

**SUPPORTED HOUSING (FORENSIC POPULATIONS)
&
FORENSIC COMMUNITY SUPPORT TEAM (FCST)
REQUEST FOR PROPOSALS**

October 17, 2014

INTRODUCTION

The New York State Office of Mental Health communicated the availability of reinvestment funding associated with their commitment to enhance community-based services with the intent of reducing admissions and length of stay within inpatient psychiatric settings. Services funded with this reinvestment funding are targeted at the following Rochester Psychiatric Center-related outcomes: reducing admissions, facilitating discharges, and managing census. Funding for this Supported Housing for Forensic populations and Forensic Community Support Team (FCST) has been made available via the New York State Office of Mental Health reinvestment initiative.

The Monroe County Office of Mental Health (MCOMH) is soliciting information from organizations interested in operating a 20 unit Supported Housing program targeted at the forensic population. This Supported Housing program will include funding to support the additional needs of individuals being referred to the 20 new Supported Housing units. Additional funding associated with these Supported Housing units has been established to wrap additional resources around individuals with a forensic backgrounds entering into supported housing, including creating a Forensic Community Support Team (FCST). This community support team is likely to include both enhanced staffing as well as enhanced facility management to support the needs of this population. The primary focus of the FCST is to partner with individuals being admitted directly into supported housing and provide the supervision and supportive services needed to support individuals residing in their own independent, permanent apartments. The Supported Housing units are expected to operate within the Supported Housing guidelines identified by New York State Office of Mental Health. The Forensic Community Support Team dedicated to these Supported Housing units will be an innovative and flexible service and will not be licensed by the New York State Office of Mental Health.

Annual funding amount for the operation of the Supported Housing units will \$168,520, consistent with the Supported Housing rate of \$8,426 per unit. The annual funding amount for the operation of the FCST dedicated specifically to the Supported Housing units for the Forensic Population is \$251,875.

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 and the Forensic Community Support Team is as follows:

- I. Adults, 18 years and older, who have
 - a. diagnosis of serious mental illness; AND
 - b. recently discharged from jail, prison or RPC forensic unit; OR
 - c. has a significant history of multiple incarcerations; OR
 - d. deemed as appropriate by the County Community Services Director or his/her designee

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 decreasing census on state-operated psychiatric inpatient units. The New York State Office of Mental Health (NYS OMH) has recognized the importance of supported housing in supporting the recovery goals of individuals on the RPC campus and individuals on acute psychiatric inpatient units and has allocated 100 units of supported housing, termed community reinvestment units, to the Monroe County Community. It is anticipated that due to this eligibility criteria, many individuals with significant forensic histories may not be eligible for these new supported housing units. Therefore Monroe County has identified for the need for 20 additional Supported Housing units targeted specifically at the forensic population.

Within Monroe County, individuals with a serious mental illness being discharged from the RPC forensic unit and local jail or prisons are frequently referred for housing services via the Monroe County Single Point of Access (SPOA) process. Oftentimes these individuals present with a history of interpersonal violence or other behaviors, which make them inappropriate for a group residential setting (e.g. group homes, SROs, etc.), but existing supported housing programs do not provide the amount of support and supervision needed to meet the needs of this population. In order for the Supported Housing model to effectively meet the needs of individuals with forensic histories, additional supports will be required. These additional supports have been termed Forensic Community Support Team (FCST). The FCST is dedicated to the additional 20 Supported Housing units described in this RFP. In addition, funding could be utilized enhanced monitoring and facility management to mitigate risks associated with this population.

Respondents to this RFP are required to identify the how to utilize the FCST and associated funding 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 enhanced funding associated with the FCST will overcome barriers in obtaining permanent supported housing for this population. The FCST would make staffing supports available to individuals residing in the supported housing program. Staffing may include a peer with lived forensic experience. Staff members would be available to work with consumers on early identification of symptoms and warning signs of possible decompensation, as well as ongoing collaboration with the consumer to promote community integration and engagement. Staff will receive specialized training in educating landlords about housing this population, utilizing trauma-informed interventions, and training in criminogenic risk identification and response plans.

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. It is also anticipated that individuals enrolled in the Supported Housing program would also be enrolled in health home care management. If an individual was 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.

The FCST must demonstrate a working knowledge of the availability of billable supportive services existing within the community. When an individual is in need of a supportive service that can be provided by another agency and covered by the individual's health insurance (e.g., Medicaid, Medicare or commercial insurer), these billable services will be accessed prior to utilizing community support team resources. In addition, the FCST must demonstrate an ability to establish effective working relationships with billable supportive service providers and (when appropriate) provide education to billable service providers regarding the unique needs of the forensic population.

Implementation and operation of the Supported Housing for forensic populations and FCST 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 **November 14, 2014**. 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 no later than close of business on **October 24, 2014**.

When submitting a question to this email address, please include "SH/FCST 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 **October 31, 2014**. Only questions submitted through this e-mail process and received by the **October 24, 2014** 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 & Community Support Team 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 who have a severe and persistent mental illness that seriously impairs their functioning in the community.
- b. Describe your agency's experience in providing services to individuals who have severe and persistent mental illness who also have significant forensic histories. Include existing relationships with community landlords and or plan to establish working relationships with community landlords.
- c. Described your agency's ability to implement an innovative and flexible service. Include a description of how the agency plans to assess the effectiveness of the Supported Housing & CST 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 & FCST targeted at the forensic population.

II. Supported Housing (SH) & Forensic Community Support Team (FCST)- Components:

- a. Operations and Services

- i. Describe your agency's housing plan for the supported housing units. Identifying proposed plan for leaseholder, if the lease will be in the name of the referred individual or the agency, as well as proposed plan for a scattered site apartment approach versus a central location approach.
- 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 enhanced funding associated with the FCST will overcome barriers in obtaining permanent supported housing for this population.
- iii. Describe how funding will be utilized for enhanced monitoring and facility management to mitigate risks associated with this population
- iv. Describe relevant risk management policies and procedures.
- v. Describe any performance and quality management activities that will evaluate the operations and effectiveness of the SH & FCST.

b. Staffing Proposal

- i. Describe your agency's staffing plan for the designated supervisor and other personnel that would be part of the SH & FCST for Forensic Populations.
- ii. Describe how the staffing pattern/coverage is adequate to each specific component of the SH & FCST 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 SH & FCST for Forensic Populations and the training plan for ensuring all staff obtain 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 neighbors, landlords, law enforcement, outpatient programs and community support services).

d. Organizational Structure

- i. Describe the organizational structure under which Supported Housing and FCST for 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) & FCST 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 November 28, 2014. Timeframe should delineate the months during which implementation activities are underway and the anticipated month that SH/FCST will be operational.

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 \$168,520, consistent with the Supported Housing rate of \$8,426 per unit. The annual funding amount for the operation of the Forensic Community Support Team dedicated to the Supported Housing units for the Forensic Population is \$251,875.

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:

2014 Calendar Year - Projection

2015 Annualized - Projection

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

Breakdown of the above costs by S-H Rental Assistance (ie - CFR code 6050) and S-H Community Services (ie - 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

Forensic Community Support Team (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:

2014 Calendar Year - Projection

2015 Annualized - Projection

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

Breakdown of FTE's by position type (including estimated salary and FTE amounts)

Breakdown of the potential caseload of each FTE

SELECTION PROCESS

Proposals received in response to this Request for Proposals by the due date of **November 7, 2014** 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:

Criteria	Associated Scoring
I. Agency Experience Serving Population of Focus	20
II. Supported Housing & FCST Components	50
a. Operations & Services	20
b. Staffing Proposal	10
c. Stakeholders Partnership	10

d. Organizational Structure	10
III. Cultural and Linguistic Competence	10
IV. Family and Consumer Voice	10
V. SH/FCST Team Implementation Timeframe	10
Total	100