Anticipated Health Home Plus designation
- C. Dedicated Mental Health Parole Officers
- D. Specialized Staff Training via Academy for Justice-Informed Practices
- E. Unidentified Wrap-Around Supports-originating from NYS OMH Forensic Department
- F. CNYPC Pre-Release Services
- G. \$5,000 – one time allocation to Supported Housing Providers

#### A. Clinical Treatment Services

It is anticipated that all individuals referred to Supported Housing units targeted at the forensic population will be engaged in clinical outpatient treatment services that best meets their individual needs. Within Monroe County this may include existing forensic ACT services or other existing ambulatory treatment programs. In addition Monroe County clinical providers have been made aware of the transition of this population to the community and two mental health clinics with trauma informed expertise, as well as clinical forensic expertise haven been identified to be a part of this community planning group.

#### B. Health Home Care Management – Anticipated Health Home Plus designation

It is also anticipated that individuals enrolled in the Supported Housing program would also be enrolled in health home care management. It has been communicated by NYS OMH that individuals with a serious mental illness and released from prison will be eligible for Health Home Plus. Per NYS OMH guidance, Health Home Plus (HH+) is an intensive Health Home Care Management (HHCM) service established for defined populations with Serious Mental Illness (SMI) who are enrolled in a Health Home (HH). In order to ensure their intensive needs are met, Health Homes must assure HH+ members receive treatment in keeping with requirements for caseload ratios, reporting, and minimum levels of staff experience and education, formerly required under Office of Mental Health (OMH) Intensive Case Management (ICM) level of care. Providers will be appropriately reimbursed for management and oversight of this population. At this time the current per member per month rate for a HH+ designated individual in Upstate New York is \$700/month. This population has not yet been designated eligible for Health Home Plus; however it has been communicated that this designation will occur soon. Additional information regarding Health Home Plus can be found at: [https://www.omh.ny.gov/omhweb/adults/health\\_homes/hhp-final.pdf](https://www.omh.ny.gov/omhweb/adults/health_homes/hhp-final.pdf). If an individual is not eligible for health home care management, the individual would be referred to deficit funded behavioral health care management via Monroe County's Single Point of Access (SPOA) process.

#### C. Dedicated Mental Health Parole Officers

NYS OMH has communicated that individuals released from prison may or may not be released on parole. When individuals are released from prison and are on parole, the individuals will be referred to a dedicated mental health parole officer. Depending on the standardized assessment scale utilized upon release from prison, dedicated mental health parole officers maintain a caseload of 15 individuals or 25 individuals. It has been communicated that the inclusion of a mental health dedicated parole officer will be an essential support associated with the 10 newly allocated forensic supported housing units. Monroe County mental health parole officer staff communicated that they are interested in partnering with housing providers regarding this population and stated they would make themselves available to supported housing staff to visit apartment units together and to support housing plans. Mental Health dedicated parole officers reported that individuals would

need to reside within the City of Rochester in order to access this mental health parole officer. *It was also reported that individuals identified as sexual offenders would be linked to a sexual offender team and not the mental health dedicated parole officer team.*

#### D. Specialized Staff Training via Academy for Justice-Informed Practices

NYS OMH has communicated the availability of specialized staff training through the Academy for Justice-Informed Practice, focused on education and skills required for working with a justice-involved population. Staffing training opportunities include but are not limited to: understanding of violence and staff safety; understanding of the criminal justice system; supporting and maintaining clients working with parole; trauma-informed care for justice-involved individuals; reducing recidivism and promoting recovery; the clinical impact of incarceration; and first person perspective on the experience incarceration to recovery. In addition, the OMH Forensic Housing Initiative also offers targeted technical assistance upon request and convenes quarterly meetings with all funded providers and stakeholders to discuss cross-system coordination challenges and to share information regarding program resources for the target population.

#### E. Unidentified Wrap-Around Supports-originating from NYS OMH Forensic Department

NYS OMH Forensic unit has communicated the availability of additional wrap-around supports dedicated to the forensic supported housing units. The type of support and when it will be made available to the forensic supported housing units is currently unknown. Monroe County Office of Mental Health is advocating for making additional wrap around supports available for these units as close to the time of the award as possible. It is anticipated that individuals with a serious mental illness diagnosis, who are being released from prison will be offered the opportunity to transition directly into the independent, permanent housing option (versus a proxy referral into a higher level of residential care). In order for individuals to be offered an opportunity to transition into the independent, permanent forensic supported housing units, it will be essential that all ten units have access to additional push in supports to aid in the successful transition from incarceration to recovery in the community. Respondents to this RFP are required to propose how wrap around supports funding could be utilized to overcome barriers associated with housing individuals with forensic histories in permanent, supported housing. Proposals should identify barriers associated with specific populations (e.g. history of sex offenses [level I, II, III], history of arson, history of significant violence) and how the wrap around funding will overcome barriers in obtaining permanent supported housing for this population.

#### F. Central New York Psychiatric Center (CNYPC) Pre-Release Services

Referrals for the forensic supported housing units originate from CNYPC pre-release services. NYS OMH has communicated that the pre-release services will provide extensive discharge planning to assist in individuals in the transition from prison to community. These pre-release services include applying for Social Security, Medicaid, the medication grant program, and housing. In addition the pre-release services arranges for post-release mental health treatment and assisted outpatient treatment (AOT) when appropriate. Individuals being referred from CNYPC will also have access to a two week supply of psychiatric medication and a prescription for an additional two week supply.

#### G. \$5,000 – One Time Allocation to Supported Housing Providers

NYS OMH has communicated the availability of funds for supported housing providers as a result of an innovative pilot initiative. This initiative makes enhanced reimbursement (up to the amount of \$5,000 per individual) available directly to supported housing providers that admits an individual directly into their supported housing program from state correctional facilities. It is recognized that these individuals required a higher level of support services to facilitate the successful sustainability in the community. The enhanced reimbursement would make available additional funding to be used to provide additional services that are needed to successfully address the acute and wide range of needs of persons transitioning out of prison.

## Community Knowledge and Collaboration

Implementation and operation of the Supported Housing for forensic populations and will require ongoing collaboration with the landlords, neighbors, parole, probation, and providers of clinical and supportive services (e.g., health home care management, outpatient providers, etc.) to ensure that services are coordinated and implemented to effectively meet the needs of individuals referred to Supported Housing. Respondents to this request for proposals must identify the organizational structure under which residential providers and supportive services providers will inform the implementation and operation of the Supported Housing and Community Support Team for forensic populations.

## REQUEST FOR PROPOSALS APPLICATION NARRATIVE AND BUDGET

Agencies interested in responding to this solicitation are to submit a proposal narrative to the Monroe County Office of Mental Health no later than **October 2, 2015**. The proposal is required to be submitted electronically to the following email address:

mentalhealth@monroecounty.gov

Questions related to any aspect of this RFP must be submitted via e-mail to [mentalhealth@monroecounty.gov](mailto:mentalhealth@monroecounty.gov) no later than close of business on **Wednesday, September 16, 2015**.

When submitting a question to this email address, please include "SH Forensic RFP Questions" in the email subject line. All questions and the responses to these questions will be posted on the MCOMH RFP Reinvestment RFP Opportunities webpage (<http://www2.monroecounty.gov/mh-rpc-reinvestment-rfps>) by **September 18, 2015**. Only questions submitted through this e-mail process and received by the **September 16, 2015** deadline will be responded to.

### APPLICATION NARRATIVE

The Application Proposal should be no more than **10** pages, including the cover page. Application Budget information should be included as a separate excel file.

Proposals should be written utilizing the following font- "Times New Roman font", "size 12," and margins should be no smaller than .5". The proposal should include the following:

Proposal Cover Page. The cover page includes the following general information:

- Agency name and address
- Division/department under which the Supported Housing for forensic population will operate
- Name, phone number and e-mail for the Division/department contact person
- The name, title and signature of the individual authorizing the submission of the proposal.

The Application Narrative should address each of the following areas:

I. Agency Experience Serving Population of Focus:

- a. Describe your agency's experience in providing services to Adults with a diagnosis of serious mental illness that seriously impairs their functioning in the community.
- b. Describe your agency's experience in providing services to individuals with significant forensic histories. Include existing relationships with community landlords and/or plan to establish working relationships with community landlords for the forensic population.
- c. Described your agency's ability to implement an innovative and flexible service to serve the needs of individuals falling into both of the categories above. Include a description of how the agency plans to assess the effectiveness of the Supported Housing targeted at the forensic population and modify service provision to ensure supportive services are meeting the needs of the population of focus. Include any provisions needed by the agency to effectively implement and operate the Supported Housing targeted at the forensic population.

II. Supported Housing (SH) Components & Specialized Forensic Needs:

- a. Operations and Services

- i. Describe your agency's housing plan for the supported housing units. It is important to note that NYS OMH has communicated that a central location for the 10 forensic supported housing units will not be supported. The supported housing units should utilize the scatter site approach. Identifying proposed plan for leaseholder, if the lease will be in the name of the referred individual or the agency.
- ii. Describe in detail barriers associated with specific forensic populations (e.g. history of sex offenses (level I, II, III), history of arson, history of significant violence) and how the forensic supported housing provider, with additional wrap around supports, will overcome barriers in obtaining permanent supported housing for this population.
- iii. Describe relevant risk management policies and procedures.
- iv. Describe any performance and quality management activities that will evaluate the operations and effectiveness of the forensic supported housing.

b. Staffing Proposal

- i. Describe your agency's staffing plan for the designated supervisor and other personnel that would be part of the SH for Forensic Populations.
- ii. Describe how the staffing pattern/coverage is adequate to each specific component of the supported housing program for Forensic Populations.
- iii. Describe how you will recruit and retain a sufficient number of diverse staff to allow for matching staff with the population served.
- iv. Describe your agency's proposed required staff competencies for operating the forensic supported housing program and the training plan for ensuring all staff obtains the appropriate competencies.

c. Stakeholder Partnership

- i. Describe your agency's ability or plan to be able to establish effective working relationships with other community providers (including parole, neighbors, landlords, law enforcement, outpatient programs and community support services).

d. Organizational Structure

- i. Describe the organizational structure under which supported housing forensic populations will be operated.

III. Cultural and Linguistic Competence:

- a. Describe how you will ensure that services are culturally and linguistically competent, including how services will be structured to ensure such competence.

IV. Family and Consumer Voice:

- a. Describe how your agency incorporates family and consumer voice into all aspects of the organization, including the following:
  - i. Are family members and/or consumers represented on the Agency Board?
  - ii. Does your agency and/or program have Family and/or Advisory Groups? To what extent do consumers participate in those?

V. Supported Housing (SH) for Forensic Population Implementation Timeframe

- a. Describe your agency's anticipated timeframe associated with the implementation of the Supported Housing and FCST. It is anticipated that notification of the SH/FCST award will be made by **October 9, 2015**. Timeframe should delineate the months during which implementation activities are underway and the anticipated month that SH/FCST will be operational. Utilization of a Gantt chart to delineate activities and timeframes is preferred.

Please remember to attach a cover page to the Application.

## APPLICATION BUDGET

**Application Budget should be included with the application narrative as a separate excel file.**

Annual funding amount for the operation of the Supported Housing units will \$86,830, consistent with the Supported Housing rate of \$8,683 per unit.

### Supported Housing (Forensic SH focused):

Provide Expense / Revenue Detail similar to the line items of the DMH-2 Schedule of the Consolidated Fiscal Report (CFR), for the time periods below:

2015 Calendar Year - Projection

2016 Annualized - Projection

Please also provide us with the following for **each** time period:

Breakdown of the above costs by S-H Rental Assistance (i.e. - CFR code 6050) and S-H Community Services (i.e. - CFR code 6060)

Breakdown of Direct Care and Non-Direct Care FTE's by position type (including estimated salary and FTE amounts)

Number of Individuals Served

Number of Days

## SELECTION PROCESS

Proposals received in response to this Request for Proposals by the due date of **October 2, 2015** will be reviewed by a team established by the MCOMH.

In addition to overall clarity and general comprehensiveness, proposals will be scored based upon the following criteria:

<u>Criteria</u>	<u>Associated Scoring</u>
I. Agency Experience Serving Population of Focus	<b>20</b>
a. Mental Health Supported Housing	10
b. Forensic population	10
II. Supported Housing Components & Forensic Needs	<b>50</b>
a. Operations, Services & Needs	30
b. Staffing Proposal	10
c. Stakeholders Partnership	5
d. Organizational Structure	5
III. Cultural and Linguistic Competence	<b>10</b>
IV. Family and Consumer Voice	<b>10</b>
V. SH/FCST Team Implementation Timeframe	<b>10</b>
<b>Total</b>	<b>100</b>